

## Put Your Ethics Into Action...

*Welcome to the world of Ethics in action. For those young and old, who are looking for more meaning in their life and the personal satisfaction of doing something important for growing our Democracy...*

If you have an interest in volunteering time:

- Become a member of the Board.
- Attend a Board meeting as our guest.
- Participate in a project of your choice as a Friend of the Board.
- Present a new project idea.

As a Friend of the Board I am enclosing my check to be used for the purpose of:

- A gift contribution to the Social Service Board.
- To begin a sustaining contribution.
- As an endowment contribution.
- Development funding.
- For the following SSB Project \_\_\_\_\_
- \$10    \$25    \$50    Other

*Contributions to the Social Service Board should be made out to: The United Social Services, Inc., a 501(c)3 organization.*

*Or if you are interested in learning more about the Social Service Board and its ongoing projects, you can...*

**Write to:** Social Service Board  
2 West 64<sup>th</sup> Street  
New York, NY 10023

**Telephone:** (212) 874-5210 ext. 143

**Email:** SSSEC@NYSEC.org

**Fax:** (212) 721-4407

**Website:** www.nysec.org

## How Can One Help with the Women's Shelter?

The Women's Shelter Program welcomes interest and visits from our friends from within and outside the Society for Ethical Culture. Should you be interested in learning more about the Shelter and/or are interested in volunteering, please write or call:

**Director, Women's Shelter Program  
Social Service Board  
NY Society for Ethical Culture  
2 West 64<sup>th</sup> Street  
New York, NY 10023**

**Telephone: (212) 874-5210 ext. 143**

I am interested in the Shelter Program

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

NEW YORK SOCIETY FOR  
**ETHICAL CULTURE** 

**United Social Services, Inc.  
Social Service Board**

## Women's Shelter

**Sponsored by the Society's  
Social Service Board and the  
Partnership for the Homeless**

**United Social Services  
of the  
Society for Ethical Culture  
2 West 64<sup>th</sup> Street  
New York, NY 10023**

*Putting Our Faith Into Action*

## Information for Volunteers

### I. Introduction

Welcome! You have expressed an interest in serving as an overnight volunteer at the Women's Shelter of the Society for Ethical Culture. This brochure is intended to introduce you to the history of the Shelter and to help you understand its sponsorship and purpose.

### II. History

Since its beginning in 1982, the Shelter has been sponsored by the Partnership for the Homeless and the Society's Social Service Board. The Partnership relies on churches, synagogues and other non-profit organizations to coordinate volunteers and provide sleeping accommodations for the homeless. The city provides cots, bedding, laundry services and bus transportation to and from the Olivieri Center to the Society.

### III. The Connection

The Antonio Olivieri Center, located in the Pennsylvania Station area, operates a drop-in center for homeless women, providing meals, showers, counseling and a rehabilitation program, but the Center cannot provide beds.

An association with the Olivieri Center was developed by the Society's Social Service Board. The center sends up to ten overnight guests to the Society's Shelter. The Shelter area consists of two rooms: one is the dormitory with ten cots and lockers; the other is the lounge room with a table, chairs, refrigerator, telephone, television and a computer with access to email.

### IV. Rules Governing the Shelter

The Society Building is a smoke-free environment. The No-Smoking Rule must be strictly enforced at all times.

The Society's doors are locked, and all remain in the building until the bus arrives the next morning between 6:30 am and 7:00 am.

Shelter guests are required to stay in the two shelter rooms for their overnight stay. No one may go out of the building to smoke, shop, etc., either in the evenings or in the early mornings. Once out, guests should not be allowed back into the building.

Shelter guests may bring their own snacks but must take away all such foods when leaving in the morning.

Shelter guests are expected to keep the Shelter premises neat (beds made, refreshments returned to the refrigerator, etc.)

Shelter guests are asked to store their personal belongings to fit the space in their assigned locker plus one additional bag to be stored near their bed.

All valuable possessions of the guests must be taken by their owners when they leave in the morning.

### V. Volunteering Overnight

Our volunteers make it possible for us to offer a safe overnight stay to our guests.

Volunteers receive a brief orientation to become familiar with our building, shelter rooms, fire safety procedures, etc. In addition volunteers are reminded that their job is to listen and refrain from giving advice.

For up to five nights a week—Sunday through Thursday nights—the Society's Shelter Guests arrive by bus between 7:30 pm and 8:00 pm.

Some of the guests have worked all day on a job, and some have completed a full day in their rehab program. They are tired and very often the majority of them go to bed immediately in the dormitory room. Others may make a phone call, eat a snack, watch TV or use the computer in the lounge room before retiring for the night.

Once the guests leave in the morning, overnight volunteers must make sure that the Shelter premises are neat and the building door is securely closed when they leave.

At no time should volunteers let anyone into the building once the guests have left in the morning. (Society staff arriving early must wait for their supervisor to let them in.)

Overnight volunteers must supervise guests and enforce the Shelter Rules. Failure to do so compromises the safety of everyone in the building and places our Shelter in jeopardy of closing.