

A. Considerations for preparing to create a Hospitality Center for transitional sheltering of Asylum Seekers:

1. Church or NGO self-identifies as willing to participate as a Hospitality Center –
2. Provide a presentation to its' elders, deacons, and other leadership (PPT)
 - i. Considerations include:
 - a) Space designation
 - b) Commitment to hosting
 - c) Liability: check with insurer to ensure coverage
 - d) Kitchen/shower/bathroom facilities
 - e) Volunteer coordination
 - f) Translator assistance – See Appendix B
 - g) Other:
3. Authorization from the NGO or church leadership may be needed to participate
4. Ensure that facility meets minimum life safety regulations (see information on Las Cruces Fire Department (LCFD) Temporary Measures page ____). Must have Fire Department approval prior to occupancy
5. Must identify a bilingual site coordinator, shift coordinators, travel coordinators and others as needed (See Annunciation House Rules – Appendix ____)
6. Identify a representative to participate in weekly NM Hospitality Coalition meeting
7. Hospitality Center Considerations:
 - i. Minimum life-safety requirements for creating a shelter operation (refer to LCFD temporary measures for emergency shelter operations (page ____))
 - ii. Volunteer Management:
 - a) Volunteers interacting with asylum seekers must receive a background check
 - b) Associated forms:
 - i. Hospitality for Asylum seekers*
 - ii. Volunteer Do's and Don'ts*
 - iii. Hospitality for Asylum seekers – Volunteer application*
 - iii. Space requirements for sleeping facilities:
 - a) Type of bedding
 - b) Storage when not being used
 - c) Laundry (bedding and asylum seekers laundry)
 - d) Overnight monitor required
 - i. Must have receive a criminal and sexual offender a background check
 - ii. Associated form: (*Overnight Volunteer Instructions*)
 - iv. Availability of bathroom and showers:
 - a) Showers are not a requirement, may use other facilities such as local gyms or City or County pools or recreation facilities

- v. Kitchen Facilities:
 - a) Not a requirement, hot meals may be brought in, however at least one person at the facility needs to have a food handler's certificate
 - b) Fire, Health and Environment Departments will need to inspect facility to determine if in compliance for providing meals
 - i. If not in compliance, inspectors will provide a list of criteria to be completed within a specified time frame to come into compliance
- vi. Medical resources:
 - a) May be done at the shelter with a doctor, nurse or EMT-1
 - b) NM Department of Health mobile van may be scheduled
 - c) Medical supplies (*List – Medical Bin*)
- vii. Travel: (*Travel Instructions*)
 - a) Cell phones for calls to sponsors
 - b) Computer access to assist in setting up travel
 - c) Volunteers arranging for travel must have a criminal, sexual offender and financial background check
 - d) Travel explanation and staging
 - i. *Travel Booklets*
- viii. Transportation resources
 - a) Must have car and booster seats for children being transported
 - b) Volunteers transporting asylum seekers must have a criminal background check, sexual offender check, and driving record check.
- ix. Donations Management (*Basic Hospitality Supply List*)
 - a) Type and storage
 - b) Access to other churches or facilities to receive needed supplies and donations
- x. Set-up and Clean-up (*Instructions – Set up for Hospitality; Instructions – Clean-up for Hospitality*)
 - a) Designated areas for each section
 - b) Volunteers assigned to each station with access to supplies
 - c) Sanitary measures
 - d) Storage

Appendix A: Facility Set-up:

Hospitality Shelter Guide 2 day sample checklist (Numbers of volunteers may be different, based on the number of asylum seekers received)

Day	Time	Task	Task Description	Assigned to:
1	Before asylum seekers	Set up procedures (Need 3-6 volunteers)	<ul style="list-style-type: none"> ● Main Area <ul style="list-style-type: none"> ○ Sleeping area: Cots/mattresses/sleeping bags ○ Dining area: Tables and chairs ○ Living room area: TV, couches/chairs ○ Kids area: Small chairs, kids games ● Clothing, Showers, Toiletries <ul style="list-style-type: none"> ○ Clothing area: Undergarments & outerwear ○ Towels ○ Showers: Shampoo, Conditioner, Soap ○ Toiletries: Toothbrushes, toothpaste. ● Travel bags: Backpacks, refillable water bottles, small notebooks & pens, small packages of tissue, coloring/activity books and crayons/colored pencils, stuffed animals, travel blankets, toiletries in Ziploc baggies (hand lotion, hand sanitizer, wet wipes, Vaseline, chapstick) ● Beds, Batteries, Bracelets & Map: Reservation signs, power strips, scissors, U.S. map ● Travel arrangement area: Computers, phones, ¼ travel sheets ● Medical area: Ideal if private bathroom available that adjoins the medical area 	<ul style="list-style-type: none"> ● _____ ● _____ ● _____ ● _____ ● _____ ● _____ ● _____ ● _____
1		Intake (need 2-3 volunteers)	<ul style="list-style-type: none"> ● Snacks/Water set up ● Forms and table ● Color coded numbers (set for each family) 	<ul style="list-style-type: none"> ● _____ ● _____ ● _____
1	Upon asylum seeker arrival	meal service (Need 3-6 volunteers)	<ul style="list-style-type: none"> ● Prepare/serve lunch ● Clean-up kitchen (may ask asylum seekers to assist) 	<ul style="list-style-type: none"> ● _____ ● _____ ● _____ ● _____ ● _____ ● _____ ● _____
1		Hospitality (Need 2 volunteers)	<ul style="list-style-type: none"> ● Be present for families to assist them as needed 	<ul style="list-style-type: none"> ● _____ ● _____
1		Travel (Need 2 volunteers)	Arrange bus or airplane transportation <ul style="list-style-type: none"> ● Contact sponsor for arrangements ● Coordinate times to leave facility and arrive at bus station or airport ● Do not make airline reservations any earlier than 12:00 PM due to transportation requirements) 	<ul style="list-style-type: none"> ● _____ ● _____
1		Clean-up (Need 3 volunteers)	<ul style="list-style-type: none"> ● Clean bathrooms and showers ● Laundry 	<ul style="list-style-type: none"> ● _____ ● _____ ● _____
1		Overnight (Need 1-2 volunteers)	<ul style="list-style-type: none"> ● Stay overnight and assist families as needed. ● Volunteer must stay awake for fire safety 	<ul style="list-style-type: none"> ● _____ ● _____ ● _____
2		Breakfast	<ul style="list-style-type: none"> ● Prepare meal and clean up kitchen 	<ul style="list-style-type: none"> ● _____

		(Need 3 volunteers)		• _____
2		Transportation (Need 4-5 volunteers)	<ul style="list-style-type: none"> • Transport families to bus station/airport (need child safety seats) • Remain with traveler until bus/flight leaves • Transport back to shelter if bus/flight is cancelled 	<ul style="list-style-type: none"> • _____ • _____ • _____ • _____
2		Hospitality (Need 2 volunteers)	<ul style="list-style-type: none"> • Stay with families • Play area for children 	<ul style="list-style-type: none"> • _____ • _____
2		Clean-up (Need 2 volunteers)	<ul style="list-style-type: none"> • Clean bathrooms and public areas • If asylum seeker has left – pick up bedding 	<ul style="list-style-type: none"> • _____ • _____
2		Hospitality (Need 2 volunteers)	<ul style="list-style-type: none"> • Stay with families and assist as needed 	<ul style="list-style-type: none"> • _____ • _____
2		Transportation (Need 5 volunteers)	<ul style="list-style-type: none"> • Transport asylum seekers to airport or bus stations (remain with them until loaded and departed) 	<ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____
2		Hospitality (Need 2 volunteers)	<ul style="list-style-type: none"> • Stay with families and assist as needed 	<ul style="list-style-type: none"> • _____ • _____
2		Transportation (Need 3 volunteers)	<ul style="list-style-type: none"> • Transport asylum seekers to airport or bus station (remain with them until loaded and departed) 	<ul style="list-style-type: none"> • _____ • _____ • _____