



# 2019

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## **BOX DWELLER HANDBOOK**

Welcome box dweller! We are so excited to have you join us for One Winter Night 2019. This handbook will go over everything you need to know - what to bring, when to arrive, parking, and a whole lot more!

We could not put this event on without YOU, our awesome participants and we can't wait to hear all about your experience.

# THE BASICS

Date: Friday, February 1st, 2019- Saturday, February 2nd, 2019

Time: 6:00pm-6:00am

Location: Downtown Champaign, Headquarters - 346 N. Neil Street

Fundraising Goal: \$250,000

Projected Weather Forecast: High 33, Low 18

**What to Wear:** Dress warmly in lots of layers. Four hand warmer packs will be provided to each box dweller to keep your hands and feet nice and toasty!

## ALCOHOL/DRUG FREE EVENT

Please keep in mind that C-U at Home One Winter Night is a drug and alcohol-free event. We ask that you abstain from purchasing alcohol at local downtown businesses while participating as a box dweller. Thank you for respecting this request. A large part of our ministry is spent assisting folks who suffer from substance abuse.

## WHAT TO BRING & NOT BRING

\*\*It is our goal for you to experience, first hand, what it is like to sleep on the streets without the personal comforts we are so used to.\*\*

### Good Things to Bring:

- Any cash/check donations you have collected
- Blankets, quilts, or sleeping bags
- A tarp (this helps keep the elements out)
- Extra snacks (snacks will be available at headquarters)
- A cell phone or personal tablet to help you in your fundraising efforts
- Chair (metal chairs will be provided, but if you have a comfortable travel chair, feel free to bring it)

### What NOT to Bring:

- Personal belongings of importance or high value
- Electric or battery clothing
- Any type of heaters
- "Hot" prepared food (no delivery please)
- Tents
- Air mattress or foam mattress
- Candles or other open flames

# ARRIVE & CHECK-IN

## Parking

We will have 70 spots reserved outside of our event headquarters, the Orpheum Children's Science Museum at 346 N. Neil Street. Just know that we are expecting these spots to fill up quickly! The Busey Bank parking lot is available, as well as the Christie Clinic parking lot. If you park in the Busey lot before 5:00pm, please be mindful to park in the spaces closest to the corner of University and Neil, away from the bank. After 5:00pm, the lot will be completely open. There is also a large public parking garage on the corner of



Randolph and Hill. Please know that we do not validate for parking in the garage.

If you park at a metered spot, please be sure to check and see how late they are enforced. We don't want anyone getting a parking ticket!

## Check In/Registration

Please head to event headquarters at 346 North Neil Street (Orpheum Children's Science Museum) in Champaign.

There will be two registration sections, one for Box Dwellers and one for Volunteers. Registration will be held from 4:00pm to 7:00pm for box dwellers and we encourage you to check in sooner rather than later! We will be as efficient as possible with the registration process but it generally takes about 5-8 minutes to register each box dweller. Please keep in mind that the most popular time for registration is 5:30pm. Many people do come to register around this time, so we thank you in advance for your patience!!

When you come to check in, please bring all donations that you have collected with you. Put both cash and checks in an envelope that is **clearly marked with your name**. This is extremely important to ensure funds are allocated to your fundraising goal.

## Check-In & Registration Continued...

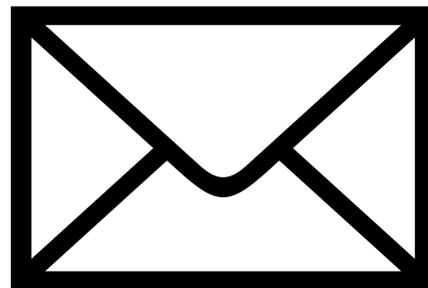
When you register, you will read and sign a confidentiality document and liability waiver. You will be given a personal blue string backpack containing the following items:

- ✓ A detailed map of the event, including your box station, where you will find the boxes, restrooms, where the dinner truck will be located, etc.
- ✓ Hand warmers
- ✓ Event Stocking Hat
- ✓ Pens
- ✓ Donation envelopes (for those donors who give you cash AND would like a tax receipt)
- ✓ Plastic Bags for hourly donation collections marked with your name
- ✓ A schedule of the featured speaker presentations for the evening
- ✓ A schedule for “The Phoenix: Hope is Rising” show times
- ✓ Information about local organizations and agencies that also serve the homeless population in Champaign-Urbana for your perusal
- ✓ Small trash bag to put all your trash in throughout the event (please dispose of in dumpster in downtown area)

One of our awesome registration volunteers will explain each item in your blue string backpack and answer any additional questions about the evening that you may have. They will point out your box station on the map and direct you to where you will be stationed for the evening.

## DONATIONS: NIGHT OF

For cash donations, please ask the donor if they would like a tax receipt. If they would like a receipt, it is important that you get the donor’s full name and address. During the event, you will be provided with envelopes that have space for a name and address. We will process these donations and mail them a receipt. If the donor does not need a tax receipt, simply accept the cash and put it



in the Ziploc bag provided in your box dweller bag clearly marked with your name on it. A security volunteer will come pick it up from you during the evening. We keep the OWN accounting books open for 2 weeks following the event. All One Winter Night donations are due by Friday, February 15th.



*Please bring any cash or check donations you have received to the event. Make sure that any checks have your name on the memo line. You will turn these in when you arrive.*

## BOX PREPARATIONS

How to set up your box is largely up to you. Many of the boxes do not have flaps on one end, so please be sure to bring enough covering to keep the warm in and cold out. Some people cut one edge of their box lengthwise and fold it into a triangle, which looks like a long, slender teepee. This style allows a box dweller to fold two layers of cardboard on the bottom, yielding an extra layer of cardboard between you and the cold sidewalk. Others keep the box in a rectangular shape. Some keep

their open box end next to a building and others keep the open box end closest to the street and cover it with blankets and/or a tarp. If you are participating as part of a large group, please only use a maximum of 3 boxes. This will ensure that every "box dweller" gets a box. Once all of the boxes have been distributed, feel free to check back at 8:00pm and if there are any left over, you may take additional boxes!! You may personalize your box as you see fit. Feel free to get creative!

## DINNER

Your dinner for the evening will be provided for you by **The Canteen Run**, a mobile ministry that takes food and essentials to our friends without an address at locations all around the community.

7:00pm to deliver your dinner of a PB&J in a snack bag and a bottle of water. If for some reason you are not able to be there at 7pm to get your dinner bag, please have a friend grab your dinner for you.

Dan and Barb will have the truck (a retired ambulance) parked on Neil Street in front of the City Building at



# OWN EVENT HEADQUARTERS

Our Event “Headquarters” for the evening is located at the Children’s Orpheum Science Museum at 346 North Neil Street. This is the place you will come to be registered and find out important information for the evening.

This will also serve as your warming center for the evening. There will be a little hospitality “snack bar” where you can come to get a cup of hot coffee, some hot chocolate and various snacks. The “snack bar” will open at 6:00 pm Friday evening and will remain open all night. Please know that there will also be First Aid supplies and a medical professional stationed at Event Headquarters in case of an emergency.

Our “headquarters” will also be the place where the C-U at Home documentary, “The Phoenix: Hope is Rising,” is shown and where our speaker presentations will be. You can read more about those events below.



*Coffee & Tea*



*Snacks*



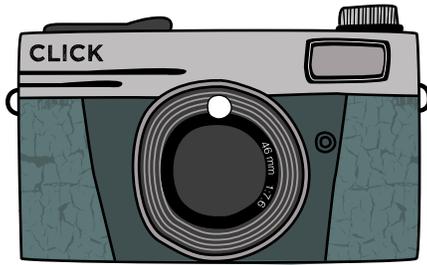
*First Aid*

# FACEBOOK LIVE PRAYER



At 8:00pm, we will all pause as a group and join in a word of prayer led by Pastor Jason Epperson of CU Church. If you are not at headquarters, the prayer will live stream on Facebook. All you have to do is go to our Facebook page, (<https://www.facebook.com/cuathome.us/>) and tune in!

# PHOTO BOOTH



Enjoy our photo booth located at event headquarters! You can take pictures with friends, family, or your box dweller group. There will be a print copy, as well as a link that you can email or text to yourself so you have the photo! The photo booth will be open from 4-11PM.

# SPEAKER PRESENTATIONS



One exciting event during One Winter Night is a series of speaker presentations. We will be hosting 7 different speaker presentations at event headquarters. These presentations will connect various issues to homelessness. Please check out the list of speakers in the “Event Timeline” section!

The speaker presentations will be available for box dwellers, volunteers, and the general public from 6:30pm-10pm, during OWN. Please encourage your friends to come and learn more about the topic. We will also have schedules available for you to hand out that evening to your friends who come by to see you at your box. This portion of OWN is made up of several area service providers whose goal is to serve and assist the vulnerable in our community.

# THE PHOENIX: HOPE IS RISING



Our C-U at Home full-length documentary *The Phoenix: Hope Is Rising* will be shown during the event. This will give you insight into how our founder began the ministry and some of the early challenges we faced. If you are interested, check out the trailer at [www.thephoenixhopeisrising.com](http://www.thephoenixhopeisrising.com)! The film will be shown four times throughout the evening at headquarters. It will be played at 10pm, 12am, 2am, and 4am (the midnight, 2am and 4am showings are especially for box dwellers).



# BAR CLOSE DOWNTOWN CHAMPAIGN

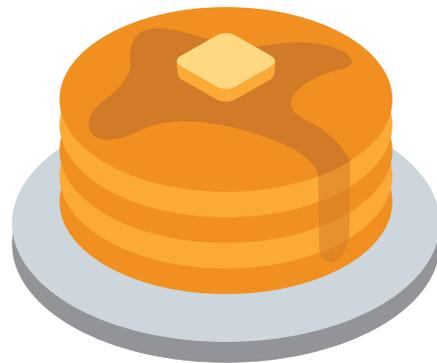
OWN takes place along 7 blocks spanning Chester St., Walnut St., W. Park Ave. and Neil St. where a number of bars are located. In previous years, we have had a few rowdy folks get loud and say and do some silly things around the times the bars close at 2am. As we did last year, we will have more security in the area between 1:30am and 2:30am, including a strong police presence. We are also asking for at least one box dweller in each box grouping to be awake and alert during this time period.

Please take the time to meet the others assigned to your box station and decide who might be willing to be awake and alert at this time. Nothing serious has happened in the past and we want to make sure that folks are protected from harm (getting yelled at or cussed at, having a box kicked, or someone falling into a box where one of our fellow box dwellers is sleeping).

## BREAKFAST - 6:00-7:00AM

After the night is over, the Daily Bread Soup Kitchen will be hosting our breakfast at 6:00 a.m. Our box dwellers last year raved about the amazing hot breakfast they served! Their location is at 116 N. First Street in Champaign, directly across the street from the Champaign Police Station. You can walk (only a few blocks away) or drive if you would prefer. This is a great opportunity for us to share our experiences and swap stories of what it was like to be a box dweller! A map insert can be found in your One Winter Night handout directing you to the breakfast location. Participants can expect the doors to be open at 5:45 a.m. with hot coffee waiting inside!

The Daily Bread has been established in the Champaign-Urbana area for the last nine years, serving around 153,000 meals each year to those in need in our community.



# SOCIAL MEDIA

THANK YOU for getting the word out about being a box dweller. Several of you have been very active on Facebook so far and it's paying off!

As you continue to share your One Winter Night personal fundraising page link on Facebook, consider adding #OWN2019 to your post. This will make it easy for people to see all of the posts about One Winter Night in one place. We would love for you to tag C-U at Home in any of your posts or photos. Feel free as well to "check-in" at C-U at Home on Facebook.

You are encouraged to continue to use your phone or tablet throughout the event to share your experience and fundraising page link throughout the night!

*Be sure to like us on Facebook  
or follow us on Twitter!*



[www.facebook.com/cuathome.us/](http://www.facebook.com/cuathome.us/)



[@C\\_UatHome](https://twitter.com/C_UatHome)

# PHOTOS/VIDEO



We want your OWN photos and videos! We would love to see any photos or videos you may have captured of your event experience: your group, your friends, your box, everything and anything!

Feel free to stop by in the weeks following OWN 2019 with a memory card or flash drive to share with us. We are located at 70 E. Washington Street in Champaign (office is open Monday-Friday, 8-5pm). You can also email [bailie@cuathome.us](mailto:bailie@cuathome.us) with any photos or video you take.

# EVENT SCHEDULE

## Friday, February 1

- 4:00-7:00pm Box Dweller Registration
- 4:00pm Photo booth opens!
- 6:00-7:00pm Find Box Station location, get set up and settled in
- 6:30pm SPEAKER PRESENTATION – Champaign Police Department. Law Enforcement & Homelessness
- 7:00pm Dinner hosted by The Canteen Run, in front of City Building
- 7:00pm SPEAKER PRESENTATION – C-U Men's Shelter, Three Winters of Hope
- 7:30pm SPEAKER PRESENTATION – C-U at Home, The Next Chapter
- 8:00pm SPEAKER PRESENTATION – C-U at Home Staff, Testimony: Lives Giving Back
- 8:00pm Box Dweller Groups can check back for additional boxes for use
- 8:00pm Facebook Live Prayer with Pastor Jason Epperson - CU Church
- 8:30pm SPEAKER PRESENTATION – Orphan's Treasure Box, Working Mothers & Homelessness
- 9:00pm SPEAKER PRESENTATION – City of Champaign Township, Employment & Homelessness
- 9:30pm SPEAKER PRESENTATION - Rosecrance, Mental Health/Substance Abuse & Homelessness
- 10:00pm FILM SCREENING/DISCUSSION – The Phoenix: Hope Is Rising
- 10:00pm Come get a cup of hot coffee or snack at Event Headquarters!
- 11:00pm Photo booth closes!

## Saturday, February 6

- 12:00am FILM SCREENING/DISCUSSION – The Phoenix: Hope Is Rising
- 1:30 to 2:30am Bar Closing Time (please keep extra eyes and ears out!)
- 2:00am FILM SCREENING/DISCUSSION – The Phoenix: Hope Is Rising
- 4:00am FILM SCREENING/DISCUSSION – The Phoenix: Hope Is Rising
- 6:00am Breakfast at The Daily Bread Soup Kitchen, 116 N. First Street!!