



## CAST Smoking Monitor Procedure

**Supplies:** Table, Binder with smoking log, six (6) smoking passes, two (2) pens, Procedures, CAST Emergency Phone Numbers

**Shift:** 8:15 PM to 10:00 PM

Please read and become familiar with the CAST General Volunteer Procedure and the CAST Do's and Don'ts List. A copy of each along with this procedure will be in the smoking log binder.

Oak Grove UMC will allow guests to smoke between the hours of 8:15 PM until 9:45 PM. All smoking passes must be returned to the smoking table by 9:45 because lights go out at 10 PM.

**GUESTS MAY SMOKE CIGARETTES, HOWEVER CAST DOES NOT ALLOW VAPING.**

The Evening Transportation team will make this announcement at the intake site prior to boarding the bus. If a guest is observed vaping, please report this to the CAST Coordinator immediately for action.

Upon request of a smoking pass, enter the guest's name, give him or her a numbered smoking pass and enter the pass number in the log next to the guest's name. Ask the guest to return the pass when he or she is finished smoking. Smokers must remain in the designated area. They are not allowed to roam outside.

After the guest is finished smoking, he or she is to return the smoking pass to the volunteer. When the pass is returned, place a line through his or her name and pass number.

Only six guests will be allowed in the smoking area at one time. If all six passes have been given out, the next guest will have to wait until a pass has been returned.

If a waiting line forms, please stick your head out of the door and remind the guest that others are waiting. Also, occasionally look outside to ensure that no one is sneaking off to the parking lot.

At the end of the shift, please place the smoking passes and pens in the binder pouch and place the binder in the Bridge on the volunteer table. The binder will be returned to the smoking table prior to the next evening's shift.