



HOMEBOUND

Tri-valley area: Dublin, Livermore, Pleasanton and Sunol

Homebound Volunteer Quick Guide

A simple guide for Homebound meeting volunteers

For Everyone

- Arrive a few minutes early to help set up and visit with others.
- Travel in pairs and never enter a home or facility alone.
- Silence your phone and other devices.
- Be respectful and give your full attention to the person sharing.
- Do not bring food into the meeting.
- Help clean up before leaving.
- Leave with your buddy—never leave alone.

Secretary Responsibilities

- Arrive at least 10 minutes early.
- Bring the Secretary Binder and meeting materials.
- Assign readers before the meeting starts.
- Choose the meeting format (topic, reading, or speaker)
- Manage sharing time so everyone has a chance to participate.
- Let attendees know where the restrooms are located.
- Create a welcoming, respectful meeting environment.
- Return all materials to the Homebound Coordinator after the meeting.

Attendee Responsibilities

- Arrive at least 5 minutes early.
- If you are running late, notify the secretary.
- Keep distractions to a minimum.
- Use the restroom quietly if needed.
- Help leave the room as clean as you found it.

Most Important Reminders

- Safety first: Always travel and meet in pairs.
- Respect confidentiality and anonymity.
- Be kind, welcoming, and supportive.
- Remember that your presence may be the highlight of someone's day.