



**PRESBYTERIAN  
DISASTER  
ASSISTANCE**

Hope through hospitality

**PDA HOSPITALITY MINISTRY**

# **VOLUNTEER HOSTING HANDBOOK**





## **TABLE OF CONTENTS**

- 1- Table of Contents
- 2- Introduction
- 3- Hospitality Process
- 4- Assessment
- 5- Overview
- 6- Appendix
- 7- Call Center
- 8- E & S Care Brochure
- 9- Equipment Policy
- 10- Grant





**PRESBYTERIAN  
DISASTER  
ASSISTANCE**

Hope through hospitality

March 25, 2014

Greetings,

Thank you for your interest in PDA's Hospitality Ministry. It is our hope that this handbook will help you understand the ministry and how it helps provide assistance to disaster survivors.

PDA began hosting volunteer work teams on a large scale soon after Hurricane Katrina struck Mississippi in 2005. Upon their arrival to the devastated area PDA's National Response Team (NRT) members reported that anyone traveling to that area needed to be self-sufficient. This need resulted in the first PDA Volunteer Village being established.

The first Village was made up of tents. The tents did not last long in the harsh Gulf Coast weather and were soon replaced with plastic coated, corrugated, tent like structures called pods. The pods lasted for much longer and the Village ministry lasted for almost five years.

The Katrina model of Villages worked well but was expensive to set up and expensive to operate. This level of expense could not be sustained after Katrina. PDA staff gathered and developed a plan that would utilize church-based Villages. In 2011 PDA hired an Associate for Disaster Hospitality to run a two-year trial program to see if this church-based model was sustainable.

Also in 2011, several tornados damaged or destroyed thousands of homes in Alabama and Joplin, MO. By the end of the first year of the new program, fourteen villages had been opened – 7 times the goal. At the time of this letter, the PDA's National Call Center (NCC) was scheduling for 34 Villages and had 46 volunteer opportunities listed on its web site.

In 2013, PDA's Advisory Committee recommended that the Hospitality program become a regular ministry of PDA and hired the Associate for Hospitality and the National Call Center Manager as full-time employees.

All PDA NRT members are trained to recognize that all disasters are different and all responses are different. By the same token, all Villages are unique. As the Hospitality ministry grew, it was discovered that the church-based model itself had a number of different variations, especially where we find work, tools and materials for the volunteer teams. Some of these are:

Joplin model – After several tries, PDA and its partners, including the Joplin Long-Term Recovery Group (LTRG), settled on a model that created a pool of host sites (Village) that worked through the LTRG for case management, volunteer management, tools and materials. Each host site was only responsible for hosting the volunteers and managing their own schedules. PDA's NCC manages the scheduling for two Villages in Joplin.

Minot model – After the 2011 flood devastated Minot, ND, PDA sent NRT to assess the need for volunteer hosting. The team discovered that the only PCUSA church in the area could not host volunteers because it had agreed to house Minot's flooded-out elementary school. NRT members talked with PDA's National VOAD partners and discovered that a local Lutheran church was wanting to host but needed some guidance. PDA offered to help with the management of the Village and scheduling of the volunteers. Other partners joined in and Hope Village was created. Hope Village was a one-stop volunteer host site. Working with the local LTRG, Hope Village had case management, volunteer management, construction management, tools and materials all located on site. See more information at [www.hopevillagend.org](http://www.hopevillagend.org).

In the fall of 2011 Bastrop County, TX was struck with the most devastating wildfire in Texas history. PDA, worked with the local LTRG and some NVOAD partners, to help establish Faith Village in the unused gym behind the First Baptist Church of Smithville, TX – right next door to FPC Smithville. The Minot model worked well for over two years.

Oklahoma model – In response to the May 2013 tornados that ripped through a number of communities and damaged or destroyed hundreds of homes in Oklahoma, PDA sent NRT members in to work with the local LTRGs. One agency, Oklahoma Disaster Response Program (ODRP), was formed to bridge the response with all the different LTRGs to help with case management and construction. This created another model for hosting volunteers. In this case, volunteers call ODRP to get job assignments. Once the volunteers know where they will be working, they call PDA's NCC and get assigned to a host site. At this time there are 16 churches hosting volunteers. There is one PCUSA church in this group and some from other denominations, mostly Methodist.

One important thing that ensures a successful volunteer hosting experience is having meaningful work for the work teams. The worst thing for a team is to be idle. Many of these volunteers take time away from work or other commitments to travel to the disaster stricken area and they want to be busy, they do not want to sit around.

Being busy doesn't necessarily mean doing tear-out or construction. It can mean other meaningful work like debris removal. One church in Alabama hosted volunteers who helped purchase, prepare and distribute meals to people in the disaster stricken area, including workers. Another church in Kentucky helped repair fences in a mostly rural setting. One group in IL cleaned large debris from farmland. There are a number of ways to help a community recover from disaster that don't include building.

The main thing is to be there for the survivors. The ministry of presence is so important and is often overlooked. Disaster survivors may not remember what you did but they will never forget that you were there for them.

Sincerely,

Rick

Rick Turner

Associate for Disaster Hospitality

Presbyterian Disaster Assistance

---

---

---

---

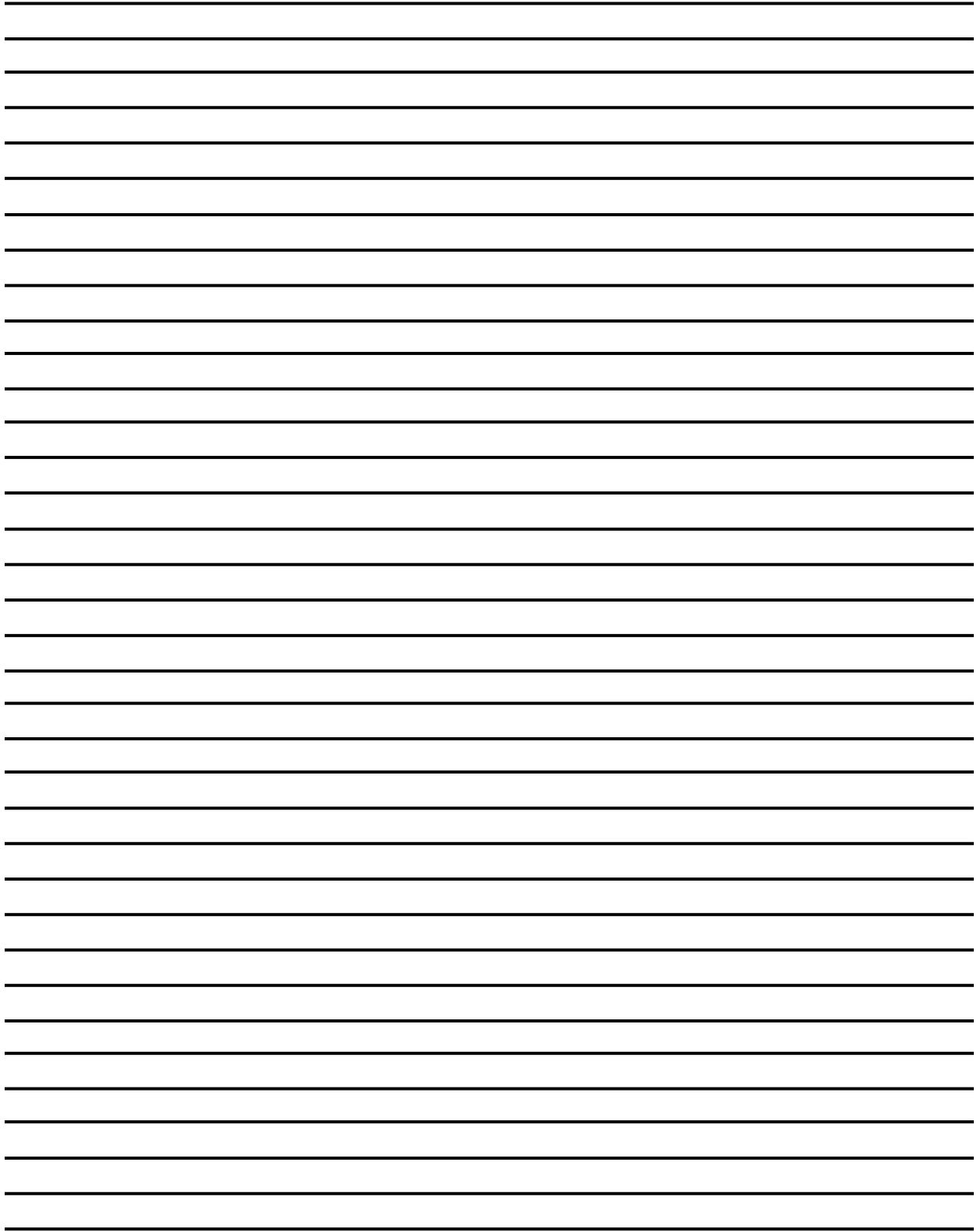
---



## **THE PROCESS OF CREATING A VOLUNTEER VILLAGE**

Here is a brief list of steps taken to create a volunteer host site (Village)

- When a disaster occurs and PDA is invited to respond, PDA deploys NRT members into the area to serve Christ, assist the presbytery and assess the needs. If it is obvious that the disaster has damaged a large number of homes and there will probably be a need for a host site, a Hospitality-trained NRT member is included in the early response team.
- Usually, within a day or two of the disaster, the phones begin to ring at PDA's National Call Center (NCC). NCC begins to collect names and contact information for teams interested in rebuilding so that we can update them as the recovery process progresses.
- If it is determined there will be a need for host sites, Hospitality-trained NRT members assess potential hosting facilities and submit findings.
- These assessments are sent to the NCC.
- If the church or organization discerns that it wishes to be a host site and PDA has confirmed the need and viability of the site, the NCC contacts the host site to help them develop handbooks and other necessary forms to send to volunteers.
- NCC enters information about the Village (host site) into the CampWise software system so that the registration process can begin.
- The NCC then writes up a brief description of the host site and sends it to Louisville. This information is entered into the PDA website and Louisville also sends the Village PDA T-shirts if requested and approved by the Associate for Disaster Hospitality.
- The NCC will mail out a PDA banner to the site so that it can be placed in front of the church or at another obvious location to identify it as a Volunteer Village.
- The NCC coordinates their software with the Villages calendar and begins booking volunteer teams.
- When a team is booked the NCC sends the team the handbook for the Village at which they will be staying. The NCC also sends skills assessment forms, liability release forms and any other information the host site would like the team to receive.
- The team is then put in direct contact with the Village.



## VOLUNTEER HOST SITE INFORMATION

Date: \_\_\_\_\_ Assessor's Name(s): \_\_\_\_\_

Area, Region or Presbytery Served: \_\_\_\_\_

Disaster For Which Hosting: \_\_\_\_\_

### **CONTACT INFORMATION**

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

Denomination/Affiliation: \_\_\_\_\_

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

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

Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Website: \_\_\_\_\_

On Facebook?:      Yes      No      Web address: \_\_\_\_\_

Is the address above the same as the address of the potential host site?      Yes      No

If different, please specify below:

Name of Host Site: \_\_\_\_\_

Host Site Address: \_\_\_\_\_

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

Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Contact Person 1: \_\_\_\_\_ Best Time To Call: \_\_\_\_\_

Phone Numbers—Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

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

Contact Person 2: \_\_\_\_\_ Best Time To Call: \_\_\_\_\_

Phone Numbers—Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

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

**PART 1: FACILITY ASSESSMENT**

General description of buildings/campus/site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Group Living Area:** Sitting Room/Lounge: Cable TV: WiFi:

Desktop/Table for laptops: Sofas/Chairs:

Secure storage for personal items: Heat/Air Conditioning:

Electrical outlets for charging phones, etc.:

Cell reception at hosting site:      Excellent      Good      Fair      Poor

**Sleeping Areas:** # of rooms: \_\_\_\_\_ Beds per room: \_\_\_\_\_

Separated by gender      Yes      No      # of electrical outlets: \_\_\_\_\_

Type of bedding:      Cots      Bunk Beds      Air Mattresses      Other

If other, please explain: \_\_\_\_\_

**Volunteer Kitchen Area:**      Dishwasher      Freezer      Stove

Refrigerator      Ice Maker

**Volunteer Laundry Area:**      Washer      Dryer

If not, are laundry facilities within a reasonable distance?      Yes      No

**Handicap Accessible:**      Buildings:      Yes      No

Restrooms:      Yes      No      Elevators:      Yes      No

**Bathroom/Shower Area:**

	Men's	Women's	Unisex	
# toilets:	_____	_____	_____	
# urinals:	_____			
# sinks:	_____	_____	_____	
# showers:	_____	_____	_____	
Hot Water Tank Capacity (gal): _____		On demand:	Yes	No
Is there space where permanent showers can be placed?			Yes	No
Is there space where temporary showers can be placed?			Yes	No
Is there space where trailer showers can be placed?			Yes	No

Please explain: \_\_\_\_\_

If showers are not available on site, are there facilities within a reasonable distance that could be used where partnerships or agreements can be established? (i.e. YMCA, fitness centers, etc.)

Yes

No

If yes, please explain: \_\_\_\_\_

**Safety Information:**

Are there an appropriate amount of fire extinguishers, fire alarms, and smoke detectors on site?

Yes                  No

Is there a fire sprinkler system installed?                  Yes                  No

Is there a fire and severe weather plan posted on site?                  Yes                  No

Is there a building alarm or security system installed?                  Yes                  No

**Hosting Site:**

Can the site accommodate buses?                  Yes                  No                  Number: \_\_\_\_\_

Can the site accommodate RVs?                  Yes                  No                  Number: \_\_\_\_\_

Is parking readily available at the hosting site?                      Yes                      No                      # spots: \_\_\_\_\_

Is parking secured?    Yes                      No

Is there secure space for tool storage?    Yes                      No

Is there outdoor space available for recreation?                      Yes                      No

Nearest airports to hosting site (please include expected travel time): \_\_\_\_\_

Suggestions to make site viable or improve hosting site capabilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART 2: HOSTING SITE INFORMATION**

Has the staff, congregation, and governing body committed to hosting volunteers?

    Yes    No

Has a site coordinator been named?                      Yes                      No                      Name(s): \_\_\_\_\_

Is the site coordinator's information included on page 1/2?    Yes                      No

If no, please list the contact information below.

Site Coordinator(s): \_\_\_\_\_ Best time to call: \_\_\_\_\_

Phone Numbers—Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

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

**Background Information:**

Have local building codes been reviewed?    Yes                      No

Are variances needed?    Yes                      No                      Unknown

Have fire codes been reviewed?	Yes	No	
Are variances needed?	Yes	No	Unknown
Have insurance companies been contacted?	Yes	No	
Will your church require financial assistance in order to host volunteers?	Yes	No	

**Volunteer Team Information:**

Must volunteers be affiliated with your denomination?		Yes	No
Maximum size of teams: _____ Age restrictions?		Yes	No
Minimum age allowable: _____ Youth to Chaperone ratio: _____ to _____			
Are individual volunteers welcome?		Yes	No
Will a volunteer team donation be requested?	Yes No	If yes, for what amount? _____	
Will a per diem donation be requested of volunteers?	Yes No	If yes, for what amount? _____	

**Volunteer Team Arrival and Departure:**

Arrival: day of week: \_\_\_\_\_ Arrival time: \_\_\_\_\_

Departure: day of week: \_\_\_\_\_ Departure time: \_\_\_\_\_

Are there times when volunteers are restricted from being at the host site?	Yes	No
---	-----	----

If yes, please explain: \_\_\_\_\_

**Meals for Volunteers:**

What meals will be prepared at the host site?	Breakfast	Lunch	Dinner
Who is responsible for planning meals?		Host	Volunteers
Who is responsible for purchasing food?		Host	Volunteers
Who is responsible for cooking meals?		Host	Volunteers

**General Information for Volunteers:**

Are volunteers expected to provide their own bedding, pillows, etc.?	Yes	No
Will a packing list for volunteers be provided when teams register?	Yes	No
Are volunteers expected to clean the areas they are using (toilets, showers, sleeping area, kitchen, etc.)?	Yes	No

**General Location Information:**

Distance to the following—Restaurants: \_\_\_\_\_ Laundromat: \_\_\_\_\_

Grocery store: \_\_\_\_\_ Hardware store: \_\_\_\_\_

Discount retailers (i.e. Wal-Mart, Target, etc.): \_\_\_\_\_

Recreational facilities (i.e. parks, theaters, museums): \_\_\_\_\_

Hospital/Urgent Care: \_\_\_\_\_

**PART 3: WORK SITE INFORMATION**

**NOTE: It is the responsibility of host sites to connect with agencies providing meaningful, case-managed work for volunteer teams.**

Has the host site made connections with their LTRG?	Yes	No
---	-----	----

If yes, which LTRG? \_\_\_\_\_

Has the host site connected with the organization providing case management?	Yes	No
--	-----	----

If yes, what is the name of the organization? \_\_\_\_\_

Has the host site connected with the organization providing construction management?	Yes	No
--	-----	----

If yes, what is the name of the organization? \_\_\_\_\_

Who is responsible for providing safety equipment?	Construction Management	Volunteer Team
--	-------------------------	----------------





# Overview of Church-Based Volunteer Host Sites



**PRESBYTERIAN  
DISASTER ASSISTANCE**

*Hope through hospitality*

Part of the cost of this document provided by

Support for  
Sandy Recovery  
Funded by



**American  
Red Cross**

TABLE OF CONTENTS

Subject	Page
<b>I. Introduction</b>	<b>3</b>
<b>II. How to Become a Volunteer Host Site</b>	<b>5</b>
Discern the Call and Capacity to Host	5
Connect with a Long Term Recovery Group	5
Involve Church Leadership	6
<b>III. Steering Committee Points to Consider</b>	<b>6</b>
Personnel Needed for Host Site Coordination	6
Financial Support for Volunteer Host Sites	6
• How will you fund the host site operation?	7
• How much will you charge the volunteers?	7
• Are you prepared to provide receipt of donations?	7
Accommodations for Volunteer Teams	7
Feeding of Volunteer Teams	9
Logistical Details	10
• Worksites	10
• Host Site Calendar Management	10
• Minimum Age Requirements	10
• Insurance Requirements	10
• Fire Safety	10
• Local Codes	10
• Parking	11
• House rules	11
Tools, etc.	11
Sharing Information with Volunteers	11
Record Keeping	12
Relationships with Congregation, Neighborhood and Community	12
Exit Strategy	13
<b>IV. Roles and Responsibilities of the Host</b>	<b>14</b>

Visit <http://vimeo.com/user6857107> to view a video version of this document.

## I. Introduction

After a disaster there is a need for housing for volunteers who come into the area to assist the community in its recovery. There is a short-term need for early response volunteers such as Red Cross, AmeriCorps, FEMA Corps and others. Sometimes this early, short-term need can be easily met by providing a gym floor for the volunteers to sleep. There may also be a long-term need for volunteer work-teams that come in to muck out, repair, and rebuild. Hosting these volunteers requires more planning and more services and is more complicated than just providing a place to sleep.

Well-run volunteer host sites are essential to disaster recovery. Successful volunteer host sites provide a warm, welcoming, safe and sanitary environment for volunteer work teams. This document is intended to provide information for those called to host long-term volunteer work teams.

**Volunteers want to come to a site where people welcome them and provide a real opportunity to help the community rebuild itself. They want to spend their days doing well-planned work and to have opportunities to meet with the people of the community or congregation.**

The enclosed information is to help a church or other group to discern their sense of call to the ministry of hosting, and to evaluate their commitment and capacity to carry out all the necessary dimensions of hosting. While every disaster is unique, hosting sites face many common planning, organizing, managing and care challenges. A number of National Volunteer Organizations Active in Disaster (VOAD) partners stand ready to support a church or group through the discernment process, to train the church community in elements of hosting, to utilize a call center to schedule volunteers and to provide materials that might be helpful.

Any group contemplating becoming a hosting site for volunteers serving in disaster recovery should begin the process of discerning its role in the community's recovery effort by assessing its sense of call. In disaster response it is always wise to pre-determine who will be helped, how they will be helped and for how long they will be helped.

When your session, deaconate, board or committee and the congregation of the church are satisfied that they are being called to use their gifts as a volunteer host site, you will then decide how best to organize people and resources available to create a hospitality system that provides adequately for volunteers' needs and establishes an environment in which meaningful work can be done to help the community rebuild after a disaster.

In order to offer volunteers a fruitful work experience—and to put their gifts to best use in the community—careful planning is essential. Volunteers want to come to a site where people

## Overview of Church-Based Volunteer Host Sites

welcome them and provide a real opportunity to help the community rebuild itself. They want to spend their days doing well-planned work and to have opportunities to meet with the people of the community or congregation. One of the worst things a volunteer team can experience is to feel as if they are wasting their time because work is not well coordinated. It is always better to keep the teams busy rather than let them sit, even for short periods of time. ***Do not begin hosting until you have jobs lined up for the volunteers.***

There are a few secrets to success for a volunteer host site.

- 1) Hard work
- 2) Dedicated volunteers from the hosting organization
- 3) Close attention to details
- 4) Strong interpersonal relationships between the hosting group (church members, staff, community, etc.) and the homeowners

To become a long-term volunteer host site requires serious discernment on the part of the group regarding the commitment of time, energy and space it demands. Burnout comes easily in this ministry. Every effort should be made to bring all involved parties on-board *before* making a commitment to the task. It is crucial to include as many people as possible in the daily duties of hosting volunteers so that people can enjoy the many blessings of hospitality ministry without overworking any one person.

## II. How to Become a Volunteer Host Site

### A. Discern the Call and Capacity to Host

The congregation or group leader and representatives should assess a congregation's sense of call, appropriateness of facility and commitment to long-term recovery. If those are affirmed, a steering committee should be appointed to assess need, the church's capacity and present a proposal to the church's governing body and the congregation.

This document offers information the steering committee needs to consider in developing their plan to become a volunteer host site. It also offers some suggestions about possible approaches to the decisions that need to be made in the following categories:

- 1) Roles and responsibilities
- 2) Financial support for volunteer host site
- 3) Accommodations for volunteer teams
- 4) Feeding of volunteer teams
- 5) Logistical details
- 6) Tools and building materials
- 7) Sharing information with volunteers
- 8) Interaction with survivors and self-care for volunteer teams
- 9) Record keeping
- 10) Relationships with congregation, neighborhood, and community

### B. Connect with a Long-Term Recovery Group

It is critical for a volunteer host site to take an active part in its community's Long-Term Recovery Group (LTRG) or Unmet Needs Committee. An LTRG is a collaborative, interfaith, interagency group from the community which aims to meet people's unmet needs after they have suffered

## Overview of Church-Based Volunteer Host Sites

damage to their houses. LTRGs usually have a construction management, unmet needs and case management committees that can supply work opportunities for volunteers.

By being active with LTRG partners, the volunteer host site learns how many families will have unmet needs and what long-term means for this disaster. Experience indicates that long-term typically means **two years** or more. In a federally declared disaster, FEMA Voluntary Agency Liaisons (VALs) will help form LTRGs and provide data from their assessments; local organizations will know what only local people can know. Based on the level of unmet needs, the church and LTRG can determine how much volunteer housing will be needed and for what length of time.

For information on LTRGs, download materials from the following websites:

<i>Long-term Recovery Manual</i>	<a href="http://www.nvoad.org">www.nvoad.org</a>
<i>Managing and Operating the Faith-Based Disaster Recovery Organization: A Capacity Building Guidebook for Boards of Directors and Program Managers</i>	<a href="http://www.cwserp.org">www.cwserp.org</a>
<i>Community Arise Training Materials, Part 2 Long-Term Recovery</i>	<a href="http://www.communityarise.com/classroom.htm">www.communityarise.com/classroom.htm</a>

### C. Involve Church Leadership

After the steering committee has answered all the key questions and decided to host volunteers, the plan should be presented to the church leadership. *Do not go forward without the full commitment of pastor, leadership, and the congregation.*

## III. Steering Committee Points to Consider

### A. Personnel Needed for Host Site Coordination

Early in the process the steering committee needs to establish policy and identify personnel needed to help run the volunteer host site. Personnel needs should be determined once the steering committee has a general operational plan. People working at the host site may need training in disaster recovery and host site management. It is important that you have people who will commit to the project for the long term. An individual can fill these essential roles although it is recommended that this be a team of persons that rotate terms of duty to prevent burnout. For these roles, the term “host” will be used for the rest of this document.

*(For more detail on host site roles, see part IV)*

## B. Financial Support for Volunteer Host Sites

The steering committee must assess funds and financing of volunteer host site. Funding any ministry, especially in tough economic times, is a challenge. Any time a church handles finances it is a good idea to set up a good and easily understandable accounting system from the very beginning. When people donate to disaster response programs, they want to know that their hard-earned funds are going to the need for which they were donated. Some questions may include:

### 1) How will you fund the host site operation?

- Ask for donations from the congregation and community?
- Seek and apply for grants? (Many grants will require a separate bank account, generally accepted accounting practices, and full disclosure and transparency in managing funds.)
- Cover expenses by charging per diem donations from the volunteers?

Many organizations with experience in hosting volunteer work teams suggest charging approximately \$25/night/person.

### 2) How much will you charge the volunteers?

Some may ask, “Why charge anything at all?” The main reason to charge volunteers is to prevent them from being a burden upon the disaster stricken community—including the host site.

How much your volunteer host site charges will depend upon what is to be provided for the volunteers. For example, if all three daily meals are provided the charge should be more. The daily charge should reflect the service the volunteers will receive and offset the expenses of maintenance, providing hot water, bunks, electricity, water, Wi-Fi, some staff reimbursement, etc. Note: Most teams that have experience working in disaster areas are accustomed to paying a per diem fee per volunteer. When the program is run efficiently, and the church does not charge the host site for space, utilities, etc., there will most likely be some funds left over to help cover other expenses. Note: It is always easier to have just one price option. It prevents miscommunication and possible hard feelings. Beware of charging too little. If you don’t charge enough to cover your expenses, you may be unable to continue hosting. The steering committee needs to determine how to handle excess funds.

It is always best to collect funds as soon as politely possible after a group arrives. As they get busy during the week, this can be overlooked. It would be good to mention that funds are expected upon arrival in the information you send to prospective teams.

**3) Are you prepared to provide receipt of donations?** It is recommended that you have an approved plan to handle per diem receipts and donations. Many volunteers arrive with gift cards, cash, tools and other items or a combination of these.

### C. Accommodations for Volunteer Teams

*(See pages 3-11 in appendix for examples of portable showers, shower buildings, bunk beds and room dividers)*

The committee will have to decide on what lodging provisions will be made to provide a safe and sanitary space to house teams.

How many people can you house? Host site capacity depends upon a number of factors. For example, the number of showers and available space are two important considerations when determining the number of volunteers a site can host. The ratio commonly used is 10 to 15 volunteers per shower (If showers can be used by either men or women). Therefore, a facility with two unisex showers could host between 20 and 30 volunteers.

**Identify times and areas in which the facilities will not be available to volunteer teams.**

If possible, it is preferable to have a dressing area and shower combination rather than female and male showers. Most teams do not have an equal number of males and females and a unisex shower plan is more efficient and faster. It is also recommended that sinks not be in the dressing/shower area so showers can be taken, then the person can dry, change clothes, exit and then use a sink if needed.

If the facility has showers, what is the hot water capacity? Would you need to add capacity or upgrade to a more efficient on-demand-type system?

If your facility does not have showers, do you have a place for shower trailers or outside shower building(s)? Can showers be installed inside? In addition, considerations should be given to utilizing nearby facilities (i.e. YMCA, a fitness center, community centers, dormitories, etc.) provided agreements can be reached.

As for space considerations, the American Red Cross recommends 20 – 40 square feet per person for its approved shelters. The New Jersey fire code requires a minimum of 40 square feet per person in the sleeping areas.

Will sleeping areas be separated by gender? Separation by gender is usually preferred. Some volunteer host sites have an area for volunteers who snore so others can sleep better. Sleeping areas should provide electrical outlets for the use of CPAP-type machines. If possible, provide a separate area for people who use these machines.

Will bunk beds be provided? What about mattresses or cots? Many adults do not like sleeping directly on the floor or on the top bunk.

## Overview of Church-Based Volunteer Host Sites

Will the volunteers bring sleeping bags? Will linens be provided, or will volunteers be asked to bring their own bedding?

Identify times and areas in which the facilities will not be available to volunteer teams. If your church has a day care it is recommended that that area be off-limits to volunteers.

Is leisure space available for volunteers? The host site should have space for the volunteers to relax without having to remain in their sleeping area. This means there should be space for the volunteers to play games, read, watch TV, use the computer, or just have a place for quiet time. A couch, comfortable chairs, and a table with chairs are always a good idea. A quiet time should also be established so that volunteers are provided with ample time for a good night's sleep.

### D. Feeding of Volunteer Teams

*(See pages 13–29 in the appendix for examples of Westminster meal plans, Gulf Coast food manual, Westminster chore list and housekeeping chores)*

The steering committee should determine the level of food service the site would provide to volunteer teams.

How many meals will be provided, if any? Some host sites provide food for all three daily meals. Some sites prefer to provide food for breakfast and lunch and allow the team to go out for dinner, which helps the local economy. Some sites prefer volunteer teams purchase their own food and prepare dinner themselves.

#### Questions to answer

- Who will do the grocery shopping—the host or volunteers?
- Who will cook the meals—the host or volunteers?
- Where will the work teams eat and prepare meals?
- Who will keep the dining area and the kitchen clean—the host or volunteers?
- Who will plan the menus—the host or volunteers?

One option is for the host to sit down on Sunday nights with each new volunteer team leader and create menus for the week. Another is for the host to suggest which foods to use and let the cooks decide how to prepare them. As previously stated, volunteer fees should cover the cost of food if you choose to purchase it.

In any case, some kitchen items should be provided. In addition to cooking implements and utensils, items—such as condiments, ice, towels, dish cloths, paper towels, dish soap—should be a part of every kitchen and available to volunteers.

## Overview of Church-Based Volunteer Host Sites

One of the most difficult things to store is water in plastic bottles. Some host sites have decided to ask volunteers to bring their own water bottles and fill them up at the church. Not only does this save space and money, it helps your host site “go green” because you are not using and discarding plastic bottles. It is also recommended that the host site provide only juice, water (not bottled), milk and coffee. The volunteers can purchase other beverages such as sodas locally.

### **E. Logistical Details**

*(See pages 30 – 32 in the appendix for examples of New Jersey fire code and bulletin boards)*

The steering committee will need to decide on logistical details for the host site.

#### **1) Worksites**

How far are the worksites from the living quarters? It is suggested that, whenever possible, worksites and volunteer should be no more than 30 minutes apart. Long drives make for long days. Traffic must be taken into consideration.

#### **2) Host Site Calendar Management**

Establish host site non-operational (blackout) days. Identify holidays, special events, and any periods of time in which your facility is not available to host teams.

Decide which days and times volunteers should arrive and which days they depart. It is a good idea to give your congregation a day or so to breathe and rest between work groups. Most volunteer host sites are set up to receive volunteers on Sunday afternoons or evenings and to have them depart on Fridays or Saturdays. Some volunteer teams may request to stay through Sunday to worship with the host congregation.

#### **3) Minimum Age Requirements**

Decide the minimum age of volunteer team members based on advice from insurance provides, local state regulators and work partners.

#### **4) Insurance Requirements**

It is advisable to check with your insurance carrier before housing people overnight. Some volunteer host sites require volunteers have medical insurance coverage. All volunteer host sites should have volunteers sign liability release forms. Volunteer host sites should keep these forms for a couple of years after hosting in case a question arises.

#### **5) Fire Safety**

It is a good idea to have a fire safety plan and a severe weather safety plan in place so the staff and volunteers know what to do, who to call and where to go in case of an emergency. These plans should be posted in areas that can be readily seen by the volunteers.

## Overview of Church-Based Volunteer Host Sites

Local fire codes must be reviewed to determine what is required to house volunteer teams overnight. Ask someone familiar with codes and fire safety to inspect the facility.

### 6) Local Codes

Become familiar with local building and zoning codes. Decide whether these codes restrict or change your hosting decisions.

### 7) Parking

Ensure there is space for volunteers to park. It may be necessary to mark spots in your parking lot for volunteers. Some volunteer teams may want to bring trailers, buses, RVs, or construction-related equipment. Parking restrictions should be made clear to teams *before* they arrive.

### 8) House rules

Issues such as smoking and onsite alcohol use need to be addressed in advance of the arrival of the first volunteers. These rules need to be communicated to the volunteers before they arrive as part of their trip preparations.

Housekeeping issues should be addressed at the very beginning of the visit. Determine and communicate who will take care of the volunteers' living quarters, host or volunteer teams. Determine who will do janitorial duties such as disposing of trash, keeping the bathrooms stocked, etc.

## F. Tools, etc.

Volunteer work teams may ask if they can bring their own tools. The committee must determine how to respond to these requests and whether to provide secure space for tools. Tools will typically be supplied by the agency that provides jobs and/or job assignments.

## G. Sharing Information with Volunteers

*(See pages 34-57 in the appendix for examples of volunteer skills assessment form, liability release forms, parental responsibility form, suggested packing list, emotional and spiritual care brochure, reflections, Westminster welcome email, email for thank you notes, orientation notes, evaluation form and host site manual for volunteers)*

**Before they arrive:** By communicating well before the team arrives, you increase the odds of having a successful and rewarding week. All policies, including sleeping arrangements, meals, house rules, arrival and departure times should be communicated to the team well before their arrival. Managing the team's expectations is a key factor in providing an enjoyable hosting experience.

*Host Site Manual*—Ensure you have an organized system that provides teams information on local amenities, volunteer host site rules, items they may need, and any other information that will make their visit more comfortable and better prepare them for their trip. It is suggested that the host site prepare a manual that contains all pertinent information on the guidelines and operation

## Overview of Church-Based Volunteer Host Sites

of the host site. It is also a good idea to have a binder in an area accessible to the volunteer team that includes the manual, local amenities, entertainment, and emergency contact information.

*Forms*—To help ensure meaningful work, it is important that the work provider know the skill level of the volunteer team before they arrive. When volunteer teams register, they should receive a skills assessment form and return it prior to their arrival.

Other documents that the steering committee may find important to send to the volunteer teams when they register include:

- a) Individual Liability Release Form
- b) General Liability Release Form
- c) Authorization for Medical Treatment
- d) Parental Responsibility Form
- e) Packing List
- f) Emotional and Spiritual Care Brochure
- g) Other forms as determined by the steering committee

**When they arrive:** The host and work partner should have an orientation upon the team's arrival.

**During the week:** To keep the congregation connected with the recovery effort, it is important to take notes of the accomplishments of the volunteer teams in order to communicate them with the congregation. Posting photographs on a bulletin board is a great way to keep up with the team.

**After they leave:** It is always nice to send the teams a thank you note. This note or email can be addressed to the church, the team leader, or individual members.

## H. Record Keeping

*(See page 56 in the appendix for example of volunteer hour worksheet)*

Volunteer host sites should keep records of all volunteer hours worked with notes as to which city and/or county the work took place. Collecting information on volunteer hours can save your community tax dollars and add to the value of your work. These records may be helpful in writing grants.

Lutheran Disaster Response offers free software you can use to track these hours and other information. You can download a copy of the training database that contains fake clients and volunteers to see how it works at <http://www.ldrnd.org/DRDdownload.html>. More information on it can be found at <http://www.lrrnd.org/Databases/DRD.html>.

### I. Relationships with Congregation, Neighborhood and Community

Before and during hosting, it is critical to know how supportive your congregation, neighborhood, and community will be to accepting volunteers from outside who may be of a different race, religion or nationality.

Have an idea of how long your neighbors will accept and welcome volunteers. Fatigue and impatience will almost always set in after some point in time. Maintaining communications and positive relationships with neighbors close to the site is critical.

#### *Questions to answer*

- Will you invite volunteers to share fellowship with your church and allow the volunteers to share their work experiences with the church? (One host church provided Sunday night supper as a welcoming event to their church; another included the volunteers in their weekly Wednesday night supper. Both events allow the host site and the volunteers to interact with the volunteers and to include the volunteers in the church.)
- Will you include the volunteers in a worship experience at your church?
- Will you provide time and access to entertainment and local culture? Some volunteer host sites suggest that teams take one afternoon off to tour the area and enjoy local amenities.

### J. Exit Strategy

Experience has shown that when a volunteer host site has completed its hosting ministry and is preparing to shut down operations there may be excess equipment, materials and possibly funds. The committee overseeing the volunteer host site should have a plan for what to do with these resources when the host site is closed. Any equipment, tools, and resources that were borrowed should be returned to the owner.

Even after all of that has been done there may be some unused resources. When that time comes it is very helpful to be able to go back to the original plan and see what the organizers had in mind for these extra resources. Keep in mind that it is critical for designated funds to be used in the way they were intended when they were donated.

#### IV. Roles and Responsibilities of the Host

This is a list of tasks necessary to operate volunteer host sites:

Check Box

Communicate with volunteer teams before their arrival to confirm reservation details	
Ensure volunteer teams know what to expect from the host and job site (manage expectations)	
Create a process for evaluating the effectiveness of the host site	
Maintain host site calendar (or have someone do so)	
Act as a liaison between work providers and the volunteer teams	
Ensure the facility is ready for volunteers to arrive with attention to cleanliness, maintenance, and supplies	
Create and maintain a binder that provides host site, points of interest and community information for volunteer teams	
Welcome and orient volunteer work teams upon arrival	
Provide a warm, safe, sanitary, and hospitable environment	
Provide and post emergency contact information to volunteer teams	
Be on-call to the teams throughout the week should questions or needs arise	
Train all personnel in direct contact with teams in caregiving	
Facilitate the feeding of volunteer teams	
Generate and maintain accurate and appropriate records	
Receive, record, disburse, and manage funds (expenses, donations, fees, gift cards, etc.)	
Keep congregation updated and connected with volunteer team efforts	
Consider having one meal per week with homeowners served by volunteer teams and congregation	
Send thank you notes to the volunteer teams after they have left	

People filling these suggested roles can complete these tasks:

- Host Site Coordinator (if this is a group, they should share one cell phone to ensure they have some time away from the phone when it is passed to the person on call)
- Caregivers
- Emergency Contact



## Overview of Church-Based Volunteer Host Sites

---

---

---

---

---

---

---

# Appendix

## for the

### Overview of Church-Based Volunteer Host Sites



**PRESBYTERIAN  
DISASTER ASSISTANCE**

*Hope through hospitality*

**Part of the cost of this document provided by**

Support for  
Sandy Recovery  
Funded by



**American  
Red Cross**

## Appendix Overview of Church-Based Volunteer Host Sites

### Table of Contents

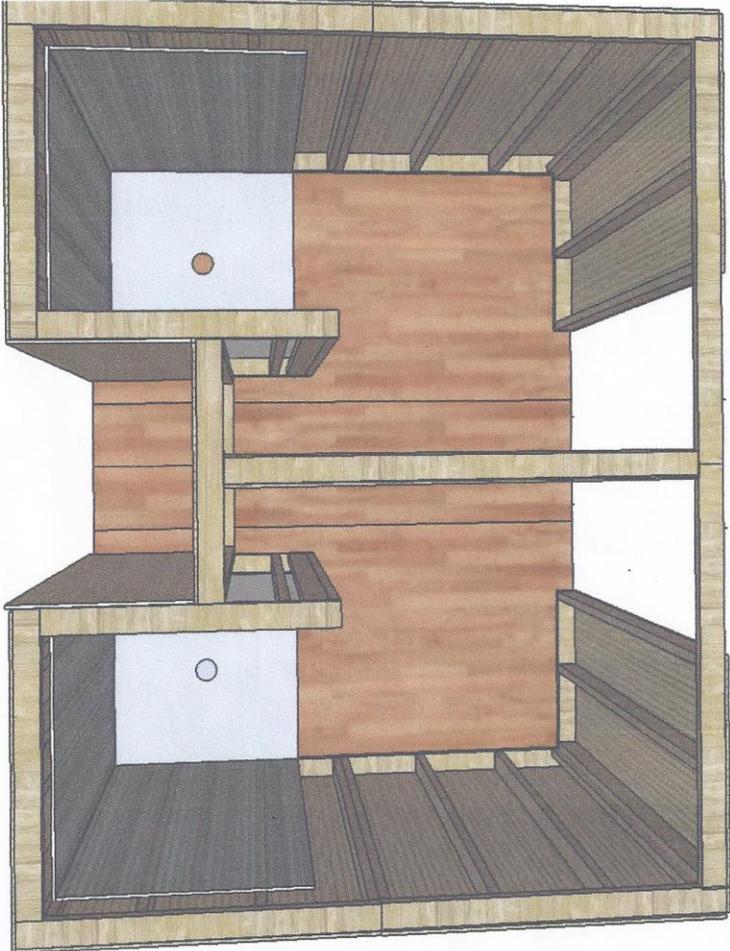
	<b>Page</b>
Photo Example of Portable Showers	3
Shower Buildings Example	4
Ferncliff Bunk Bed Construction Example	5
Photo Example of Room Dividers	11
Westminster Meal Plans Example	13
Gulf Coast Food Manual Example	15
Westminster Chore List Example	26
Housekeeping Chores Example	29
New Jersey Fire Code Example	30
Bulletin Board Examples	32
Volunteer Skills Assessment Form Example	33
Liability Release Forms Example	34
Youth Release Form Example	36
Parental Responsibility Form Example	37
PDA Suggested Packing List Example	38
Reflections Example	39
Welcome E-mail Westminster Example	40
E-mail for Thank You Notes Example	42
Orientation Notes Example	43
Evaluation Form Example	46
Host Site Manual for Volunteers Example	47
Volunteer Hour Worksheet Example	55

**Photo Example of Portable Showers**



# Shower Building Example

SHOWER BUILDING PLANS  
DRAWN BY JIM MANVILLE  
IN ARKANSAS. 9/2011



## Ferncliff Bunk Bed Construction Example

### INSTRUCTIONS FOR ASSEMBLY OF BUNK BEDS

#### ASSEMBLY OF THE NIGHT STAND UNIT

Pieces required – four legs (82 ½" X 3" X 1"), three shelves (one -16 ¾" X 16" X ¼"), two (16" X 16" X ¼") one top piece (16 ¾" X 16") and four sidepieces (21" X 16" X ¼").

Lie out two legs on sawhorses or table and apply glue to top 21" of each leg. Fit one of the sidepieces in place with the long side parallel to the side of the leg and nail. Be sure to keep the edges of both straight! Do the same things with the other side. Move down and attach the next sidepiece to the leg starting 23" from the bottom of the one just attached. Be sure that **ALL** edges match perfectly, if they don't, **start over before the glue dries.**

Assemble the other half of the leg unit just as you did in the process above so that as we proceed to the next step we have four legs with two sides attached to each pair of legs.

The two sides will now be attached using eight (16" X 3" X 1") spacers. The spacers are places at the top and bottom of each sidepiece. Refer to the mock-up. Sidepieces should be on the inside of the unit with the legs on the outside. You can now install the top shelf (18 ¾" X 16" X ¼") and the next shelf (16" X 16" X ¼") this should square the unit! Now you are ready to install shelf #3 which is (16¾" X 16"). At this point all of the spacer pieces should have been installed. If not, do this before installing the shelves.

The last items to be attached to the nightstand unit are the bunk bed supports. They should be attached to what will be the front of the unit (opening closest to the bunk) One pair (9 ¼") down from the top of shelf # 2. The other pair should be installed 9 ¼" down from the top of shelf # 3, not counting the top. These supports should be installed flush with the back of the left so that (1") extends beyond the leg to support the bunk end.

#### ASSEMBLY OF THE BUNK UNITS

Pieces required are 2 sides (77" X 9 ¼" X 1"), 2 ends (30" X 9 ¼" X 1"), 3 cross braces (30" X 3" X 2"), 2 mattress support rails (75" X 3" X 2") and 1 mattress board (74 ¾" X 29 ¾").

This unit should be assembled on a large table or on the floor to be sure they are not twisted. They need to be square and true.

Start with the two sides and assemble to end pieces inside each end of the sides using glue and nail gun. Use a framing square device to assure the corners remain square. Assemble all corners and set aside for the glue to dry overnight.

With the glue dry, install the three cross braces, one in each end and one in the middle of the bunk. Next install the mattress support rails on top of the cross braces using glue and nails.

At this point you may install the mattress support board. If the unit has remained square, this piece should slip right in place. Nail at each corner and once in the middle of each side. No glue required for this piece.

The next step is the routing of all edges of the bunk units.

#### ASSEMBLY OF THE SAFETY RAILS FOR THE TOP BUNK

Pieces required are 1 sidereal (48" X 3" X  $\frac{3}{4}$ "), 1 end rail (17" X 3" X  $\frac{3}{4}$  ") and 4 rail supports (18" X 3" X  $\frac{3}{4}$  ") See mock-up for support spacing.

#### ASSEMBLY OF THE LADDER

Pieces required 2 ladder rails (64  $\frac{1}{2}$ " X 3" X 1") and 4 ladder rungs (18" X 1  $\frac{1}{4}$ " )

Prior to installation, drill holes in one side of each rail to accept the ladder rungs. The holes must be drilled (1") deep. Mark these in pairs so that the holes nail into the end of the top and bottom rung on each side to hold the ladder together while it is being attached to the side rail. The ladder should be attached to the bunk with both glue and nails on the top and bottom bunk. Exact location here is important so that the bunk sets level on the floor. The ladder acts as one leg for the bunk unit.

**List of Materials  
Ferncliff Bunk Beds  
4 Feb. 2005**

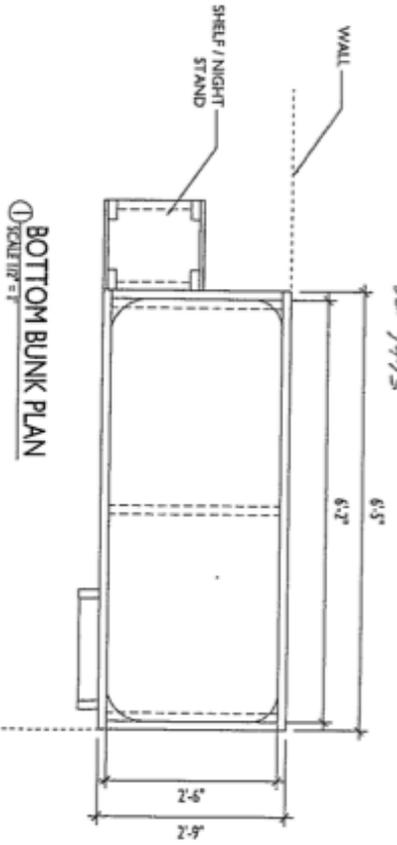
<u>BUNK BED</u>		<u>NUMBER NEEDED</u>
Sides	77" X 9 1/4" X 3/4"	160
Ends	30" X 9 1/4" X 3/4"	160
Cross Braces	30" X 3" X 2"	240
Mattress Support	75 1/2" X 2" X 3/4"	160
Safety Rails for top bunk		
Side rail	48" X 3" X 3/4"	40
End rail	15" X 3" X 3/4"	40
Rail supports	18" X 3" X 3/4"	160
<u>NIGHT STAND</u>		
Legs	82 1/4" X 16" X 3/4"	80
Shelves	16" X 16" X 1/4"	160
Spacers	16" X 4" X 3/4"	160
Spacers	14 1/2" X 4" X 3/4"	160
Bunk supports	4 1/2" X 3" X 3/4"	160
<u>LADDER</u>		
Rails	64 1/2" X 3" X 2"	80
Rungs	18" X 1 1/4" PVC	
<u>MATTRESS BOARD</u>	76 3/4" X 29 3/4" X 1/2"	80
<u>ASSEMBLY TABLES</u>		
Tops	5' X 8' X 3/4"	2
Legs	5" X 40" X 3/4"	32
	5" X 87" X 3/4"	6
	5" X 97" X 3/4"	4
	5" X 49" X 3/4"	8

NO UNITS  
 80 Beds

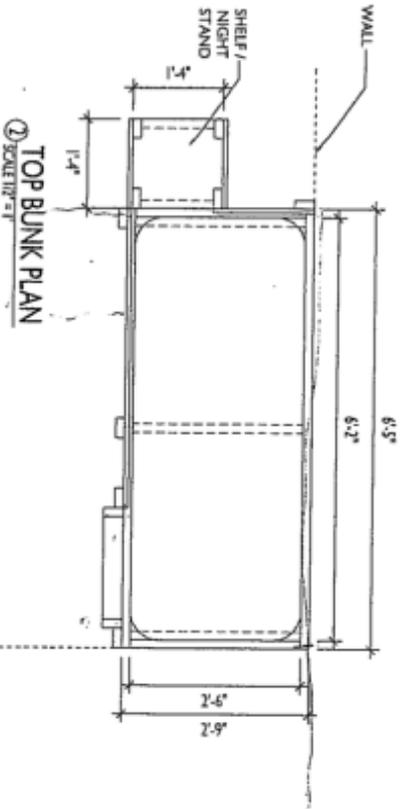
FENNEL PURIFOY HAMMOCK

1. P.P.D. - 588-0167

FURCH FOOT



① BOTTOM BUNK PLAN  
 SCALE 1/8" = 1'

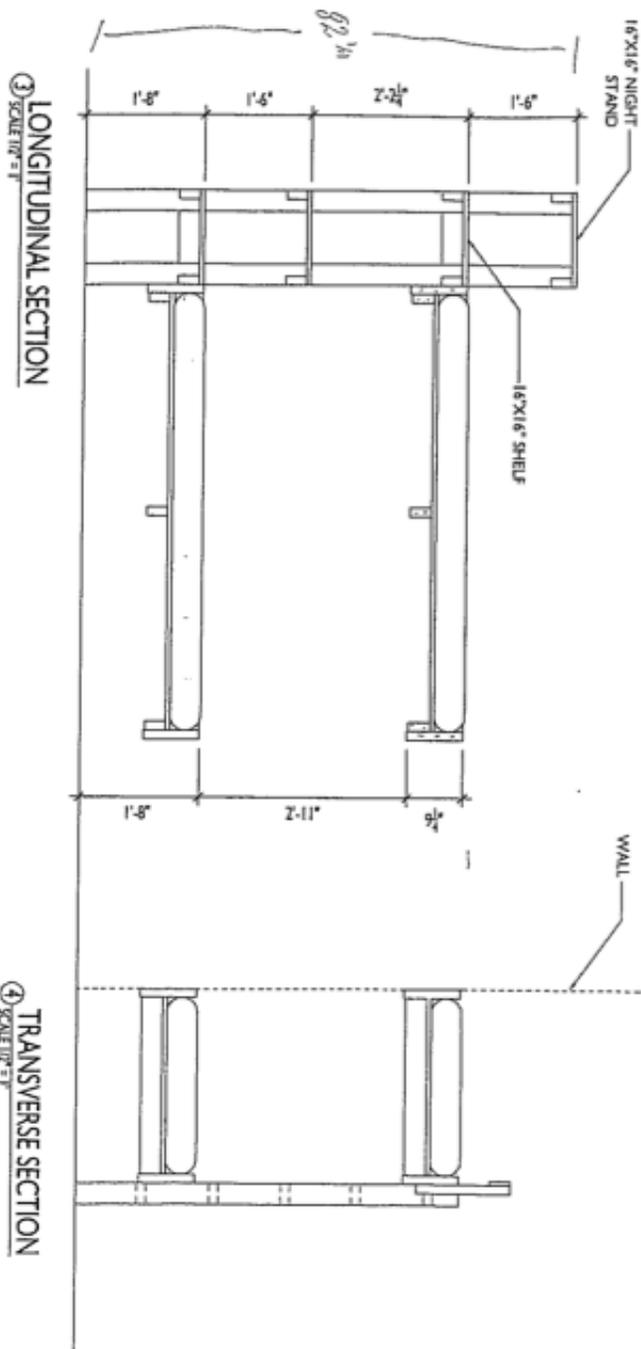


② TOP BUNK PLAN  
 SCALE 1/8" = 1'

FERNCLIFF - Bunk Beds

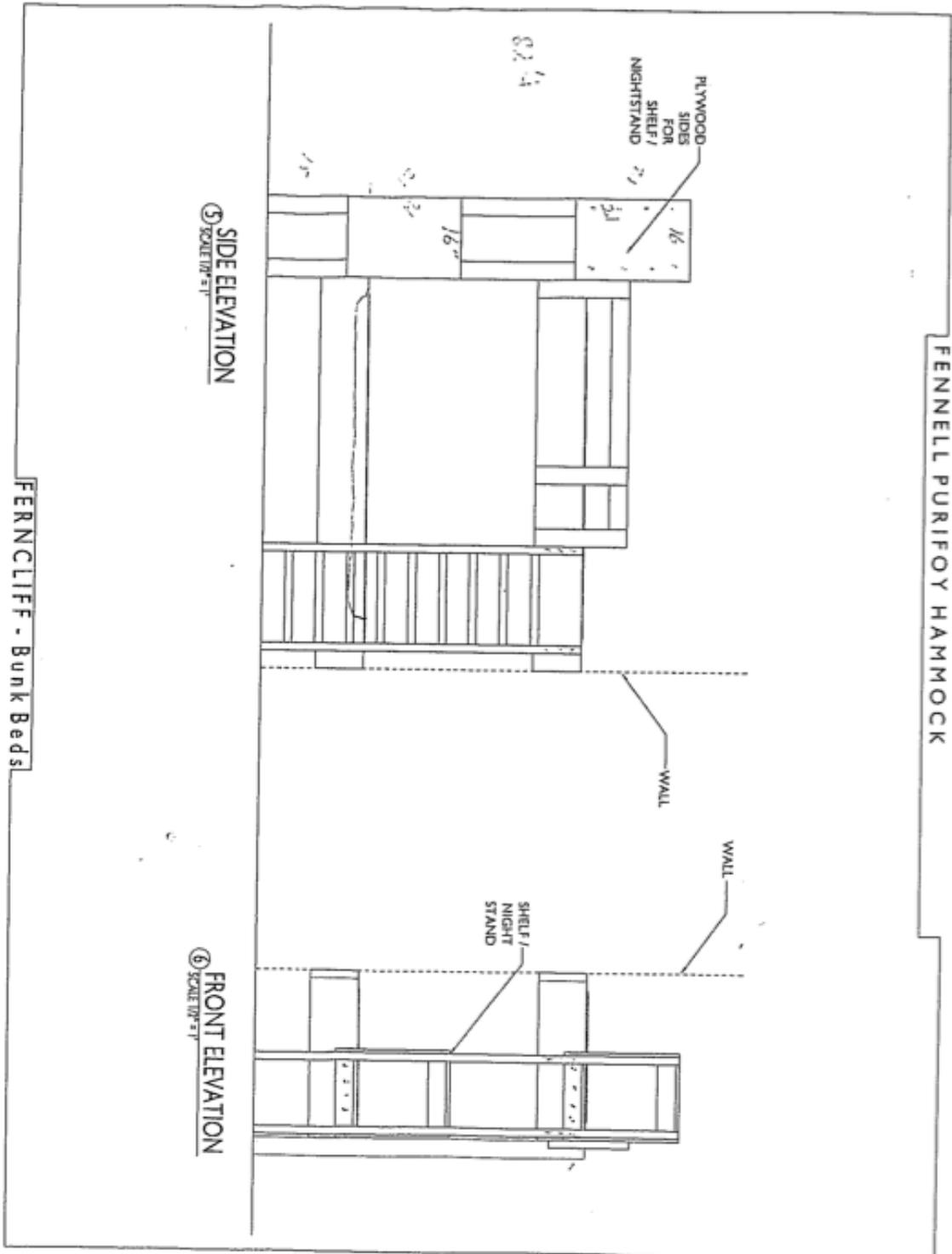
7 1/2" X 1 1/4"	(4)	SIDES
30" X 9 1/2"	(4)	ENDS
64 1/4" X 3"	(2)	LATCHES
82 1/4" X 3"	(4)	NIGHT STANDS
19" X 30"	(2)	BOARDS

FENNEL PURIFOY HAMMOCK



FERNCLIFF - Bunk Beds

FENNELL PURIFOY HAMMOCK

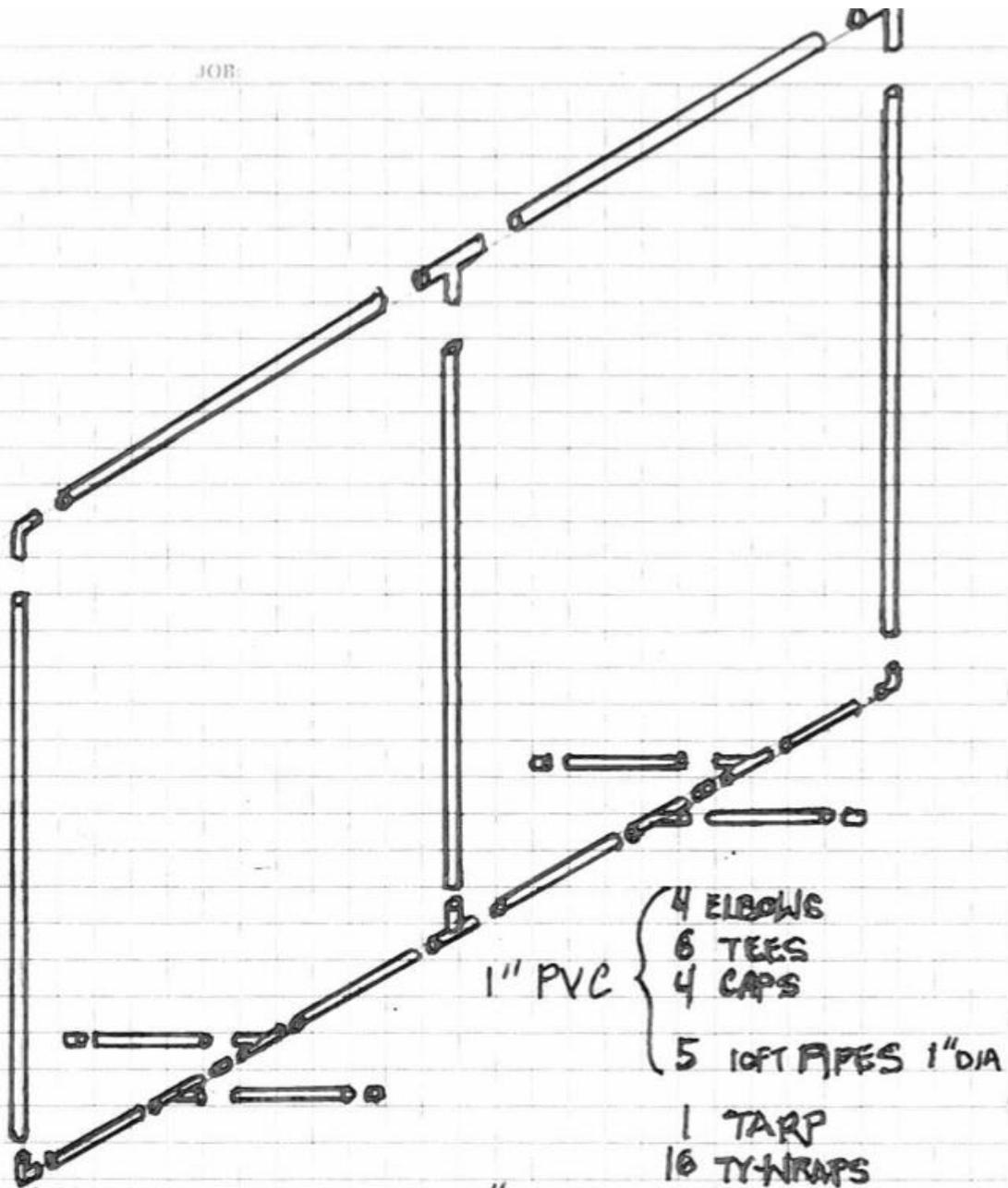


## Photo Example of Room Dividers



DATE:

JOB:



CUT PIPE SO THAT THE FRAME IS 2" BIGGER THAN TARP.  
LEGS SHOULD BE AT LEAST 12" LONG  
GLUE ONLY TOP AND BOTTOM OF FRAME. DRY FIT VERTICAL PIPES.

## Westminster Meal Plan Example

### Food Stock/Menu Suggestions

#### Breakfasts:

Milk, OJ, cereal (shelf over coffee makers), eggs, bacon, and yogurt

#### *Tuesday Morning:*

*Dunkin Donuts will be delivered to double glass doors by 7am, (courtesy of WPC)*

#### Lunches:

Brown bags and sandwich bags (pantry), ham, turkey, cheese, mustard, mayo, peanut butter, jelly, white and wheat bread (fridge or freezer), mini carrots, fruit, yogurt, PB crackers, individual chip bags, candy and water coolers

#### Sunday Night:

Hot dogs (fridge), hamburgers (fridge or freezer), chips, baked beans (pantry) and green beans (freezer)

There is a gas grill and picnic tables outside that the host can show you how to use or you can cook the meat on the stovetop.

#### Monday Night:

Spaghetti (pantry) with ground beef (freezer) and spaghetti sauce (pantry) and salad (fridge)

#### Tuesday Night:

Chicken breasts (freezer) with BBQ sauce (pantry), rice (bottom shelf of island) and peas or corn (cans in pantry)

#### Wednesday Night:

Please join Westminster members for food and fellowship at 5:45pm in Fellowship Hall for a catered meal. This comes from your daily fee unless you tell your host you have other plans.

#### Thursday Night:

Spiral cut honey ham (fridge or freezer), potatoes (bottom shelf of island) and salad

#### Friday Night:

Veggie and meat lasagnas (freezer)

#### Saturday Night:

Leftovers, go out for dinner or put needed items on Wednesday shopping list.

## **Kitchen Items**

Herbs and spices, oil, baking needs (shelf over kitchen sink) rice, potatoes, sugar flour, onions (under island) cereal, coffee and filters (near microwave)

**Pantry:** spaghetti, sauce, dressings, peanut butter, jelly, condiments, paper products, china, flatware, glasses, granola bars, chips, cookies, paper bags, peanut butter crackers, nuts, candy, coffee packets for large coffee maker and cereal

**Refrigerator:** lunch meat (ham and turkey), sliced cheese, butter, milk, orange juice, salad greens, carrots, spiral cut ham, fruit, eggs, dressing, condiments and sandwich meat

**Freezer:** ground beef, hamburger patties, lasagnas, chicken breasts, hamburger and hot dog buns, desserts (ice cream, popsicles), veggies (green beans, broccoli, corn, etc.) extra sandwich bread, spiral ham and lunchmeat

\*Please thaw only the chicken or beef you need rather than the whole box or package.

Check pantry for any items you may need as we try to stock extra of most things. Also, ask host for any other needed items such as paper goods, etc.

**Kitchen Equipment:** commercial freezer, 12 cup coffee maker, commercial coffee maker (makes 2 pots of coffee), stand mixer (residential Sunbeam Mixmaster), commercial dishwasher (Hobart), commercial refrigerator, 16 burner commercial gas stove, 2 convection ovens, 1 hand washing sink and commercial dishwashing sinks. The kitchen is stocked with large sized serving items: bowls, utensils, etc., as well as regular sized dishes and flatware.

All kitchen needs such as peelers, spatulas, tongs, etc. are also available.

## Gulf Coast Food Manual Example

### Note to volunteers

There are many items in the pantry that are not on the suggested menu. Please be creative and use some of the items not on the “Items normally stocked in the pantry.” If an item is not on any of the meal lists, there is little danger someone is planning to use the item. If you do not use these items, they will be wasted. If in doubt about using any item ask the village manager.

You need not follow the recipes listed. Cook by your own recipes. You have the list here of items in the pantry. You are always welcome to purchase specialty foods to make your menus extra special.

Large cans of food are typically 3 times more expensive than the small cans but hold a lot more. Do not be afraid to open the big cans. Leftovers are good! After a long day working it can be good not to have to cook.

### Items normally stocked in the pantry

All purpose flour
Allspice
Apples
Bacon
Bagels
Baking powder
Bananas
Bay leaves
Black pepper
Brown and white sandwich bread
Brown sugar
Bulk packs of grits
Bulk sausage
Butter
Canned and dry red beans
Canned baked beans
Canned sausage gravy
Canned tomato
Canned vanilla pudding
Cayenne pepper
Celery
Cheddar and parmesan cheese
Chicken breast halves
Chips
Chocolate sauce
Cinnamon

Cold cereals
Cookies
Corn and flour tortillas
Corn meal
Chocolate sauce
Cinnamon
Crackers
Cream cheese
Crushed Dry Basil
Cumin
Decaf and regular tea and coffee
Dry parsley
Eggs
English muffins
Extra virgin olive oil
Fresh fruit
Frozen biscuits
Garlic powder and/or granulated
Granola bars
Green peppers
Ground beef
Ground celery seed
Hamburger and hot dog buns
Hamburger patties
Honey
Hot chocolate

Hot sauce
Hotdogs
Ice cream
Italian Bread
Italian seasoning
Jelly
Ketchup
Lemonade mix
Long grain rice
Macaroni
Maple syrup
Mayonnaise
Nilla Wafers
Oatmeal
Onions
Orange Juice
Onions
Pancake mix
Peanut butter
Pickles
Potatoes and/or instant mashed potatoes
Salad dressings
Salad greens

Salsa
Salt
Skim and 2% Milk
Sliced American and Swiss Cheese
Sliced Ham and smoked turkey
Smoked sausage
Sour cream
Spaghetti
Splenda & Sweet n Low
Sugar
Taco seasoning
Taco shells
Taco seasoning
Taco shells
Thyme
Vegetable burger patties
Vegetable Oil
Vegetable shortening
Vegetables
Vegetarian spaghetti sauce
Vinegar
Yellow Mustard
Yogurt

## **Daily Volunteer Breakfast**

**Monday**

Pancakes & Sausage Patties

**Tuesday**

Biscuits & Gravy

**Wednesday**

Scrambled Eggs & Bacon

**Thursday**

French Toast

**Friday**

Grits & Oatmeal

**Offered Daily**

Yogurt, fresh fruits, Cold Cereal, Toast, Bagels, Apple, Orange Juice, Milk, Coffee, Tea and Lemonade

## Sunday: Barbecue Night

Hot Chocolate  
Hamburgers & Hot Dogs  
Baked Beans  
Potato Salad  
Ice Cream  
Ice Tea & Lemonade

### Dinner Items for Sunday Night

Hamburger patties	Vegetable burger patties
Hotdogs	Canned baked beans
Hotdog buns	Hamburger buns
Brown sugar	Onions
Green peppers	Ketchup
Yellow mustard	Mayonnaise
American cheese	Swiss cheese
Potatoes or Macaroni	Celery

### Baked Beans

#### Ingredients:

1 ea.	Institutional can pork and beans	2 ea.	Small onion, 2 in. diameter
1 ½ lb.	Dark brown sugar or light	2 ea.	Small bell pepper, 2 in. diameter
2 tbsp.	Yellow or brown mustard	1 lb.	Bacon
2 cup	Ketchup		

#### Directions:

- Cut bacon into ½ to ¾ inch pieces
- Chop the pepper and onion to a medium to small dice
- Mix everything together
- Bake at 350° F for 2 hours
- Vary the ingredients and cook longer as needed
- The sugar is the secret

### Potato Salad

Serves: 20 servings

#### Ingredients:

5 lb.	Red Potatoes	1 ea.	Large Onion
Add to Taste	Mayonnaise	2 tsp.	Celery Seed
2 tbsp.	Mustard		

Directions:

- Dice onion
- Cook potatoes whole in salted water, peeled or not peeled, ½ to ¾ inch dice, cook early so they can cool
- Then add mayonnaise, mustard and celery

## Monday: Southern Special

Red Beans & Rice

Garden Salad

Cornbread

Banana Cream Pudding

Ice Tea & Lemonade

### Dinner Items for Monday Night

Canned or dry red beans	Green peppers
Long grain rice	Onions
Salad greens	Canned vanilla pudding
Vegetables	Bananas
Salad dressing	'Nilla wafers
Corn meal	Dry parsley
Baking powder	Garlic
Milk	Garlic powder and/or granulated
Vegetable shortening	Thyme
Eggs	Hot sauce
Smoked sausage	Cayenne pepper
Celery	

### Red Beans and Rice

Serves: 8 servings

#### Ingredients for red beans:

2 tbsp.	Vegetable oil	5	Cloves garlic, minced
1	Medium onion, chopped	3	Bay leaves
2	Medium green bell peppers, chopped	1 tsp.	Dried thyme
3	Stalks celery, chopped	1 tsp.	Hot sauce
2 tsp.	Kosher salt	½ tsp	Cayenne pepper
1 tsp.	Freshly ground black pepper	2 qtrs.	Water
12 oz.	Smoked Sausage cut into 1" pieces	1 lb.	Red beans

#### Ingredients for rice:

3 cups	Water	2 cups	Long-grain rice
1 ½ tbsp.	Unsalted butter	½-1 tsp.	Kosher salt

#### Directions for red beans:

- Place the vegetable oil in a 7-quart Dutch oven and set over medium-high heat.
- Add the onion, bell pepper, celery, salt and pepper to the pot
- Cook, stirring frequently, until the onions and celery are semi-translucent and the bell peppers are tender, 6 to 8 minutes
- Add the garlic and cook for 1 to 2 minutes, stirring constantly
- Add the sausage, bay leaves, thyme, hot sauce, cayenne pepper, water and beans to the pot and increase the heat to high
- Cook for approximately 6 to 8 minutes, stirring frequently until the mixture comes to a boil
- Decrease the heat to maintain a simmer, cover and cook for 2 hours, stirring every 30 minutes. Uncover, increase the heat slightly to maintain a steady simmer and continue to cook for another 30 to 40 minutes or until the beans are tender and the sauce is thickened to your liking
- If you prefer an even creamier texture, mash some of the beans with a potato masher

#### Directions for rice:

- Use 1  $\frac{3}{4}$  cups of water or stock per cup of long grain rice
- Pot size needs to be one quart per cup of rice
- $\frac{3}{4}$  tsp. of salt per cup of rice
- 2 tbsps. of butter per cup of rice, optional
- Add salt to water in a pot that has a tight lid
- Bring to a boil
- Add rice and stir
- Lower heat to lowest setting
- Cover pot and do not open for at least 30 minutes. If cooking a pot half or more full leave for 45 minutes.
- Open, fluff rice. If the water is not absorbed, cover and leave for 15 more minutes.
- The covered pot can stay hot for an hour or more.

#### **Corn Bread**

Follow package instructions, substitute any milk for buttermilk

## Tuesday: Chicken Night

Baked Chicken  
Green Beans or Other Vegetables  
Mashed Potatoes  
Apple Crisp  
Ice Tea & Lemonade

### Dinner Items for Tuesday Night

Chicken breast halves	All purpose flour
Vegetables	Sugar
Potatoes or instant mashed potatoes	Brown sugar
Apples	Allspice
Oatmeal	Cinnamon

### Cheesy Chicken and Rice Casserole

Serving size: 4 servings

#### Ingredients:

1 ea.	Can Cream of chicken soup	2 cups	Frozen mixed vegetables
1 ½ cups	Milk	4 ea.	Chicken breasts
¾ cups	Long grain rice	½ cup	Shredded cheddar cheese
1	Diced onion	¼ tsp.	Black pepper

#### Directions:

- In a 2 qtr. shallow casserole mix everything except chicken and cheese. Season chicken and place on top of mixture. Cover.
- Bake 375° for 50 minutes or until chicken and rice are done. Sprinkle cheese on top and let melt.

**Alternates:** Use Parmesan cheese, ¼ cup on top and 2 tbsp. with rice, soup and vegetables  
Top with French fried onions after 45 minutes cook uncovered for last 5 minutes

### Oatmeal Crisp Topping

For 9 to 10 inch baking dish

Serving Size: 6 servings

#### Ingredients:

1 ½ cups	Old-Fashioned oats	1 tsp.	Cinnamon
½ cups	All purpose flour	¼ tsp.	Allspice
½ cups	Light brown sugar	1 stick	Cold butter in cubes
¼ cups	Sugar		

#### Directions:

- Mix all ingredients.
- Using two knives reduce the butter to small bits.
- Mix with fingers until mixture holds together.
- Sprinkle over sweetened fruit

## Wednesday: New Orleans Night

Jambalaya over rice  
Bread or rolls  
Salad greens  
Fresh salad  
Salad dressing  
Bread pudding

### Dinner Items for Wednesday Night

Onions	Dried thyme
Bell pepper	Hot sauce (Tabasco)
Celery	Salad greens
Long grain rice	Salad dressing
Boneless chicken breasts	Bread or rolls
Uncooked shrimp	Butter
Andouille sausage or smoked sausage	Milk
Canned diced tomatoes	Eggs
Chicken broth	Sugar
Oregano	Raisins
Bay leaves	Vanilla extract
Creole or Cajun seasoning	

### Sausage, Chicken, and Shrimp Jambalaya

Serving size: 6 to 8 servings

#### Ingredients:

1 ea.	Chopped onion	2 tsp.	Dried oregano
1 ea.	Chopped green bell pepper	2 tsp.	Bay leaves
1 ea.	Chopped stalk celery	2 tsp.	Creole or Cajun seasoning
3-4 ea.	Skinless chopped, boneless chicken breast	½ tsp.	Dried thyme
½ lb.	Andouille or smoked sausage	½ lb.	Shrimp
1 can	Diced tomatoes		Hot sauce (Tabasco) liberally applied
1 cup	Chicken broth		

#### Directions:

- Brown meat and sauté vegetables until translucent
- Place ingredients in to slow cooker in order given
- Set on low for 7 hours or high for 3 hours
- Add shrimp for the last 5-10 minutes
- Serve over rice

Directions for Rice:

- Use 1 ¾ cups of water or stock per cup of long grain rice
- Pot size needs to be one quart per cup of rice
- ¾ tsp. of salt per cup of rice
- 2 tbsp. of butter per cup of rice, optional
- Add salt to water in a pot that has a tight lid
- Bring to a boil
- Add rice and stir
- Lower heat to lowest setting
- Cover pot and do not open for at least 30 minutes. If cooking a pot half or more full leave for 45 minutes.
- Open, fluff rice. If the water is not absorbed, cover and leave for 15 more minutes.
- The covered pot can stay hot for an hour or more.

**Bread Pudding**

Serving Size: Serves 4 to 6

**Ingredients:**

4 slices	Lightly buttered cubed bread	¼ tsp.	Salt
2 cups	Milk	½ cup	Raisins
2 ea.	Eggs	½ cup	Vanilla extract
¼ cup	Sugar		

Directions:

- Heat oven to 350°. Butter a 2-quart baking dish.
- Place bread cubes in baking dish.
- In a mixing bowl, beat together milk, eggs, sugar, and salt. Pour mixture over bread cubes; gently stir in raisins and vanilla.
- Place baking dish into a larger pan of hot water and bake for about 40 minutes, or until firm in center.

## Thursday: Italian Night/Neighbor Night

Invite Your Homeowner to Share the Meal

Spaghetti with Meat Sauce

Garden Salad

Italian Bread

Ice Cream

Ice Tea & Lemonade

### Dinner Items for Thursday Night

Ground beef	Salad greens
Canned tomato	Vegetables
Vegetarian spaghetti sauce	Salad dressings
Italian seasoning	Italian bread
Garlic powder and/or granulated	Ice cream
Bay leaves	Chocolate sauce
Thyme	Parmesan cheese
Crushed dry Basil	

### Spaghetti Sauce

Serving size: Serves 4-6

### Ingredients:

1 can	Tomato sauce	2 tsp	Italian seasoning
1 can	Diced tomatoes	1/8 tsp.	Pepper
1 ea.	Diced green pepper	3 ea.	Minced garlic cloves
1/4 cup	Diced onion	1/2 lb.	Ground beef or meatballs
1 tbsp.	Basil		

### Directions:

- Brown meat in a Dutch oven or large soup pot.
- Add garlic, pepper and onion cook for about 5 minutes.
- Combine all ingredients, bring to a low boil, reduce heat, cover & simmer for 35-40 minutes (optional add fully cooked meatballs at the last 5 minutes of simmering).
- Served over cooked spaghetti noodles.

## Friday: Mexican Night

Tacos  
Cookies & Ice Cream  
Ice Tea & Lemonade

### Dinner Items for Friday Night

Ground beef	Sour cream
Cumin	Salsa
Taco seasoning	Lettuce
Garlic powder and/or granulated	Cookies
Tortillas, corn and/or flour	Ice cream
Taco shells	Chocolate sauce
Onion	Cheddar cheese

Directions:

- Brown approximately  $\frac{1}{4}$  pound of ground meat per person
- Follow instructions on the seasoning pack

## Extra Recipes

### Taco Soup

#### Ingredients:

2 lbs.	Ground beef (1- 20oz. g. turkey)	1 pkg.	Hidden Valley Ranch dressing
2 tbsp.	Onion powder	2 cans	Pinto beans (one with jalapenos)
1	Chopped onion	2 cans	Diced tomatoes
1 pkg.	Taco seasoning	1 can	Rotel
1 can	Hominy	1 can	Corn

Directions:

- Brown meat with onion powder and taco seasoning
- Add water to consistency you want. (Two cans or more)
- Serve with chips or corn bread and shredded cheddar cheese and sour cream, if desired.

## French Toast Casserole

### Ingredients:

1	Loaf French bread	¼ tsp.	Ground cinnamon
8	Large eggs	¼ tsp.	Ground nutmeg
2 cups	Half-and-half	Dash	Salt
1 cup	Milk		Praline Topping
2 tbsp.	Granulated sugar		Maple syrup
1 tsp.	Vanilla extract		

### Directions:

- Slice French bread into 20 slices, 1-inch each
- Arrange slices in a generously buttered 9 by 13-inch flat baking dish in 2 rows, overlapping the slices
- In a large bowl, combine the eggs, half-and-half, milk, sugar, vanilla, cinnamon, nutmeg and salt and beat with a rotary beater or whisk until blended but not too bubbly
- Pour mixture over the bread slices, making sure all are covered evenly with the milk-egg mixture
- Spoon some of the mixture in between the slices. Cover with foil and refrigerate overnight
- The next day, preheat oven to 350 degrees F.
- Spread Praline Topping evenly over the bread and bake for 40 minutes, until puffed and lightly golden
- Serve with maple syrup

## Westminster Chore List Example

### **After Meal Clean Up**

Dinner and Breakfast

4 Person team

1. Put away all food left over from the meal. Use masking tape and black marker to date and identify the containers.
2. Wash all dishes used for meal and meal prep. Dishwasher needs to be run 2 or more times on the first load to get the water temperature up to 120 degrees.
3. Dishes are to be air dried and put away.
4. Wipe all surfaces including sinks down with a bleach/water mixture.
5. Sweep kitchen after every meal.
6. Mop kitchen floor in the morning and evening if necessary.

### **Lunch Prep**

3-4 Person Team

1. The night before: Make sure meat and bread are thawing - approximately 1 loaf for 10 people and 1 double package of lunch meat for 10 people
2. Morning: Set items out on tables in the Lunch Prep/ Quiet Reading room by 6:30 a.m.
3. Ask staff if you need refills for snack boxes or if you cannot find food you need.
4. Wash fruit before putting it out for volunteers to take.
5. Take one cooler to pantry and fill with ice. Return to lunch prep room and fill one 5-gallon water jug with ice (about 2 scoops) and water (use hose found outside lunch prep room). Add ice (about 2 scoops) to one cooler. Place coolers and water jugs outside lunch prep room along sidewalk to the dorm.
6. Announce in dining room that you are ready to put away lunch materials to be sure that everyone has made lunch.
7. Clean up lunch materials, wipe down table and put away food. Please make sure that cheese is tightly wrapped, so that it does not dry out. If new condiment is opened write date on container.

### **Cleaning - Main Building**

Dining hall/ Hallway/Bathrooms

3 – 4 Person team

1. Ask volunteers to put the chairs on the tables after you have wiped the tables.
2. Sweep the floors in dining hall, hallway and bathrooms.
3. Mop the floors. Use more than one mop to speed the process.
4. Assign one team member to do the bathrooms.
5. Extra paper supplies in hallway. Extra soap for dispenser in mop closet.  
Cleaning supplies located in the mop closet.

*Cleaning done in the morning before leaving for work - except on Monday.*

*Suggestion: Assign chore crews by work groups so that the wait times will be limited.*

### **Cleaning - TV Room and Lunch Prep/Quiet Reading Room**

2 Person team

1. Sweep and mop daily
2. Wipe tables in TV room returning any cups or glasses left in rooms to kitchen.
3. Cleaning supplies located in lunch prep room.
4. Mops and brooms are in the mop closet in the dining hall.
5. Cleaning done in the morning before leaving for work – except for Monday.

### **Cleaning - Dorm Building**

3-4 Person team

1. Responsibility of the occupants should be swept daily and mopped as required.
2. Make sure no food is left open in the dorm rooms to attract critters.
3. Toilets/vanities/washrooms are to be cleaned and restocked. Toilet paper and paper towels are located across from dining hall bathrooms on shelf or in washroom in shower trailer.

*Village managers will inspect rooms before you leave at the end of your stay.*

## **Cleaning - Shower trailer and Toilet trailer**

2 Person team per trailer

Suggested one male and one female

1. Wipe down curtains, stalls, walls, floors, sinks and toilets.
2. Restock toilet paper and paper towels. Leave wrapper on spare roll to fight humidity.
3. Empty trash cans if needed.
4. Sweep and mop floors.
5. Supplies are located in the washroom. Additional paper supplies are located in hallway by dining hall if supplies in washroom are low.
6. Cleaning done in the morning before leaving for work.

## **Trash and Recycling**

4 Person team

1. Remove trash bags (consolidating when possible) from containers and take to dumpster which is located at the end of the parking lot. Be careful not to lose rubber bands. Place new bag in container and constrain with rubber band. Trash bags can be found in the kitchen, lunch prep room, metal storage unit on walkway between rooms 102 – 103, shower trailer washroom and under the sink in the ladies portion of the potty trailer.
2. Breakdown any cardboard boxes. Boxes from lunch prep room should be placed beside the refrigerator. Cereal and yogurt boxes in dining room should be placed under the dirty dishes table. Rinse plastic bottles and metal cans in mop closet. Place flattened bottles and cans in recycle bins outside kitchen door or by gate to enter village.
3. Trash containers are located in the dining room, kitchen, lunch prep room, outside the office, in each dorm room, in each woman's potty stall, in the shower trailer washroom and outside of dorms, 3 upstairs and 2 downstairs.

## Housekeeping Chores Example

### Housekeeping Chores

**Please complete daily:**

1. Clean kitchen
2. Empty trash containers, including kitchen, and put trash in dumpster
3. Turn off lights when leaving rooms/building
4. Please report any leaks, broken lights, or other issues to a WPC volunteer

**Please complete on Wednesday and on Saturday (or Friday) before you depart for home:**

*Check each chore when completed so everyone will know it's been done!*

CHORE	Wednesday	Final Day
Clean Men's Bathroom		
Toilets		
Sinks		
Showers		
Floors		
Clean Women's Bath		
Toilets		
Sinks		
Showers		
Floors		
Wash all bathmats and put them into dry		
Vacuum Men's Bedroom		
Vacuum Women's Bedroom		
Sweep or mop hallway between bedrooms and glass exit doors		
Vacuum Lounge areas		
Vacuum Fellowship Hall		
Empty all trash (upstairs & down) take to dumpster		
Mop Kitchen		
Clean Kitchen		

*THANKS FOR YOUR HELP IN KEEPING THINGS SPICK AND SPAN!*

## New Jersey Fire Code Example

### Temporary Use of Non-residential Buildings (including churches) to House Volunteers Outline of Fire Safety Requirements

1. Application for a permit and plan: An application shall be submitted to the local fire official. The application shall include the location, name and contact information of the responsible party, the date(s) when the building will be used to house volunteers, the number of volunteers to be housed, including the number and ages of any volunteers who are under the age of 18, if any, a floor plan showing the location(s) where volunteers will sleep, the other spaces to be made available to the volunteers and the exit access from each space.
2. Fire drills: A fire drill shall be conducted on the first day of occupancy by a given group of volunteers. The fire drill shall be repeated each time there is a changeover in the volunteers being housed. The fire drill shall include gathering at a designated spot outside the building and taking attendance to ensure all volunteers have evacuated safely. A record of all such fire drills shall be maintained and shall be made available to the local fire official upon request.
3. Supervision: There shall be one local person remaining awake overnight in any building being used to house volunteers. When volunteers under the age of 18 are being housed, there shall be at least two persons providing overnight supervision. (Note: The local person(s) assigned to stay overnight are to ensure the safety of the volunteers in the event of a fire or other emergency in the building. Adequate supervision for any minors being housed shall be the responsibility of the volunteer group involved.) The person or persons assigned shall be familiar with the evacuation procedure to be followed in an emergency, with the building layout and with the fire detection or suppression systems, if any, and shall be capable of notifying the fire department in the event of an emergency. Emergency numbers, including numbers for those responsible for the facility, shall be posted in a conspicuous location. The person or persons assigned shall have a record of the names of all volunteers being housed on a given night.
4. Smoke alarms and carbon monoxide alarms: Each sleeping room shall have battery-powered smoke alarms and carbon monoxide alarms. The smoke alarms shall be installed in the sleeping room(s) and throughout the exit access leading to the required exit or exits.

All smoke alarms shall be maintained in accordance with the State Fire Prevention Code (N.J.A.C. 5:70-3) Section 907.21. Monthly tests shall be conducted for other than battery powered smoke alarms and weekly tests shall be conducted for battery powered smoke alarms. A log shall be kept on site documenting the required testing. When smoke alarms are installed with 9-volt batteries, the batteries shall be replaced annually.

Buildings with automatic fire alarm systems with complete smoke detection installed shall be deemed to meet the requirement for smoke alarms.

5. Exits: Each sleeping room shall have at least two means of egress. The main means of egress shall be a door of not less than 32 inches in width. The second means of egress may be an emergency egress window or an exterior door. An emergency egress window shall have a sill height of not more than 44 inches and a minimum opening of 5.7 square feet measured from head to sill and side-to-side. The minimum width shall be 20 inches and the height shall be at least 24 inches. A second means of egress is not required when the sleeping room is served by an exit door to a corridor providing access to two remote exits or when the building is protected throughout by an automatic fire sprinkler system.
6. Location of sleeping rooms: Sleeping rooms shall be located at the level of exit discharge unless the building is equipped throughout with an automatic fire alarm system. Sleeping in a basement shall not be permitted unless the building is equipped throughout with an automatic fire sprinkler system.
7. Vertical opening protection: A minimum one-hour fire barrier shall be provided to protect all interior stairways and other vertical openings. Existing 30-minute vertical opening protection shall be allowed to remain in buildings housing 25 or fewer volunteers or in buildings where all sleeping rooms are located at the level of exit discharge.
8. Habitable space: Each sleeping room shall provide at least 40 square feet per occupant.
9. Lighting: Artificial lighting of a minimum of one foot candle shall be required at all times throughout the space to be occupied by the volunteers including any exit access and exit discharge.
10. Emergency egress lighting and exit signs: Egress lighting and illuminated exit signs shall be required for any building housing 50 volunteers or more.
11. All buildings housing volunteers shall be subject to quarterly inspection by the local fire official.

## Bulletin Board Examples



# Volunteer Skills Assessment Form Example



## Volunteer Team Skills Assessment

Work Site: \_\_\_\_\_ Group Name: \_\_\_\_\_ Hometown: \_\_\_\_\_ Number and Type of Vehicles: \_\_\_\_\_  
 Team Leader: \_\_\_\_\_ Leader's Cell: \_\_\_\_\_ Stay Dates: \_\_\_\_\_ Work Dates: \_\_\_\_\_

Please have each team member specify skills according to the following levels:  
**1=** haven't done yet but willing to try **2=** have done but need guidance **3=** can do well independently **4=** can do well and guide others **5=** working in trade

	Full Name	Gender	Age	Lead work crew? (y/n)	Debris Removal	Heavy Lifting	Foundation	Tear out drywall, floors	Framing Carpentry	Finish Carpentry	Electrical	Plumbing	HVAC	Insulation	Drywall Hanging	Drywall Finishing	Siding	Window Installation	Door Installation	Cabinet Installation	Flooring: vinyl, etc.	Tile: ceramic, etc.	Mason: brick/plaster	Printing/Painting	Roofing	Landscaping	Pastor	Cook	First Aid/CPR Skills	
1																														
2																														
3																														
4																														
5																														
6																														
7																														
8																														
9																														
10																														
11																														
12																														
13																														
14																														
15																														
16																														
17																														
18																														
19																														
20																														

## Liability Release Form Example

### GENERAL RELEASE, INDEMNIFICATION AGREEMENT AND AUTHORIZATION FOR MEDICAL TREATMENT

Participant name: \_\_\_\_\_

("Participant") DOB: \_\_\_\_\_

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

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

Telephone: (Cell) \_\_\_\_\_ (Day/Evening) \_\_\_\_\_

In consideration of the opportunity provided to me to participate in the Middle Tennessee Disaster Response and any services, housing, food, and the like provided by PCUSA (as defined below), I, Participant, hereby understand and agree that the Presbyterian Church (U.S.A.) General Assembly, all synods, presbyteries, and local churches and their corporations and related entities, their staff, volunteers, directors, officers, agents, elders, deacons, representatives, successors, assigns and entities (hereinafter collectively referred to as "**PCUSA**") will not be responsible in any way whatsoever for loss, damage, or injury of any kind or in any manner resulting from or in connection with my participation in **Middle Tennessee Disaster Response**.

I, Participant, understand and agree that PCUSA does not and cannot guarantee my safety in connection with the Middle Tennessee Disaster Response. Further, I understand and agree the activities involved with the Middle Tennessee Disaster Response may include but are not limited to the following: difficult living conditions, risks concerning means of travel, food, water, diseases, pests, poor sanitation, and other health related situations, including potential injury while working. I accept and assume all responsibility for all risks which may occur during, in connection with, or result from my participation in the Middle Tennessee Disaster Response including, but not limited to, potential injury while working.

**RELEASE:** With the above in mind and by my signature below, I fully understand, agree and hereby voluntarily release and forever discharge PCUSA. PCUSA shall not be responsible or liable in any way for any accident, loss, death, injury or damage to my property, in connection with my participation in the Middle Tennessee Disaster Response or any portion of the Middle Tennessee Disaster Response or myself, even if said injury or action is due to the alleged negligence of PCUSA. Further, I do hereby agree to indemnify and hold PCUSA harmless against any and all liabilities, damages, claims, actions or rights of action, suits, judgments and associated costs and expenses (including, without limitation, attorneys' fees) of whatsoever kind in connection with my participation in the Middle Tennessee Disaster Response or any portion of the Middle Tennessee Disaster Response. Further, I make this agreement on behalf of my heirs, agents, fiduciaries, successors and assigns. I waive, knowingly and voluntarily, each and every claim or right of action I have now or may have in the future against the PCUSA related to my participation in the Middle Tennessee Disaster Response, even if any such claim or right of action is caused by PCUSA's alleged negligence. This document does not release PCUSA from gross negligence.

**MEDICAL COVERAGE:** I understand and acknowledge that **no medical or other insurance or health care benefits will be provided to me by PCUSA** during my participation in the Middle Tennessee Disaster Response, and I certify that I have sufficient health, accident and liability insurance or other benefits to cover any bodily injury or property damage I may incur while participation in the Middle Tennessee Disaster Response and to cover bodily injury or property damage caused to a third party as a result of my participation in the Middle Tennessee Disaster Response, as follows:

Company \_\_\_\_\_ Policy # \_\_\_\_\_

Address \_\_\_\_\_

**MEDICAL RELEASE:** I hereby state that I am in good health and have all medications necessary to treat any allergic or chronic conditions, and I am able to administer such medications without assistance. If at any time during my participation in the Middle Tennessee Disaster Response I need emergency medical care and am not able to give consent because of my physical or mental condition, I authorize PCUSA to make emergency medical care decisions on my behalf, and I specifically release PCUSA, in making those emergency medical care decisions, from any and all liability associated with said decisions, even if injury or death is the result of PCUSA's alleged negligence.

Person to be notified in case of injury:

Name \_\_\_\_\_

Telephone: \_\_\_\_\_ (evening) \_\_\_\_\_ (daytime)

Cell Phone: \_\_\_\_\_

**ALL PARTICIPANTS MUST SIGN:**

**My signature below indicates that I have read this entire two-page document, understand it completely, and agree to be bound by its terms.**

SIGNATURE OF PARTICIPANT: \_\_\_\_\_

DATE EXECUTED: \_\_\_\_\_

**SIGNATURES MUST BE WITNESSED:**

SIGNATURE OF WITNESS: \_\_\_\_\_

DATE EXECUTED: \_\_\_\_\_

(SIGNATURE OF PARENT OR LEGAL GUARDIAN IS ALSO REQUIRED IF PARTICIPANT IS UNDER 18 YEARS OF AGE.)

SIGNATURE OF PARENT/LEGAL GUARDIAN (if applicable) \_\_\_\_\_

SIGNATURE OF WITNESS: \_\_\_\_\_

DATE EXECUTED: \_\_\_\_\_ *PDA General*

# Youth Release Form Example

## Youth Groups

Youth volunteers today are the adult volunteers of tomorrow. With that in mind, Hope Village will host youth groups as long as the appropriate jobs are available. Due to the nature of disaster work, we also want to protect the health of all volunteers. For this reason, we have adopted the following policy:

1. **All** adult supervisors must have basic knowledge of skills needed in rebuild, power tool safety and 1<sup>st</sup> Aid.
2. Adult supervisor must be at least 21 years of age.
3. Adult Supervisors must be no less than 1 supervisor per every 5 youth.
4. Only adults will operate power tools.
5. No one under 19 yrs. will operate power tools-
  - a. Power Tools of any kind – nailers, impact drills
  - b. Saws of any kind (exception in hand saw)
  - c. Ordinary drills hand tools are ok
6. All participants must be 15 years old and have completed 9<sup>th</sup> grade – 16 years old is the preferred starting age.
7. Participants who have not completed 9<sup>th</sup> grade may come but must have parent with them who will have total responsibility for their child's activities and presence. Hope Village cannot assign tasks for this age group – see next page for details.
8. Youth groups may be assigned to satellite housing or Hope Village depending upon space available.
9. It is highly recommended that all participants receive basic training of rebuild tasks and tool safety prior to arrival.
10. Youth participants must have parental consent form signed.



## Parental Responsibility Form

**Hope Village is authorized only to allow youth volunteers' ages 15 to 18 who have completed the 9<sup>th</sup> grade to volunteer with the appropriate parent or guardian release signed. You have chosen to bring your younger child with you, and as such, you are agreeing to assume all responsibilities relating to the child including but not limited to:**

- **Activities engaged in by the child**
- **Any injuries to the child**
- **Any tasks assigned to my child will be assigned only by me as the parent**

I, \_\_\_\_\_, acknowledge and state the following: I have chosen to travel to Minot, North Dakota, to perform cleanup or construction work due to flood damage. I have chosen to bring my child younger than 16 years of age into this environment, fully aware of any negative health impacts that may be present in the area.

I understand that I am bringing my child into this project environment at my own risk. I assume all risk and responsibility as well as related costs and expenses for any damage or injury to my property or my child and/or any personal injury to me or my child, which may be sustained while I am serving through Hope Village.

I also understand that my child will not be left in the care or supervision of any Hope Village staff or volunteers and that I solely am responsible for my child's presence and well-being. I further understand that I am to abide by whatever rules and regulations may be in effect for the accommodations at that time.

In the event that Hope Village arranges accommodations, I understand that they are not responsible or liable for my personal effects and property and that they will not provide lock up security for any items. I will hold them harmless in the event of theft, or for loss resulting from, any source or cause.

By my signature, for myself, for my child, my estate, and my heirs, I release, discharge, indemnify and forever hold Hope Village, together with their partners, officers, agents, servants and employees, harmless from any and all causes of action arising from my or my child's participation in this project, including travel or lodging associated therewith, or any damages which may be caused by their own negligence.

**PLEASE PRINT**

Child's Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_  
Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## PDA Suggested Packing List Example

### Bedding (Bunk beds with air mattresses provided)

- Sleeping bag or twin bed sheets
- Blanket (if you want one)
- Pillow
- Flashlight and extra batteries

### Clothing

- Socks and undergarments
- Heavy work boots (**steel-toed shoes are highly recommended**)
- Leather or heavy duty work gloves/light cotton gloves
- Rain gear
- Hat, visor, bandana and /or sweatband
- T-shirts or work shirts
- Long-sleeve shirts
- Jeans or pants and shorts
- Pajamas
- Shower shoes and robe

### Toiletries

- Toothbrush/toothpaste
- Soap/shampoo
- Wet wipes
- Deodorant
- Personal medication for length of stay
- Sunscreen
- Insect repellent
- Razor/shaving cream

### Miscellaneous

- Bible
- Travel clock
- Fanny pack/backpack
- Spending money
- Water bottle
- Sunglasses
- Ear plugs if light sleeper
- Eye mask if light sleeper

### Personal Items

- Towels/washcloths
- Car chargers for electronic equipment
- Laptops (two are provided for volunteer use – there is WIFI in the building)

### What Not to Bring

- RVs and campers (PDA cannot guarantee that there will be hookups, or even parking space for these large vehicles)
- Alcohol
- Weapons



# PDA Reflections

## Devotionals

### Sample scriptures and discussion points

Prepared by Jodi Mathews, Heritage Presbyterian Church, Olathe, KS

1. Luke 10: 25-27

- Who is my "neighbor"?
- What is my responsibility to my "neighbor"?

2. Ephesians 2:10

- Why did God create us?
- Does God prepare good works in advance for us to do?
- OR--does God prepare us in advance to do good works?
- BOTH, maybe?

3. Corinthians 1: 3-7

- How does God use us to comfort others in their time of trouble?
- How do the sufferings of Christ "flow over into our lives"? (Verse 5)
- What is the purpose of suffering, if we surrender to Christ?
- See also Hebrews 12:4-13 and James 1:2-3

4. Galatians 6:2

- "Carry each other's burdens, and in this way, you will fulfill the law of Christ."
- What is the "law of Christ"? (See John 15:5, 9-13)
- In what ways do we "carry each other's burdens"?

5. Corinthians 12: 4-5 and 14-20

- Why does God give us spiritual gifts?
- Does God give them actually given to the whole body of Christ through you your spiritual abilities to you for your own personal use, or are?
- Why is it silly to compare your spiritual gifts with someone else's gifts?
- Who is the giver of the gifts?
- Are some gifts more important than others? (See 1 Corinthians 12:31-13:1- 13)
- Which is the greatest?

## Welcome E-Mail Example

Dear Westminster Presbyterian Disaster Assistance Volunteer Team,  
Thanks for your willingness to come to Nashville, TN and assist in flood recovery efforts. We are grateful to God for your service and what you will bring to Nashville as we continue to muck out, deconstruct, and rebuild!

First, we want to double check that we have your arrival and departure dates are correct:

Arrival: 00/00/00

Departure: 00/00/00

As we prepare for your upcoming visit, we want to begin by introducing the people with whom you will be working during your stay here at Westminster. Our operation is largely volunteer-based and we have a rotating schedule of WPC members who will assist you when you first arrive and throughout the week. Jobs Coordinators, Jim Ferguson and Tom Patten, will be obtaining your work assignments and helping to divide your team into groups based on the jobs for the week. Terry Rappuhn, Westminster member and Chair of the Westminster Presbyterian Disaster Assistance Task Force will also assist with this process of assigning work. Additionally, you will be working with two Hospitality Coordinators during your stay at WPC. These people will be giving you a tour of our facilities, helping you navigate the streets and towns where you will be working, and assisting with any other questions or concerns that you may have.

During your stay your Hospitality Coordinators will be\_\_\_\_\_. They are included in this email so you can simply 'reply all' or copy and paste their email into your contact list.

There is some information we need prior to your arrival in order to prepare adequately for your group's stay:

1. How many people are coming?
2. Are there any allergies or other dietary concerns? We need to know this in advance so that we can better prepare for your group's arrival.
3. Will you want to have hamburgers and hot dogs upon Sunday arrival or will you eat on the road?
4. Do you expect to eat at the church every night, or do you have plans to go out to eat? If you have plans to go out to eat, how many dinners will you have at the church throughout the week?
5. Will your group be joining our congregation on Wednesday night for dinner? This dinner is included in your nightly fee, we just need to know how many of you will be eating so that we can make a reservation.
6. Are there specific people on your team who will be in charge of preparing food?
7. What time do you plan to arrive at Westminster?

Please remember that each member of your team needs to fill out a copy of each of the release forms (which are attached to this email, but we will also have blank copies for you when you arrive). When you arrive, your Hospitality Coordinators will collect these release forms as well as the fee of \$20 per person, per night. Additionally, if you have not done so already, please return your team's skills assessment (attached to this email) to Ashley Gill in the PDA Call Center (PDA.CallCenter@pcusa.org). This skills assessment is integral to the process of assigning work to your team.

If there is another group coming to Nashville the same week as your volunteer team, the team leader has also been included on this email. Feel free to contact one another and begin to work out logistical arrangements such as devotions, cooking, and chores, if you chose to do so.

Attached to this email are several documents that should help you better prepare for your time in Nashville. These documents include a list of frequently asked questions, a suggested dinner menu/pantry list, a list of kitchen equipment, a packing list, a list of chores, a list of Nashville activities, the two release forms that are required for each member of your group, the skills assessment form, and some general information about the kind of work you might be doing.

Additionally, please remember that you will be sharing our facility with the many other ministries of our congregation. We are so happy to have you, and want you to feel welcome and have the privacy that you need. Know that the rooms in which you will be sleeping are yours for the week. No other Westminster members will be in that space at any time. However, there are some times that there will be other people in the general PDA area and lounge space. For instance, on Sunday nights from 6:00 – 8:00, youth Bible studies occur in the PDA area. Feel free to be upstairs in the Fellowship Hall or in your sleeping quarters during this time. Your Hospitality Coordinators will show you this space during a tour when you first arrive.

Thanks again for agreeing to serve with us here in Nashville. We look forward to seeing you all in the near future. If you have further questions, please contact Claire Harris, Youth Director and staff support for the WPDA Task Force at (615-292-5526, ext. 290 or [charris@nashvillewpc.org](mailto:charris@nashvillewpc.org)) or one of your Hospitality Coordinators.

Blessings and God's love, Westminster's PDA Task Force

## Thank You Letter Example

Hi Gary,

What a wonderful way to end the year with your team serving others! Sharing in the rebuilding of home for those still struggling on the Gulf Coast from hurricane destruction is a caring gift that will always be remembered. We appreciate those who help others as it shows us how beautiful life is!

We here at PDA and the people in the Golden Triangle area want to thank your team for your recent work trip to the Port Neches Village. It is through your generous and supportive efforts that we all have hope.

Those who have been to the coast know that the work is not completed. Each team offers wonderful support and continued work. All of this will hopefully bring these homeowners peace and renewed faith.

Please share you stories with your community and your Church.

Thank you again for the work that you have done. We look forward to working with you on future trips.

Sincerely,

# Orientation Notes Example

## *Volunteer Orientation by Village Coordinator*

### **Introductions**

- Welcome and thank you for coming!
- Introduce yourself and any other staff there

### **History**

- In ND, various local denominations here have worked together since 1997 to accomplish long term recovery through case management and volunteer coordination
- However, Hope Village is the first time many national office denominations have come together to pool their strengths in a volunteer village setting
- YOU are a big part of this success!

### **Overview of Hope Village**

- Dining tent
  - TV, computer plug-ins
  - Help yourself to the items in the refrigerator and freezer and desserts
- Restrooms/port-a-potties, showers
- Recreation trailer
  - TV
  - Quiet reading, place for devotions
  - Games
  - Open 24/7
  - Need outside light on at night
- Village Coordinator trailer
  - May knock on door from 6:30 a.m. to 10 p.m.
  - Office open from 8 a.m. to 6 p.m.
  - Contact phone 701-240-1495 – answered 24/7
- Tool trailer/shed – where located
- CHURCH IS OFF LIMITS to volunteers
  - Day care
  - No parking Sunday mornings
- Smokers – use designated area of left side of church entrance
- Campfire – check w/us to make sure it is ok to burn that day
- Wi-Fi password, daily schedule, Village Coordinator's phone number and medical facility information is listed on the pink sheet in each bunk bay
- The Village is the responsibility of all the volunteers. You are responsible for keeping your rooms swept out and daily duties are listed on the white board

## **Daily Schedule**

7:00 a.m.	Breakfast, collect tools, make lunches (use vinyl gloves please), group duties
8:00 a.m.	Leave for work sites
12 noon	Lunch at worksite
4:30-6 p.m.	Groups return from sites, shower/cleanup
6:30 p.m.	Evening meal
7:30 p.m.	Orientation/debriefing, announcements
10:00 p.m.	Quiet time

**Not eating?** Please notify the Village Coordinator several days in advance if your group will NOT be eating (going out to eat) or your plans change from the dates you are here

**Concerns, complaints, suggestions** = talk with the Village Coordinator. We are here to make your stay a pleasant one.

**Lock up valuables in personal vehicles, not in bunk sites, and also at worksites.** Hope Village and/or any of its partners are not responsible for personal possessions.

## **Weather**

- Drink plenty of water on hot days
- Wear sunscreen if working outdoors
- Take breaks
- Use the buddy system and watch each other for warning signs of dehydration or sunburn
- STORMS
  - If working outside, take cover, GET OFF ROOFS!
  - You are safe in the trailers during lightning as they are tied down and grounded
- SEVERE STORMS
  - Village Coordinator will contact team leaders
  - Village Coordinator has weather alert radios in RV and office
  - Go into the church in designated area
  - Stay indoors

## **Safety**

- Use common sense
- If you smell gas, leave and call gas company or Village Coordinator
- Verify electricity is off prior to working with electric wires and outlets
- ALWAYS wear closed shoes on the work site
- Use a spotter when climbing on ladders
- Be alert to critters – don't put your hand or foot where you cannot see
- Have 1<sup>st</sup> Aid kit at worksite
- If injured at worksite or grounds of Hope Village, notify Village Coordinator and complete Incident Report
- If you need to call 9-1-1, stay on line for location purposes

### Identification

- Name badges are color coded for meals and lodging purposes
- MUST be worn at all times on Hope Village grounds
- No badge = no food
- T-shirts
  - Wear the t-shirts to show you are bringing hope to the community

### Rules

- No alcohol in Village, church or on the Hope Village grounds
- No illegal drug usage
- No physical violence
- No sexual harassment

### Advice to Volunteers

- We are not here to judge, here to help and provide hope
- We are God's hands, helping our neighbor
- Some homes had deferred maintenance prior to the flood – the homes you are working on have been chosen for a reason you may not know
- Homeowners may be “warm and fuzzy” and some are not. Be prepared for both
- One of the great gifts you bring is your “new ears” – listen to the homeowner's story – may want to designate a listener in the group and rotate if you want
- Some homeowners will be onsite, some you may never see
- The flood happened in June 2011 – FEMA trailers are still very visible
- You will likely see a full range of emotions – know any anger is not personally directed at you
- Remember that you are working on someone's house
  - If you don't know how to do something, ASK
  - Don't do what you don't know how to do
  - Do the best job you can - do the work you would like done in your own house
- ***HAVE FUN! The gift you are bringing is joyful and humor is also healing.***

### Close with prayer

## Evaluation Form Example

### Hope Village Volunteer Feedback Survey

Dear Volunteer,

We want to thank you for coming and generously giving a week of your time and talents to the citizens of the greater Minot area. The rebuilding and restoration of homes and lives would not be possible without contributions from people such as you. We would appreciate your thoughts on how things went during your stay in HOPE VILLAGE – what was good and/or how things could have been better – regarding:

Sleeping accommodations –

Bathroom facilities –

Toilet facilities –

Food service (quantity and quality) –

Free time activities –

Devotional activities –

Work assignments –

Things you wish you had known ahead of time or brought with you –

Anything else you would like for us to know –

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

Date of service: \_\_\_\_\_

God's Blessings,  
HOPE VILLAGE STAFF

## Host Site Manual for Volunteers Example

NAME OF CHURCH

ADDRESS OF CHURCH

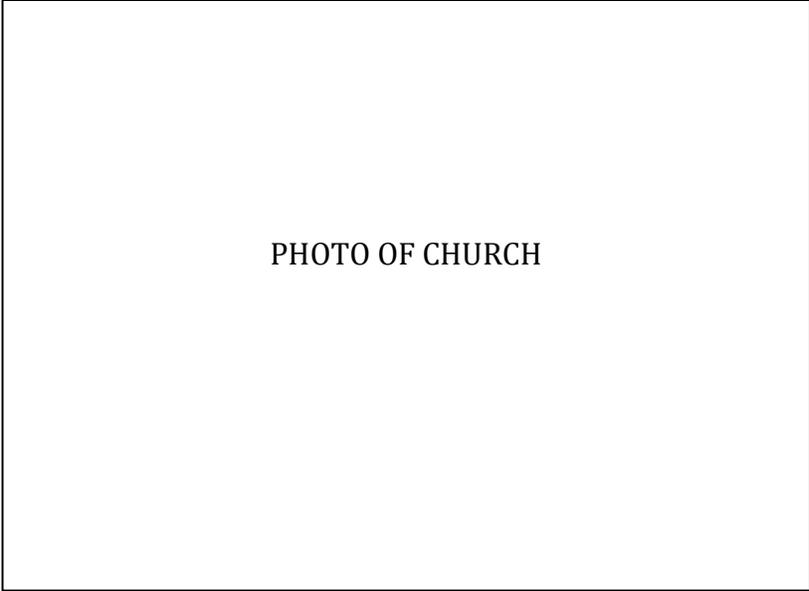


PHOTO OF CHURCH

### CONTACT INFORMATION

Name

Phone number

E-mail address

## Table of Contents

Introduction	Page X
What is a Mission Group?	Page X
What do Mission Groups do?	Page X
Where will we stay?	Page X
Where will we eat?	Page X
Will we have free time?	Page X
What will we be doing?	Page X
What you need to know before coming	Page X
What you need to do before coming	Page X
Personal Packing List	Page X
<u>Attachments:</u>	
Form One -Volunteer Team Skills Assessment Form	Page X
Form Two - Liability Release Form	Page X
Form Three- Volunteer Hour Worksheet	Page X

## **Introduction**

Ideas of what to include in this section:

- History of the church
- How the disaster impacted the church
- Any other general information you want groups to know about the church

## **What is a Mission Group?**

Ideas of what to include in this section:

- Maximum size of a group
- Age restrictions
- Youth to adult ratio

## **What Do Mission Groups Do?**

Ideas of what to include in this section:

- Organizations through which the groups might work
- Managing volunteer expectations (“Every disaster is different”)
- Emotional & Spiritual care information. Listening to survivors’ stories is often just as important and beneficial as the physical labor

## **Where Will We Stay?**

Ideas of what to include in this section:

- Sleeping facilities, what is provided? – cots, air mattresses, etc.
- What do groups need to bring? Air mattresses, bedding?
- Are there separate rooms for male and female?
- Per diem fees – what does this cover?
- Shower facilities – on or off site?
- Include any cleanup rules – i.e. chore list?
- Any other available facilities – recreation area, Wi-Fi, lounge room, TV area, etc.
- Is there a place to lock up valuables?

## Where Will We Eat?

Ideas of what to include in this section:

- Food purchasing: who does it?
- Food preparation: is a group member responsible or will meals be prepared for them?
- If meals are provided and prepared for the group, how are special dietary/allergy concerns handled?
- What meals, if any, are included in the per diem fees?
- What kitchen facilities are available to the group? Stove, oven, utensils, etc.
- Local restaurant recommendations should the group choose to eat out?

## Will We Have Free Time?

Ideas of what to include in this section:

- The typical daily schedule (i.e. work Monday-Friday 9:00 a.m.- 3:00 p.m.) note this may change depending on the needs of the work site
- Suggest taking an afternoon off for sightseeing and supporting the local economy
- Create a list of local restaurants, grocery stores, drugstores, hardware stores, the nearest emergency room, etc. Have this ready to hand out during orientation. By not including this list in the handbook, it allows the host site to update it frequently. In the handbook, include a sentence such as, "a list of local facilities will be available upon arrival to the host site."

## What Will We Be Doing?

Ideas of what to include in this section:

- A list of possible work tasks the group may be assigned

## What You Need To Know Before Coming:

Ideas of what to include in this section:

- Frequently Asked Questions
  - Age requirements and youth to adult ratio
  - Fees and what that covers
  - Transportation – are groups responsible for their own?
  - Temperature ranges per season
  - Tools and materials – are they supplied or do groups bring their own?
  - Will First Aid supplies be available or are groups responsible for their own?
  - When should the group leader expect to be contacted? One month prior to arrival? 2 weeks?

- Information about the area – urban, suburban, rural? Is it safe to walk around at night, to leave items locked in vehicles?
- Expectations of group – maintaining the cleanliness of the facilities
- Rules, i.e. no alcohol or drugs on premises

## **What You Need To Do Before Coming:**

Ideas of what to include in this section:

- Decide when groups need to turn in all forms, state a deadline for forms and fees. Can they give the check upon arrival? Include who to make the check out to and where it should be sent
- Honestly assess the capabilities of each member of the group and of the group as a whole. Then fill out the skills assessment form
- Information about the certificate of insurance
- State any arrival time restrictions, i.e. must arrive Sunday after 12 p.m.
- Recommend tetanus shots for any team members that may need one
- Assemble a first aid kit if one will not be provided for the team
- Cultural sensitivity is something of which all volunteers need to be aware
- Cultural sensitivity means being aware that cultural differences and similarities exist, and volunteers need to be observant and receptive to these possibilities

## **Personal Packing List**

Ideas of what to include in this section:

- Work boots with hard/steel toes. Athletic shoes are typically not suitable for a work site
- Work gloves
- Heavy pants
- Long sleeve shirts with layers that can be added or taken off
- Insect repellent
- Sunscreen and sunglasses
- Hat
- Reusable water bottle
- Personal toiletry items
- Personal medications
- Sleeping bag or bedding
- Pillows
- Towels and wash cloths
- Hand sanitizer
- Shower shoes
- What not to bring: alcohol, drugs, etc.

# Sample Volunteer Team Skills Assessment Form



## Volunteer Team Skills Assessment

Work Site: \_\_\_\_\_ Group Name: \_\_\_\_\_ Hometown: \_\_\_\_\_ Number and Type of Vehicles: \_\_\_\_\_  
 Team Leader: \_\_\_\_\_ Leader's Cell: \_\_\_\_\_ Stay Dates: \_\_\_\_\_ Work Dates: \_\_\_\_\_

Please have each team member specify skills according to the following levels:  
**1=** haven't done yet but willing to try **2=** have done but need guidance **3=** can do well independently **4=** can do well and guide others **5=** working in trade

	Full Name	Gender	Age	Lead work crew? (y/n)	Debris Removal	Heavy Lifting	Foundation	Tear out drywall, floors	Framing Carpentry	Finish Carpentry	Electrical	Plumbing	HVAC	Insulation	Drywall Hanging	Drywall Finishing	Siding	Window Installation	Door Installation	Cabinet Installation	Flooring: vinyl, etc.	Tile: ceramic, etc.	Mason: brick/plaster	Printing/Painting	Roofing	Landscaping	Pastor	Cook	First Aid/CPR Skills	
1																														
2																														
3																														
4																														
5																														
6																														
7																														
8																														
9																														
10																														
11																														
12																														
13																														
14																														
15																														
16																														
17																														
18																														
19																														
20																														

## Liability Release Form

### GENERAL RELEASE, INDEMNIFICATION AGREEMENT AND AUTHORIZATION FOR MEDICAL TREATMENT

Participant name: \_\_\_\_\_

("Participant") DOB: \_\_\_\_\_

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

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

Telephone: (Cell) \_\_\_\_\_ (Day/Evening) \_\_\_\_\_

In consideration of the opportunity provided to me to participate in the Middle Tennessee Disaster Response and any services, housing, food, and the like provided by PCUSA (as defined below), I, Participant, hereby understand and agree that the Presbyterian Church (U.S.A.) General Assembly, all synods, presbyteries, and local churches and their corporations and related entities, their staff, volunteers, directors, officers, agents, elders, deacons, representatives, successors, assigns and entities (hereinafter collectively referred to as "**PCUSA**") will not be responsible in any way whatsoever for loss, damage, or injury of any kind or in any manner resulting from or in connection with my participation in **Middle Tennessee Disaster Response**.

I, Participant, understand and agree that PCUSA does not and cannot guarantee my safety in connection with the Middle Tennessee Disaster Response. Further, I understand and agree the activities involved with the Middle Tennessee Disaster Response may include but are not limited to the following: difficult living conditions, risks concerning means of travel, food, water, diseases, pests, poor sanitation, and other health related situations, including potential injury while working. I accept and assume all responsibility for all risks which may occur during, in connection with, or result from my participation in the Middle Tennessee Disaster Response including, but not limited to, potential injury while working.

**RELEASE:** With the above in mind and by my signature below, I fully understand, agree and hereby voluntarily release and forever discharge PCUSA. PCUSA shall not be responsible or liable in any way for any accident, loss, death, injury or damage to myself or my property, in connection with my participation in the Middle Tennessee Disaster Response or any portion of the Middle Tennessee Disaster Response even if said injury or action is due to the alleged negligence of PCUSA. Further, I do hereby agree to indemnify and hold PCUSA harmless against any and all liabilities, damages, claims, actions or rights of action, suits, judgments and associated costs and expenses (including, without limitation, attorneys' fees) of whatsoever kind in connection with my participation in the Middle Tennessee Disaster Response or any portion of the Middle Tennessee Disaster Response. Further, I make this agreement on behalf of my heirs, agents, fiduciaries, successors and assigns. I waive, knowingly and voluntarily, each and every claim or right of action I have now or may have in the future against the PCUSA related to my participation in the Middle Tennessee Disaster Response, even if any such claim or right of action is caused by PCUSA's alleged negligence. This document does not release PCUSA from gross negligence.

**MEDICAL COVERAGE:** I understand and acknowledge that **no medical or other insurance or health care benefits will be provided to me by PCUSA** during my participation in the Middle Tennessee Disaster Response, and I certify that I have sufficient health, accident and liability insurance or other benefits to cover any bodily injury or property damage I may incur while participation in the Middle Tennessee Disaster Response and to cover bodily injury or property damage caused to a third party as a result of my participation in the Middle Tennessee Disaster Response, as follows:

Company \_\_\_\_\_ Policy # \_\_\_\_\_

Address \_\_\_\_\_

**MEDICAL RELEASE:** I hereby state that I am in good health and have all medications necessary to treat any allergic or chronic conditions, and I am able to administer such medications without assistance. If at any time during my participation in the Middle Tennessee Disaster Response I need emergency medical care and am not able to give consent because of my physical or mental condition, I authorize PCUSA to make emergency medical care decisions on my behalf, and I specifically release PCUSA, in making those emergency medical care decisions, from any and all liability associated with said decisions, even if injury or death is the result of PCUSA's alleged negligence.

Person to be notified in case of injury:

Name \_\_\_\_\_

Telephone: \_\_\_\_\_ (evening) \_\_\_\_\_ (daytime)

Cell Phone: \_\_\_\_\_

**ALL PARTICIPANTS MUST SIGN:**

**My signature below indicates that I have read this entire two page document, understand it completely, and agree to be bound by its terms.**

SIGNATURE OF PARTICIPANT: \_\_\_\_\_

DATE EXECUTED: \_\_\_\_\_

**SIGNATURES MUST BE WITNESSED:**

SIGNATURE OF WITNESS: \_\_\_\_\_

DATE EXECUTED: \_\_\_\_\_

(SIGNATURE OF PARENT OR LEGAL GUARDIAN IS ALSO REQUIRED IF PARTICIPANT IS UNDER 18 YEARS OF AGE.)

SIGNATURE OF PARENT/LEGAL GUARDIAN (if applicable) \_\_\_\_\_

SIGNATURE OF WITNESS: \_\_\_\_\_

DATE EXECUTED: \_\_\_\_\_ *PDA General*

# Volunteer Hour Worksheet

## Volunteer hour worksheet

Homeowner:

Homeowner Address:

Volunteer Organization:

Work Completed:

Homeowner Phone:

Date of Work:

No. Of Volunteers:

Volunteer Name:

Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Total Hours							



## **PDA'S NATIONAL CALL CENTER**

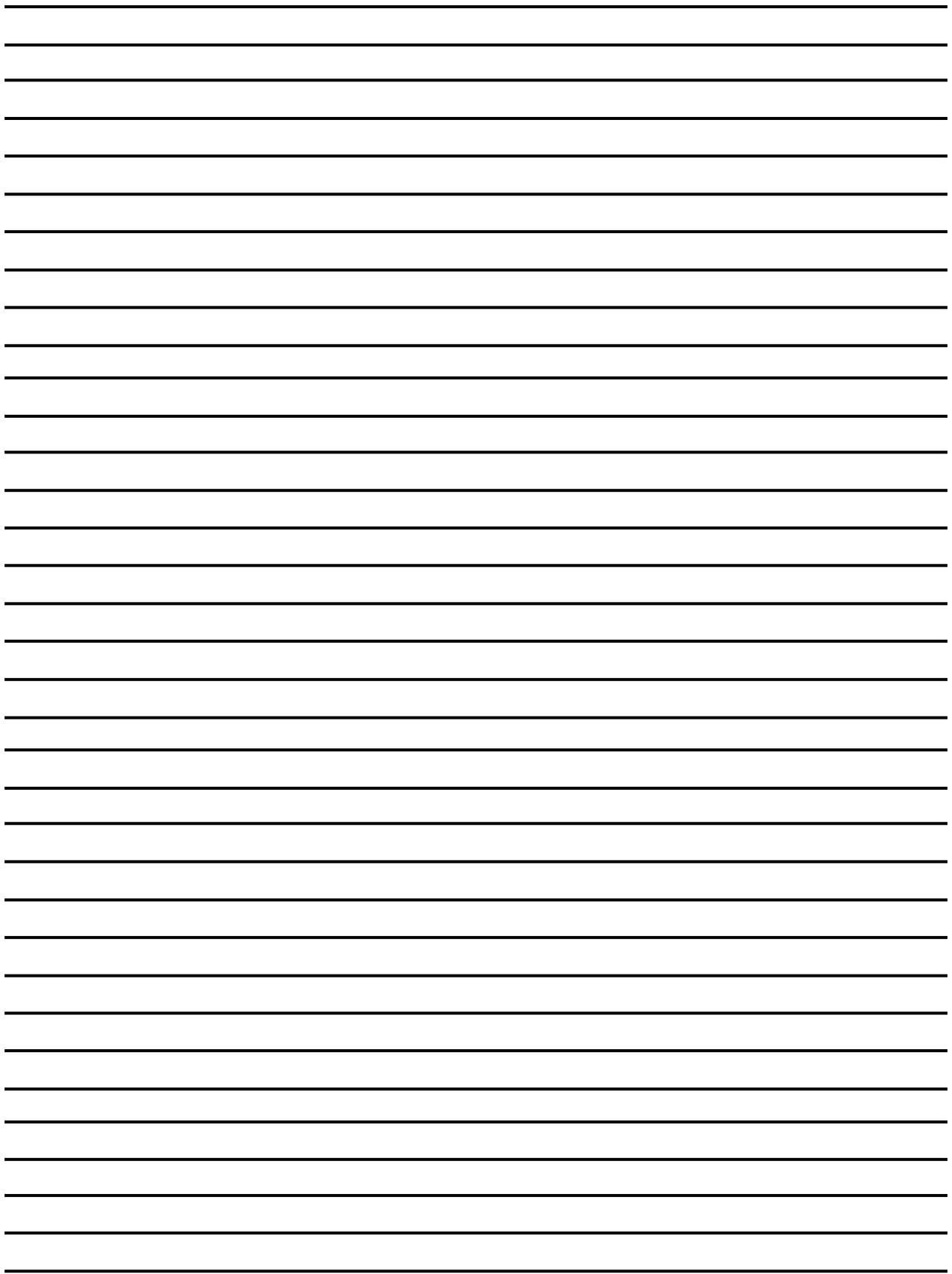
PDA's National Call Center (NCC) is located at Ferncliff Camp and Conference Center in Little Rock, AR. The NCC provides a vital connection between volunteer work teams and disaster rebuilding efforts in the U.S. by serving as a touch point for teams to learn about a multitude of disaster recovery opportunities—and to schedule trips for teams to work in rebuilding missions—the call center also helps alleviate the time demands of recruiting and scheduling teams for the host sites.

At the time of scheduling a trip, the NCC staff distributes preparatory materials to the team's leader to help manage the group's expectations for their work and stay. It is also within the scope of the NCC's work to convey information from the team to the worksite and vice versa, when requested. The primary role of the NCC is to provide a caring, knowledgeable, live contact person who is available to help communicate between volunteer host sites and prospective and scheduled volunteers.

PDA's NCC is not exclusive to Presbyterians; we have Lutheran groups, Methodist groups, and Mennonite groups, school groups, etc. The NCC can also schedule for other groups with prior approval from the Associate for Disaster Hospitality.

The NCC is not only a Call Center, but also an information center. The NCC receives all sorts of calls from congregations across the United States. The NCC is equipped with software that generates reports of volunteer numbers and hours. News of the NCC's capabilities is spreading through the world of disaster response and other denominations are now asking to utilize our services; for instance, a majority of the sites for which we are scheduling in Oklahoma are UMC churches.

The NCC Manager also oversees the Disaster Assistance Center (warehouse) at Ferncliff, Church World Service's Gift of the Heart program for this location (flood buckets and other kits) and the licensing and maintenance of PDA equipment in AR.



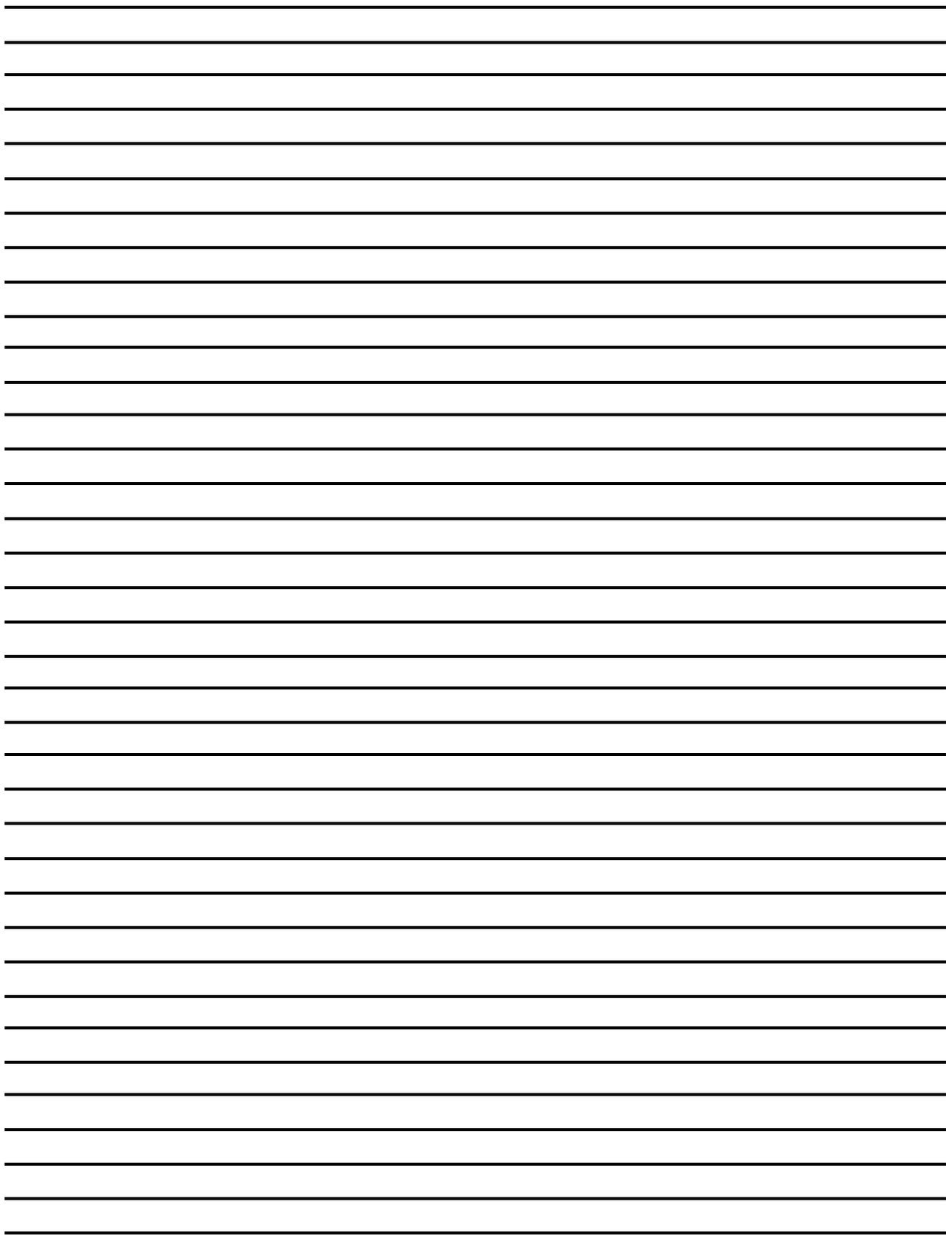
## **EMOTIONAL AND SPIRITUAL CARE**

### **Volunteer Work Teams and Survivors**

The foundation of all of PDA's disaster response ministries is Emotional and Spiritual Care in one form or another. Every PDA National Response Team (NRT) member has basic training in dealing with disaster survivors because there is always a chance there will be direct communications with a survivor when working in a disaster stricken area.

In 2013, PDA's National Call Center (NCC) scheduled 5,372 volunteers who traveled to work in disaster stricken areas. Most of these volunteers came into direct contact with survivors. Because of this, PDA thinks it is necessary for teams to have some information on dealing with survivors. It is also important for these teams to be aware of the need for and to practice self-care, especially while working in a disaster stricken area.

A copy of the tri-fold, PDA Emotional & Spiritual Care brochure (see next page) is sent out to every volunteer work team. Copies are also provided for the host sites.



## Dos

- Demonstrate calm assurance.
- Tune your heart, eyes, ears, and mind to the person to whom you are listening.
- Accept people as they are.
- Invite people to talk – then listen to what they say.
- Pray aloud when asked, avoiding Christian language unless you are very sure they share the faith.
- Cry if you are so moved.
- Return friendly touch.
- Respect confidentiality.

## Don'ts

- Interrogate, or ask questions to satisfy your curiosity.
- Try to fix problems.
- Take sides—political, religious, or other.
- Blame, criticize, or defend anyone.
- Pray with survivors unless asked.
- Try to convert survivors to your faith tradition.
- Give advice.
- Judge reactions.
- Try to explain or answer “why?”
- Give groundless assurances.
- Repeat rumors.
- Photograph without permission.
- Confront or argue.
- Make psychological interpretations.
- Take notes.

## You might say...

*My heart goes out to you.  
Friends here share your grief.  
I can see the pain in your eyes.  
I am here to see how you are doing.  
I believe God is here with you in your suffering.  
Say nothing at all (just be there).*

## Avoid saying...

*I know how you feel.  
I was blessed not to have experienced the disaster.  
At least you have another child.  
He/She is in a better place.  
God only gives such pain to those who can handle it.  
It's just stuff.  
This was God's will.  
Others have experienced worse.  
You did the best you could  
(unless the person has said that to you.)  
Everything will be all right.*

## OUT OF CHAOS, HOPE

**Web site:** [www.pcusa.org/pda](http://www.pcusa.org/pda)

**Email:** [pda@pcusa.org](mailto:pda@pcusa.org)

**Facebook:**  
[facebook.com/pdacares](https://www.facebook.com/pdacares)

**PDA National Call Center,  
for work teams:** (866) 732-6121



## A Volunteer's Guide to Ministry of Presence

As a volunteer, the most important gift you give to survivors is your presence. You bring hope, connection, and love.



Presbyterian Disaster Assistance appreciates your serving in this way and trusts you will be blessed while you are cleaning up, rebuilding, and reclaiming homes and lives. Here are some suggestions for doing informal emotional and spiritual care – Ministry of Presence – with survivors.

The key is tuning your heart to both your inner wisdom and to the survivor, listening and seeing with the ears and eyes of your heart.

To watch video on Ministry of Presence, visit <https://vimeo.com/91030166>.



For more, see *Light Our Way*, a book Presbyterian Disaster Assistance published with partners in disaster work. Download or order online at <http://www.presbyterianmission.org/ministries/pda/pda-resources/#light>.

## Common Reactions to Disaster

It is common for people who have survived disaster to have signs of stress, including...

- A need to tell their stories again & again
- Confused thinking
- Difficulty making decisions
- Memory dysfunction
- Tears
- Anger
- Grief
- Feeling overwhelmed and hopeless
- Changes in eating and sleeping routine
- Difficulty praying
- Change in level of involvement with faith community
- Questioning faith
- Anger at God
- Questioning "Why?"

Most people heal with their own inner resilience and the support of family, friends, and folks like you.



Gaithersburg Presbyterian Church, MD

As a volunteer you can foster hope by listening to their stories, encouraging/reminding them of their connection to family/community, and encouraging good self-care.

## What You Can Do

**Tune your heart to your inner wisdom and the survivor.**

**Connect by doing simple things like offering a handshake or bottle of water.**

**Invite Story Telling**

*"Where were you when it happened?"*

*"What was your first response?"*

*"Would you like to tell me what happened?"*

*"How was that for you?"*

**Listen – the most important tool for ministry of presence.**

Convey that you are listening with . . .

Facial expressions and head nods - natural empathic expressions and slight smiles; no bobble head.

Eyes - Maintain appropriate eye contact. Avoid staring, and don't keep looking away.

Posture – Lean slightly toward survivor with open posture, avoiding crossed legs and arms.

Short Oral Responses - Say a single word or short phrase to indicate you are listening, like *Yes, Yeah, or Uh-huh.*

Ask clarifying questions to be sure you're understanding:

*"Are you saying...?"*

*"Could you tell me more about ...?"*

Restating:

*"What I hear you saying is ..."*

*"You are concerned about ... am I right?"*

Reflecting:

*"So you say you are not comfortable about ..."*

**Encourage Connection to Community**

- Remind survivors of connections to family and friends; e.g., if you hear one mention her grandchild in passing, when there's a break, say, "I'd love to hear about your grandchild."
- Encourage connecting to community beyond family.

**Encourage Self-Care**

Encourage survivors to

- Take breaks to play with children/grandchildren/friends.
- Rest.
- Eat nutritious food.
- Exercise.
- Enjoy the things that give pleasure like music, reading, conversation.
- Laugh.

**Build Hope**

Remind them of their own resilience by asking: "When you faced other difficult times, what helped you pull you through?"

**Refer or gently hand off to care leaders when you . . .**

- See/hear anything that sounds like a person might need more in-depth assistance than you can give.
- Sense someone needs to talk longer than you can afford to listen.

## **HOSPITALITY MINISTRY'S EQUIPMENT POLICY**

**Updated and approved by staff in February 2013**

Simply stated, PDA will get out of the equipment and tool business, with the possible exception of shower trailers. The costs and time expended for storage, taxes, licenses, repairs, repositioning and maintenance of equipment is significant. Each year that passes the equipment ages and its value is reduced. In addition, unused equipment deteriorates and frequently needs costly restoration, tune-ups and cleaning before it can be used.

Additionally, the issue of liability needs to be considered, especially with motor vehicles. A vehicle that is owned and insured by PDA and has PDA signs on it can be a major liability if involved in an accident or injury situation. Most of these vehicles are located in areas where PDA has little or no direct control over their operation.

Trucks/autos – PDA has no regular need for motor vehicles. If a vehicle is needed for a specific Village or disaster response a grant can be made and one can be leased for the time needed and then returned when the need no longer exists.

Tool Trailers – The cost of equipping, moving and maintaining tool trailers does not justify their presence in PDA's current mode of operation. If/when tools are needed a grant can be issued.

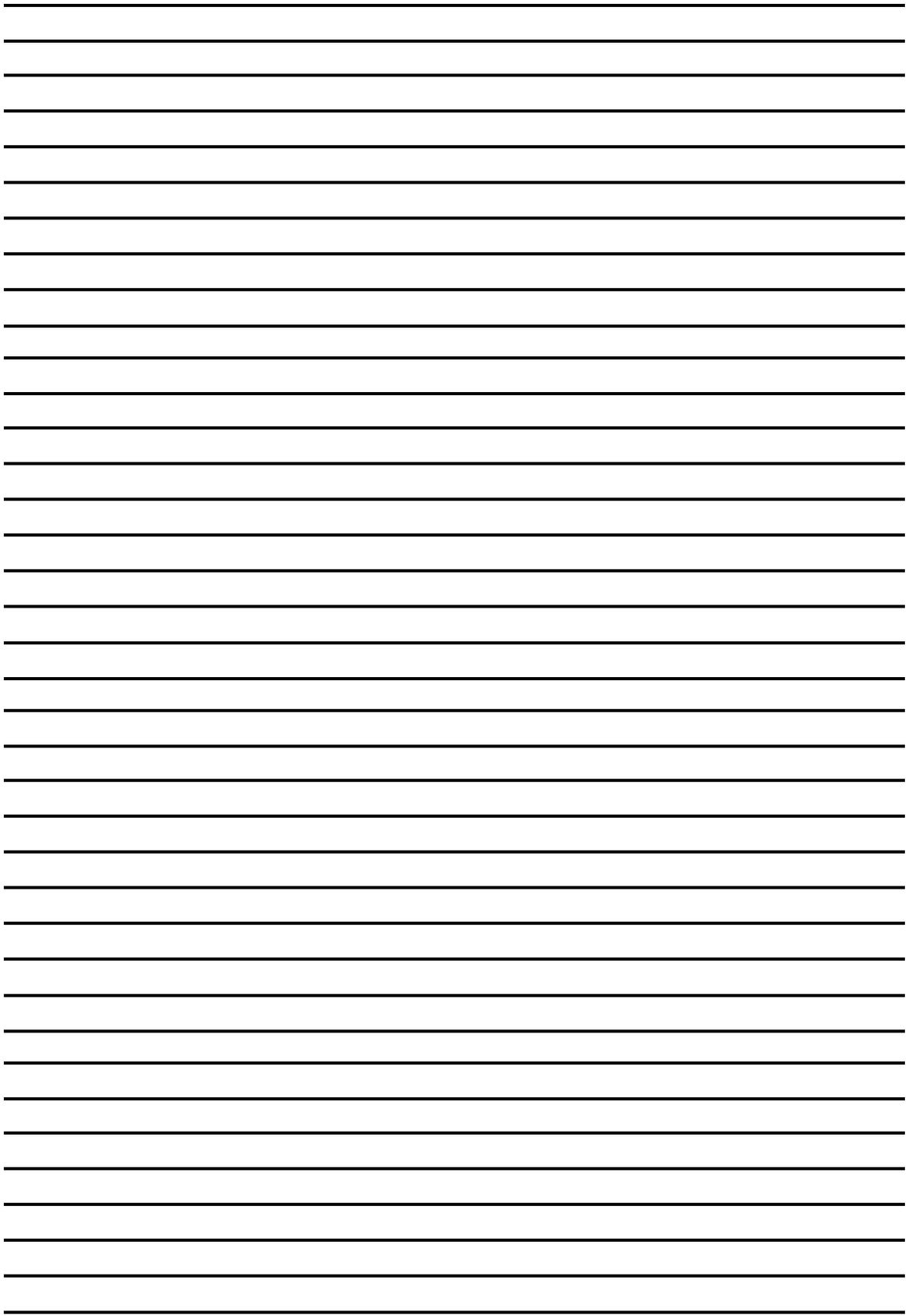
Purchasing the tools that are needed and using PCUSA's discounts will create a significant savings. Note: Lowes and/or Home Depot offer a purchasing "Parent/Child" type purchasing plan where PCUSA could set up a national account, negotiate discounts and then authorize other groups, such as churches, to be set up as a "Child" account allowing them to have their own personal account but receive the discount negotiated rate.

Shower Trailers – There will still be a need for showers, especially at churches. Before a shower trailer is deployed other options will be explored. Options such as portable or temporary showers will be tested. Once the (pilot project) portable, modular shower building has been deployed and made operational it may be advisable to have a few more constructed and stored until needed.

Installation of permanent showers may be the best solution in some instances. A grant can be given to install these showers and after the disaster they can be used for other ministries. If, as often happens, a disaster strikes in the same area, the showers can once again be used for volunteers at no extra expense or delay.

In some cases, shower trailers are still the best option. PDA will not own shower trailers in the future, a church, presbytery or other organization will enter into a MOU with PDA to purchase or build a shower trailer (with some PDA markings on

it). They will own it, insure it, license it and store it until it is needed. When PDA requests the uses of the shower trailer, the owner will transport it and set it up. PDA will reimburse the owner for these related costs. This action is repeated when the shower trailer is no longer needed at the disaster site.





## Attachment A: Grant Terms and Guidelines

---

**Before selecting the type of grant in the Hospitality Grant Application, please review the purpose and guidelines specific to each grant. If a grant is given by PC(USA) for the project described in the Hospitality Grant Application, the Grantee will be required to agree to and perform in accordance with the terms and conditions including, but not limited to, the following:**

I. Purpose of Seed Grant:

The Seed Grant is limited to \$5,000.

The purpose of a Seed Grant is to help ensure the church/host site can be prepared to provide a safe, comfortable, enjoyable, clean and convenient environment in which volunteer work teams can be housed while they are in the area to help rebuild the community after a disaster. Once the host site is established and registered with PDA's National Call Center, it will be referred to as a PDA Volunteer Village. It is expected that the Village use some of the funds collected as fees from the volunteer work teams to help offset some, or all, of the Village's operating costs. Volunteer Villages should be self-sustaining.

II. Purpose of Special Project Grant:

The purpose of the Hospitality Special Project Grant is for PDA to assist a church or similar organization with a special project, such as purchasing tool(s) to be used for disaster recovery, or assist in efforts to construct equipment (shower trailer, toilet trailer, tool trailer, etc.), to be used by or donated to PDA in order to help respond after a disaster.

Special Project Grants are intended to help mid-councils, congregations, and other groups fund a project that provides resources that PDA can utilize in a disaster response for purposes other than establishing a Village or Host Site. Special Project Grants are considered on an as needed, by PDA, basis to ensure funds are used to provide equipment or tools necessary for PDA to respond to, or prepare for, disasters.

III. General Guidelines for Hospitality Grants:

- a. PDA must approve of the plan before funds can be provided. It is suggested that work not begin before PDA approves the plan.
- b. Implementation is to be completed by the one-year anniversary date from when the grant funds are received. An extension may be granted if agreed upon in advance and if a request is made to PDA before the end of the last quarter of the project period.
- c. Beneficiaries of the proposed project should be disaster.
- d. The Session of the church (governing body) must approve the project and the congregation of the church (membership) must be informed of the plan. It is important that the Session and the congregation both know that the project may be operating long-term, possibly two years or more, and ensure that their concerns have been addressed.
- e. A detailed budget is required and must be submitted with the Hospitality Grant Application for the request to be considered. Information about any funds that are being provided from other sources is to be included.
- f. Use of Funds

- i. Grantee will use the Grant Funds solely to support the project activities described in the Proposal and agreed upon in the Grant Agreement and in strict accordance with the attached Budget.
  - ii. The funds may be used only for the purpose for which they are given. Any change in scope or direction of the plan and budget requires consultation with an agreement from PDA. Should any funds remain at the conclusion of the recovery effort, they must be returned to PDA to be used for other disaster-related needs. Unspent funds cannot be used without approval of PDA.
  - iii. A PDA grant should be treated separately from the normal activities of the life of the church. To facilitate this requirement of non-commingled funds, PDA funds shall be accounted for separately using Generally Accepted Accounting Principles.
  - iv. Hospitality Grants are not meant to provide funding for any administrative or compensated positions.
  - v. Services provided to survivors of disaster are a free gift from the church.
    1. PDA does not fund programs that require survivors to incur any fees or obligations.
    2. PDA does not fund loan programs or rebuilding where a mortgage is incurred, other than government provided loans (such as small business administration disaster loans) negotiated freely by the beneficiary.
  - vi. PDA does not make cash payments to survivors.
  - vii. Funds should not be used to supplant government funds or funds that are readily available from other responding agencies.
  - viii. Work provided by volunteer work teams cannot result in a financial benefit to a third party.
- g. Disbursements and Reporting
- i. PDA funds should be accounted for with an Annual Narrative and Financial Reports (based upon the date of first receipt of funds) until the project is complete. A Final Narrative and Financial Report is required at the end of the project period. An Audit Report is also required at the end of a project period if the amount disbursed by PDA is \$50,000 or more.
  - ii. Reports shall be submitted by Grantee covering the annual period, no later than 14 days after the last day of each year (based upon the date the funds were first received by Grantee). All reports shall be submitted to PDA electronically in accordance with instructions to be provided by PDA.
  - iii. PC(USA)/PDA reserves the right to withhold or cancel transfer of funds if Grantee fails to comply with obligations of reporting requirements.
  - iv. All financial records should be retained for 7 years.
- h. Amendments
- i. Negotiate and agree in writing with PC(USA) any changes to the purpose proposed by Grantee (this may be through normal reporting channels unless otherwise agreed).
    1. Negotiations to be agreed with PC(USA) include, but are not limited to, any changes to the Grantee's legal structure, designated Board personnel, or senior employees attached to the project/program; the use of any

unspent funds for other projects; the disposal or transfer of assets or capital equipment to another project.

- i. Monitoring and Evaluation
  - i. Following consultation and agreement in writing, monitoring and evaluation visits by PC(USA) staff or third parties on behalf of PC(USA) will be received and facilitated by Grantee.
  - ii. For the purpose of monitoring the use of any grant/funds, assessing its impact or auditing Grantee's accounts and procedures, Grantee will, upon request, allow PC(USA) staff or its nominated representatives access to the project/program site, Grantee's books of account, its registered assets, and Grantee's staff – all at reasonable times and with advance notice.
- j. Miscellaneous Responsibilities
  - i. To inform PDA in writing as soon as possible of any serious circumstances or actions, external or internal to Grantee, that threatens the successful completion of this project or in relation to the obligations of Grantee.
  - ii. To notify and share with PDA staff any contracts made with other agencies. In the event that Grantee has applied for or receives additional funding for the project/program from a third party, Grantee will inform PDA of this in writing through the normal reporting process or, where PDA is fully or part of funding a project, as soon as possible if this exceeds the total project/program funding requirement (e.g. including name of donor and value of funding).

In the event of any misapplication or misappropriation of funds or suspicion of fraud within Grantee's Organization by either Grantee or PDA, Grantee will notify PDA in writing as to what the misuse is and what actions it is taking to address it. PCUSA/PDA reserves the right to suspend and set conditions for resumption or, to terminate, the agreement.

#### IV. Preferences:

While not requirements to PDA funding, these elements are highly preferred and reflect good programming standards, generally, and where appropriate can help in achieving higher quality results in program delivery.

- a. A Middle Governing Body involved in disaster response should be involved in the local or state Volunteer Organizations Active in Disaster (VOAD). This is a strong preference and reflects good practices in responding to disaster caused needs in affects U.S. communities.
- b. It is highly recommended that key persons within the Middle Governing Body and the Grantee organization receive long-term recovery training and/or host site training, either through PDA or through another accredited disaster response agency or organization.
- c. PDA recommends that organizations find means for supporting significant opportunity for volunteers to participate. In addition to the basic economics of benefiting from voluntary support, volunteer participation expands the base of involved, committed stakeholders for long-term impact within communities.

Where possible, carry out projects in collaboration with others (i.e., Ecumenical LTR organization). This allows organizations to leverage limited resources, often to a much greater impact than without the partnerships.

V. Specific Guidelines to Seed Grants:

- a. A church/host site is eligible to apply for only one Seed Grant per disaster that affects their community.
- b. The purpose of Host Sites/Volunteer Villages is to assist survivors in using available resources to rebuild and/or respond in conjunction with volunteers and the staff of long-term recovery organizations. Casework needs to be done by an organization trained in disaster casework. All casework should be reviewed by an ‘unmet needs committee’ where needs and resources can be brought together.
- c. One of the requirements for receiving a PDA Volunteer Village Seed Grant is that work assignments are to be handled in coordination with a community based long-term recovery organization in keeping with National VOAD ([www.nvoad.org](http://www.nvoad.org)) standards for long-term recovery (including coordinated case management, construction supervision and cooperative funding). PDA does not provide or oversee jobs or job assignments. It is the responsibility of the church or host organization to work with a local agency for job assignments.
- d. When a church or other organization receives a PDA Volunteer Village Seed Grant, it is expected to use the PDA National Call Center to schedule volunteer work teams. By using the Call Center, the workload is lessened at the Village, and the Call Center is able to help keep many of the records needed. It is recommended that the Call Center become involved early in the process, as it is difficult to transfer the scheduling information (calendar, etc.) after a number of teams have registered.

Statistical and contact records will need to be maintained on work teams, including volunteers’ contact information, number of volunteers, number of hours worked, and description of work done. You will be expected to submit regular quarterly reports with this and other information to PDA.

**Note:** The Seed Grant or Special Project grant application is to be submitted to the PDA Hospitality Associate ([rick.turner@pcusa.org](mailto:rick.turner@pcusa.org)). It is to be accompanied with a brief project proposal, written on presbytery letterhead and signed by the Executive Presbyter or someone with the authority to request funds for this project and e-mailed. If a grant is awarded, Grantee is expected to agree with the terms and guidelines including, but not limited to, the items listed in this Attachment.



## Grant Submission Instructions:

- **Hospitality Seed Grant  
Hospitality Special Project Grant**

The Hospitality Grant Application is to be accompanied by a Project Proposal composed on Presbytery letterhead and is to be submitted to the Associate for Disaster Hospitality, Rick Turner ([rick.turner@pcusa.org](mailto:rick.turner@pcusa.org)), and the Associate of Program Administration, Beth Snyder ([beth.snyder@pcusa.org](mailto:beth.snyder@pcusa.org)).

- **Initial Assistance Grant**

The information from the Initial Assistance Grant Application is to be incorporated into a letter on Presbytery letterhead and signed by the Executive Presbyter/Clerk of Session or designated person. The Initial Assistance Grant is to be submitted to the Associate for Disaster Response USA, John Robinson ([john.robinson@pcusa.org](mailto:john.robinson@pcusa.org)), and the Associate of Program Administration, Beth Snyder ([beth.snyder@pcusa.org](mailto:beth.snyder@pcusa.org)).

- **Long-Term Recovery Seed Grant  
Long-Term Recovery Special Project Grant  
Church Damage Assistance Grant**

The Long-Term Recovery Grant Application is to be accompanied by a Project Proposal composed on Presbytery letterhead and is to be submitted to the Associate for Disaster Response USA, John Robinson ([john.robinson@pcusa.org](mailto:john.robinson@pcusa.org)), and the Associate of Program Administration, Beth Snyder ([beth.snyder@pcusa.org](mailto:beth.snyder@pcusa.org)).

- **Pastoral Resilience Grant**

A nomination letter from the Executive Presbyter/Stated Clerk is to be submitted to the Associate for Disaster Response USA, John Robinson ([john.robinson@pcusa.org](mailto:john.robinson@pcusa.org)), and the Associate of Program Administration, Beth Snyder ([beth.snyder@pcusa.org](mailto:beth.snyder@pcusa.org)).

For questions about Hospitality Grants, contact:

Rick Turner, Associate for Disaster Hospitality  
[rick.turner@pcusa.org](mailto:rick.turner@pcusa.org)

Beth Snyder, Associate of Program Administration  
[beth.snyder@pcusa.org](mailto:beth.snyder@pcusa.org)

(502) 569-5806 or 888-728-7228 ext. 5806

For questions about Long-Term Recovery and Church Damage Assistance Grants, contact:

John Robinson, Associate for Disaster Response USA  
[john.robinson@pcusa.org](mailto:john.robinson@pcusa.org)

Beth Snyder, Associate of Program Administration  
[beth.snyder@pcusa.org](mailto:beth.snyder@pcusa.org)

(502) 569-5806 or 888-728-7228 ext. 5806



## Hospitality Grant Request

**NOTE:** The following application is to be submitted to the PDA Hospitality Associate (rick.turner@pcusa.org). It is to be accompanied by a brief project proposal, written on presbytery letterhead and signed by the Executive Presbyter or someone with the authority to request funds for this project and e-mailed. If a grant is awarded, Grantee is expected to agree with the terms and guidelines including, but not limited to, the items listed in Attachment A.

**Please fill out all information in the request unless specified.**

<b>1. General Information</b>	
Date of request	
Type of grant	<input type="checkbox"/> Seed Grant <span style="margin-left: 150px;"><input type="checkbox"/> Special Project Grant</span>
NOTE: Before choosing, please see <a href="#">Attachment A</a> for the purpose and general and specific guidelines for each grant.	
Total amount requested	
NOTE: \$5,000 maximum for Seed Grant	
This amount is ____% of the total cost of this project.	
Name of Presbytery	

<b>2. Point of Contact Information</b>	
Presbytery Grant Contact	
Name	
NOTE: If not the Presbytery Executive Officer, then please list supervisor and relationship to the Presbytery.	
Title	
Role in recovery structure	
Church (if applicable)	
Address (street/city/state/zip)	
Phone(s)	
Email	

<b>3. General Project Information</b>	
Name, date(s), and description of disaster	
Communities and geographic area to be served by the proposed project	
Project description / title	
Project start date	
Project end date	
Purpose/Expected outcome of project	

Governance - This request will fund: (please check)	_____ A Presbytery directed/approved hospitality program under the mandate of an Administrative Commission
	_____ A Presbytery directed/approved hospitality program under the mandate of (provide details): (Please attach a copy of the Presbytery action either creating the Administrative Commission or other body charged with responsibility for overseeing the recovery effort.)
	_____ A PC(USA) congregation that has the approval/support of Presbytery for hosting volunteer teams for long-term recovery.
	_____ Other. <i>Please explain.</i>
Does this project receive additional funding from other organizations? (If yes, list name(s) of organizations and see Attachment B)	

<b>4. Project Summary</b>
<i>Briefly describe the activity for which the organization is seeking funds. The summary should elaborate on details from Section 3 (General Project Information). The summary should also include any additional information such as, overall objective of project and expected results. Also include a draft of the timeline of the project.</i>

<b>5. Project Details</b>
<i>Give an assessment of the conditions on the ground (number of homes damaged, scope of the disaster, number of fatalities, etc.). This includes the geographic areas being addressed by this proposal and in which the project is taking place in some detail.</i>
<i>Who are the expected beneficiaries of the proposed project? Please explain the process for beneficiaries to raise concerns/complaints to the organization regarding the proposed project.</i>
<i>Please give a brief narrative description of the Presbytery's involvement and/or support to the mission of this project. Also, give a description of any other work already done to address the needs described.</i>

*Please provide a detailed plan for the project or equipment along with this request. Explain how tools and materials will be obtained. If applying for a Seed Grant, please provide an outline or work plan of the way in which the Host Site/Volunteer Village will operate. Include details on who will be doing the casework and job*

*Give an explanation of how the equipment is intended to be used. For example: Who will own the equipment? Where will it be stored? Who will be responsible for maintenance? Please include as much information as to the intended use as possible.*

*Provide a list of who has been/will be invited to participate in this project (i.e., congregation, community, other volunteer or faith-based groups). Explain what each one will contribute to the project.*

*If applicable to project, please specify the facilities to be used by volunteers. Also, identify the availability of showers, kitchen, restrooms, dining area, sleeping area, etc. If these are not available, indicate what else is*

*FOR SEED GRANT ONLY: Provide a description of the structure for the Host Site/Volunteer Village, including an organizational chart that clearly identifies a 'chain of command' and job titles for all personnel. Also, specify if there is an Oversight Committee.*

*Please provide any other information that may prove useful to know about this project.*

**6. Project Budget and Narrative (Use separate page(s) if necessary)**

*Provide a budget in detail for the use of the requested funds. Also show if funds are being provided from other sources.*

**7. Project Evaluation**

*Summarize how the organization will evaluate the project, including the indicators it will utilize, and how the organization plans to capture the quantitative and qualitative data needed for reporting.*

<b>8. Signature of Organization Executive</b>	
<i>The request needs to be signed by the Presbytery Executive or someone designated by the Presbytery to request these funds, such as the Presbytery Stated Clerk or (in the absence of an Executive or Stated Clerk) the Chair of the Administrative Commission, if one has been elected.</i>	
Name of Executive of Organization	
Organization Position	
Phone Number	
Email	

## Attachment B: Budget Narrative

*The budget narrative serves as an explanation for each expense category and should include a description of the expense and the assumptions used to derive the budgeted amount. Make certain the narrative demonstrates how the budget supports the programmatic objectives outlined in the project summary and details. The example below is provided by PC(USA) for guidance in generating the budget for your organization's project.*

Expense Category	Total Project Budget	Expense Category Narrative
<b>Personnel</b>		
Core Staff		Based on # years salary for all staff listed
	\$ 20,000	Project Manager
	\$ 60,000	Administrative Assistant
	\$ 25,000	Budget Analyst/Associate Director
<b>Total Personnel</b>	<b>\$ 105,000</b>	
<b>Benefits</b>	<b>\$ 42,000</b>	#% is the percentage of benefits organization pays staff
<b>Travel</b>		
Personnel Transportation	\$ 300,000	Travel costs for staff over # years, mileage, car rental, fuel
Supplies/Equipment Transportation	\$ 5,000	Travel costs of transporting supplies and equipment
<b>Total Travel</b>		
Supplies	\$ 12,000	Office supplies for staff, training supplies
Equipment	\$ 50,000	Computers, vehicles
Professional Services	\$ 25,000	Trainers with specialized expertise
Training	\$ 90,000	# of training events for # people each for # days
Building & Occupancy	\$ 50,000	# sq" X \$/sq"/yr X # yrs
<b>Other Project Costs (Specify)</b>		
Other 1:		
Other 2:		
Other 3:		
<b>Total Project Budget:</b>	<b>\$ 374,000</b>	
<b>Initial Disbursement Amount Needed:</b>	<b>\$ 100,000</b>	Start-up will require some up-front funds



