

Eden Village Crisis Cold Weather Shelter

Check-in Information

In Case Of Emergency: Call 911 (Address is 2801 East Division Street)

and notify Nate Schlueter at 417-894-3390.

Thank you for helping with the Crisis Cold Weather Shelter hosted at Eden Village! At least two other volunteers will be working with you to ensure the evening runs smooth. Your volunteer shift is from 8:00 p.m. – 10:30 p.m. and you'll be responsible for welcoming and checking in guests.

Arrive at Eden Village (2801 East Division Street) by 8:00 p.m. Another volunteer will already be on-site and have the door of the Community Center open for you.

Make sure cots are set up with blankets and coffee is made.

Guests will arrive at 8:30 p.m. They will have already completed a temperature screening at Veterans Coming Home. As guests arrive:

- One volunteer sits behind table, asks guest for first and last name, and writes name on sign-in sheet.
- One volunteer stands near door to the common area, asks guests if they would like to sign up for a shower, and asks guests if they need to check in a weapon.
 - If guest has a weapon, use yellow tickets on the table.
 - Give one ticket to guest
 - Tape other ticket to weapon and put in cardboard box under table.

Most guests will arrive via bus at 8:30 pm, but others may trickle in throughout the evening. Keep an eye on the front door to welcome and sign-in any guests that may arrive.

Another volunteer will coordinate shower service.

A few notes about the building:

- Restrooms are located in the north west corner of the building (down the hallway and on the left)
- If no women are staying at the shelter that night, men may use either restroom.
- Guests should NOT access the back door at the north end of the building (behind the Eden Village banner).
- The front exterior door will auto lock- it is recommended to leave it propped open. As guests go outside, remind them to make sure it to prop it open.
- Guests may leave the shelter at any time, and may come back on property.
- Masks are required any time a guest is not eating or sleeping/laying on their cot. Masks are available at the check-in table.