Church

* Collect a transportation ticket from each person. If they are requesting multiple services, i.e. food, clothing and attend an AA meeting, then collect one transportation ticket for each and help them with one service at a time. After each service they must get back in line before being helped with their next request. This is because each service is offered on a different day of the week.
* Verify that they have their ID by checking their Life Card. You cannot help anyone without photo ID.
* Everyone will have a Life Card. **With the dry erase marker**, you will mark boxes on their cards to indicate them visiting your booth.
* Food Bank- Ask them if they are employed. Ask them if they have any money.

If they answer “no” to both of these questions then they qualify for free food.

If they have a job or money (even if they answer “no” but you can see money in

their packet) turn them away and keep their transportation ticket.

Place a next to “Food” on their Life Card if they qualify and receive food.

* Clothes Closet- 4 people receive an outfit for job search and interview.

The 5th is told no clothes in their size- check back next week.

Home cards or the Career Center may send people for clothes- place a in the

appropriate section (labeled Career Center or Home Cards).

* AA/NA

Each person must draw a card. Place a  in the box if they draw a positive card and an **X** if they draw a negative card.

* Homeless Shelter

When someone moves to the shelter, make note on their Life Card next to “Housing situation changes” with the number of what week it is.

Each resident must draw a card at the end of the week (when they return home). Place a  on their Life Sheet if they draw a positive card and an **X** if they draw a negative card.

\*\*\*On the participant’s Life Cards:  represents a good transaction

**X** represents a negative transaction

**Church Box Inventory**

Please verify that all items are in your box.

Contact a facilitator if anything is missing

Ink Pen

Dry Erase Marker

Sticky pad for taking notes

Name displays for table

Clothes Closet

Homeless Shelter

Food Bank

AA/NA

Homeless Shelter action cards

AA/NA action cards

Instructions

If they present a “Home Card” mark that they completed what it said.

Transportation Ticket



Write results of AA/NA cards here “X” or “”

If they move in or out of homeless shelter write that here

All 3 boxes must be checked

If they get food from the food bank, put a check in the box

The following are your living expenses and court ordered appointments:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Cost | 1st week | 2nd week | 3rd week | 4th week |
| Probation | $30/month |  |  |  |  |
| Treatment | $15/visit |  |  |  |  |
| Food | $25/week |  |  |  |  |
| Rent/Utilities | $500/month |  |  |  |  |
| Child Support | $200/month |  |  |  |  |
| UA Test(s) | $5/test |  |  |  |  |
| AA/NA | Free |  |  |  |  |
| GED Class | Free |  |  |  |  |

You have the following ID: State ID  Birth Certificate  S.S. Card 

Housing situation changes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check in at Career Center weekly to look for full time employment.**

Career Center:

|  |  |
| --- | --- |
| Week 1 | Week 2 |
| Week 3 | Week 4 |

Home Cards:

|  |  |
| --- | --- |
| Week 1 | Week 2 |
| Week 3 | Week 4 |

Sample Life Card (1 of 6 different ones)