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

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Photo Example of Portable Showers
Shower Building 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.

Ferncliff Bunk Bed Construction Example
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 ¾”), 1 end rail (17” X 3” X ¾ “) and 4 rail supports (18” X 3” X ¾ “) See mock-up for support spacing.

**ASSEMBLY OF THE LADDER**

Pieces required 2 ladder rails (64 ½” X 3” X 1”) and 4 ladder rungs (18” X 1 ¾”)

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

<table>
<thead>
<tr>
<th>BUNK BED</th>
<th>NUMBER NEEDED</th>
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<tbody>
<tr>
<td>Sides</td>
<td>160</td>
</tr>
<tr>
<td>Ends</td>
<td>160</td>
</tr>
<tr>
<td>Cross Braces</td>
<td>240</td>
</tr>
<tr>
<td>Mattress Support</td>
<td>160</td>
</tr>
<tr>
<td>Safety Rails for top bunk</td>
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</tr>
<tr>
<td>Side rail</td>
<td>40</td>
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<tr>
<td>End rail</td>
<td>40</td>
</tr>
<tr>
<td>Rail supports</td>
<td>160</td>
</tr>
<tr>
<td>NIGHT STAND</td>
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</tr>
<tr>
<td>Legs</td>
<td>80</td>
</tr>
<tr>
<td>Shelves</td>
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<td>Spacers</td>
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<tr>
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<td>160</td>
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<tr>
<td>Bunk supports</td>
<td>160</td>
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<tr>
<td>LADDER</td>
<td></td>
</tr>
<tr>
<td>Rails</td>
<td>80</td>
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<tr>
<td>Rungs</td>
<td>160</td>
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<tr>
<td>MATTRESS BOARD</td>
<td>80</td>
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<tr>
<td>ASSEMBLY TABLES</td>
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<td>Tops</td>
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<tr>
<td>Legs</td>
<td>32</td>
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<td></td>
<td>6</td>
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<table>
<thead>
<tr>
<th>Measurement</th>
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<td>Ends</td>
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<tr>
<td>Cross Braces</td>
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<tr>
<td>Mattress Support</td>
</tr>
<tr>
<td>Safety Rails for top bunk</td>
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<tr>
<td>Side rail</td>
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<tr>
<td>End rail</td>
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<tr>
<td>Rail supports</td>
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<tr>
<td>NIGHT STAND</td>
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<tr>
<td>Legs</td>
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<tr>
<td>Shelves</td>
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<td>Spacers</td>
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<tr>
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<td>LADDER</td>
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<tr>
<td>Rails</td>
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<tr>
<td>Rungs</td>
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<tr>
<td>MATTRESS BOARD</td>
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<tr>
<td>ASSEMBLY TABLES</td>
</tr>
<tr>
<td>Tops</td>
</tr>
<tr>
<td>Legs</td>
</tr>
</tbody>
</table>

### Notes

- Dimensions are in inches.
- Quantities are based on 160 bunk bed units.
- PVC stands for Polyvinyl Chloride.
TRADITIONAL – SIMPLE – BUNK BED WITH PERSONAL TRAY & TRUNDS

Materials for each Bunk:
- (4) 6’ 4 X 4
- (4) 86” 2 X 6
- (4) 40” 2 X 6
- (2) 86” 1 X 6
- (4) 78” 2 X 2
- (4) 36” 2 X 2
- (16) 5/16” 5 1/2” Bolts
- (16) 5/16” Nuts
- (32) 5/16” Washers
- (12) 2” Screws
- (14) 2 1/2” Screws
- (2) 5/8” Plywood – cut bottoms to fit
- (1) 8’ cutoff to brace back side at an angle

Materials for each Ladder:
- (2) 66” 2X4
- (4) 29 7/8” steps 12” apart
- (20) 3” screws

Materials for Trundle & Support:
- (2) 76 1/2” 2x4
- (2) 43” 1 X 4
- (2) 75” 2X2
- (2) 36” 2 X 2
- (1) 5/8” Plywood - cut to fit bottom
- (8) 2” Screws
- (14) 2 1/2” Screws
- (4) 1’ X 4’ 5/8 Plywood (Cross supports for under trundle)

Personal Belongings Shelf:
- Plywood scraps – cut to fit
- 2 X 4 scraps – cut to fit
- 48” 1 X 4 Trim around shelf
- Screws as needed

INSTRUCTIONS: Bunks:
1. Drill 3/8” holes for bolts
2. Bolt sides to legs
3. Screw 2 X 2’s to lower inside edge of all 8 side pieces
4. Cut 5/8” Plywood to fit (Rip 8’ edge first for support piece on back)
5. Screw 8’ Plywood cutoff on diagonal onto back side of Bunk
6. Build Ladder and screw to inside of one end of Bunk
7. Screw plywood scraps to form personal shelf – support with 2 X 4 scraps
8. Screw on 1 X 4 to trim shelf & act as backstop
Trundle:
1. Screw 1 X 4 ends to 2X 4 sides
2. Screw 2X2 pieces to inside bottom of all 4 sides
3. Cut 5/8” plywood to fit inside
4. Fit (2) pairs of trundle supports together – Place under trundle
Photo Example of Room Dividers
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.

<table>
<thead>
<tr>
<th>Items normally stocked in the pantry</th>
<th>Cold cereals</th>
</tr>
</thead>
<tbody>
<tr>
<td>All purpose flour</td>
<td>Cookies</td>
</tr>
<tr>
<td>Allspice</td>
<td>Corn and flour tortillas</td>
</tr>
<tr>
<td>Apples</td>
<td>Corn meal</td>
</tr>
<tr>
<td>Bacon</td>
<td>Chocolate sauce</td>
</tr>
<tr>
<td>Bagels</td>
<td>Cinnamon</td>
</tr>
<tr>
<td>Baking powder</td>
<td>Crackers</td>
</tr>
<tr>
<td>Bananas</td>
<td>Cream cheese</td>
</tr>
<tr>
<td>Bay leaves</td>
<td>Crushed Dry Basil</td>
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<tr>
<td>Black pepper</td>
<td>Cumin</td>
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<tr>
<td>Brown and white sandwich bread</td>
<td>Decaf and regular tea and coffee</td>
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<tr>
<td>Brown sugar</td>
<td>Dry parsley</td>
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<tr>
<td>Bulk packs of grits</td>
<td>Eggs</td>
</tr>
<tr>
<td>Bulk sausage</td>
<td>English muffins</td>
</tr>
<tr>
<td>Butter</td>
<td>Extra virgin olive oil</td>
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<tr>
<td>Canned and dry red beans</td>
<td>Fresh fruit</td>
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<td>Canned baked beans</td>
<td>Frozen biscuits</td>
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<tr>
<td>Canned sausage gravy</td>
<td>Garlic powder and/or granulated</td>
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<tr>
<td>Canned tomato</td>
<td>Granola bars</td>
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<tr>
<td>Canned vanilla pudding</td>
<td>Green peppers</td>
</tr>
<tr>
<td>Cayenne pepper</td>
<td>Ground beef</td>
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<tr>
<td>Celery</td>
<td>Ground celery seed</td>
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<tr>
<td>Cheddar and parmesan cheese</td>
<td>Hamburger and hot dog buns</td>
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<td>Chicken breast halves</td>
<td>Hamburger patties</td>
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<td>Chips</td>
<td>Honey</td>
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<tr>
<td>Hot sauce</td>
<td>Salsa</td>
</tr>
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</tr>
<tr>
<td>Hotdogs</td>
<td>Salt</td>
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<tr>
<td>Ice cream</td>
<td>Skim and 2% Milk</td>
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<tr>
<td>Italian Bread</td>
<td>Sliced American and Swiss Cheese</td>
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<td>Italian seasoning</td>
<td>Sliced Ham and smoked turkey</td>
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<td>Jelly</td>
<td>Smoked sausage</td>
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<td>Ketchup</td>
<td>Sour cream</td>
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<td>Lemonade mix</td>
<td>Spaghetti</td>
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<tr>
<td>Long grain rice</td>
<td>Splenda &amp; Sweet n Low</td>
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<tr>
<td>Macaroni</td>
<td>Sugar</td>
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<td>Maple syrup</td>
<td>Taco seasoning</td>
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<td>Mayonnaise</td>
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<tr>
<td>Nilla Wafers</td>
<td>Taco seasoning</td>
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<tr>
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<td>Taco shells</td>
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<td>Onions</td>
<td>Thyme</td>
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<tr>
<td>Orange Juice</td>
<td>Vegetable burger patties</td>
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<tr>
<td>Onions</td>
<td>Vegetable Oil</td>
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<td>Pancake mix</td>
<td>Vegetable shortening</td>
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<td>Peanut butter</td>
<td>Vegetables</td>
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<td>Pickles</td>
<td>Vegetarian spaghetti sauce</td>
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<td>Potatoes and/or instant mashed potatoes</td>
<td>Vinegar</td>
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<tr>
<td>Salad dressings</td>
<td>Yellow Mustard</td>
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<td>Salad greens</td>
<td>Yogurt</td>
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**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**

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Hamburger patties</td>
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<td>Canned baked beans</td>
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<tr>
<td>Hotdog buns</td>
<td>Hamburger buns</td>
</tr>
<tr>
<td>Brown sugar</td>
<td>Onions</td>
</tr>
<tr>
<td>Green peppers</td>
<td>Ketchup</td>
</tr>
<tr>
<td>Yellow mustard</td>
<td>Mayonnaise</td>
</tr>
<tr>
<td>American cheese</td>
<td>Swiss cheese</td>
</tr>
<tr>
<td>Potatoes or Macaroni</td>
<td>Celery</td>
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**Baked Beans**

**Ingredients:**

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<th>Item</th>
<th>Quantity</th>
<th>Item</th>
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<tr>
<td>1 ea.</td>
<td>Institutional can pork and beans</td>
<td>2 ea.</td>
<td>Small onion, 2 in. diameter</td>
</tr>
<tr>
<td>1 ½ lb.</td>
<td>Dark brown sugar or light</td>
<td>2 ea.</td>
<td>Small bell pepper, 2 in. diameter</td>
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<tr>
<td>2 tbsp.</td>
<td>Yellow or brown mustard</td>
<td>1 lb.</td>
<td>Bacon</td>
</tr>
<tr>
<td>2 cup</td>
<td>Ketchup</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Quantity</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 lb.</td>
<td>Red Potatoes</td>
<td>1 ea.</td>
<td>Large Onion</td>
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<tr>
<td>Add to Taste</td>
<td>Mayonnaise</td>
<td>2 tsp.</td>
<td>Celery Seed</td>
</tr>
<tr>
<td>2 tbsp.</td>
<td>Mustard</td>
<td></td>
<td></td>
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</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Canned or dry red beans</th>
<th>Green peppers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long grain rice</td>
<td>Onions</td>
</tr>
<tr>
<td>Salad greens</td>
<td>Canned vanilla pudding</td>
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<td>Vegetables</td>
<td>Bananas</td>
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<td>Salad dressing</td>
<td>'Nilla wafers</td>
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<td>Corn meal</td>
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<td>Garlic</td>
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<td>Milk</td>
<td>Garlic powder and/or granulated</td>
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<td>Vegetable shortening</td>
<td>Thyme</td>
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<tr>
<td>Eggs</td>
<td>Hot sauce</td>
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<tr>
<td>Smoked sausage</td>
<td>Cayenne pepper</td>
</tr>
<tr>
<td>Celery</td>
<td></td>
</tr>
</tbody>
</table>

**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, chopped | 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 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.

**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

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken breast halves</td>
<td></td>
<td>All purpose flour</td>
</tr>
<tr>
<td>Vegetables</td>
<td></td>
<td>Sugar</td>
</tr>
<tr>
<td>Potatoes or instant mashed potatoes</td>
<td></td>
<td>Brown sugar</td>
</tr>
<tr>
<td>Apples</td>
<td></td>
<td>Allspice</td>
</tr>
<tr>
<td>Oatmeal</td>
<td></td>
<td>Cinnamon</td>
</tr>
</tbody>
</table>

Cheesy Chicken and Rice Casserole
Serving size: 4 servings

Ingredients:

<table>
<thead>
<tr>
<th>Ingredients</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ea. Can Cream of chicken soup</td>
<td>2 cups</td>
<td>Frozen mixed vegetables</td>
</tr>
<tr>
<td>1 ½ cups Milk</td>
<td>4 ea.</td>
<td>Chicken breasts</td>
</tr>
<tr>
<td>¾ cups Long grain rice</td>
<td>½ cup</td>
<td>Shredded cheddar cheese</td>
</tr>
<tr>
<td>1 Dice on onion</td>
<td>¼ tsp.</td>
<td>Black pepper</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Ingredients</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ½ cups Old-Fashioned oats</td>
<td>1 tsp.</td>
<td>Cinnamon</td>
</tr>
<tr>
<td>½ cups All purpose flour</td>
<td>¼ tsp.</td>
<td>Allspice</td>
</tr>
<tr>
<td>½ cups Light brown sugar</td>
<td>1 stick</td>
<td>Cold butter in cubes</td>
</tr>
<tr>
<td>¼ cups Sugar</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Sausage, Chicken, and Shrimp Jambalaya
Serving size: 6 to 8 servings

**Ingredients:**

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

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 ¼ 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:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 slices</td>
<td>Lightly buttered cubed bread</td>
<td>¾ tsp. Salt</td>
</tr>
<tr>
<td>2 cups</td>
<td>Milk</td>
<td>½ cup Raisins</td>
</tr>
<tr>
<td>2 ea.</td>
<td>Eggs</td>
<td>½ cup Vanilla extract</td>
</tr>
<tr>
<td>¼ cup</td>
<td>Sugar</td>
<td></td>
</tr>
</tbody>
</table>

**Directions:**

- 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

<table>
<thead>
<tr>
<th>Ground beef</th>
<th>Salad greens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canned tomato</td>
<td>Vegetables</td>
</tr>
<tr>
<td>Vegetarian spaghetti sauce</td>
<td>Salad dressings</td>
</tr>
<tr>
<td>Italian seasoning</td>
<td>Italian bread</td>
</tr>
<tr>
<td>Garlic powder and/or granulated</td>
<td>Ice cream</td>
</tr>
<tr>
<td>Bay leaves</td>
<td>Chocolate sauce</td>
</tr>
<tr>
<td>Thyme</td>
<td>Parmesan cheese</td>
</tr>
<tr>
<td>Crushed dry Basil</td>
<td></td>
</tr>
</tbody>
</table>

Spaghetti Sauce
Serving size: Serves 4-6

Ingredients:

<table>
<thead>
<tr>
<th>1 can</th>
<th>Tomato sauce</th>
<th>2 tsp</th>
<th>Italian seasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 can</td>
<td>Diced tomatoes</td>
<td>1/8 tsp.</td>
<td>Pepper</td>
</tr>
<tr>
<td>1 ea.</td>
<td>Diced green pepper</td>
<td>3 ea.</td>
<td>Minced garlic cloves</td>
</tr>
<tr>
<td>¼ cup</td>
<td>Diced onion</td>
<td>½ lb.</td>
<td>Ground beef or meatballs</td>
</tr>
<tr>
<td>1 tbsp.</td>
<td>Basil</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Dinner Items for Friday Night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground beef</td>
</tr>
<tr>
<td>Cumin</td>
</tr>
<tr>
<td>Taco seasoning</td>
</tr>
<tr>
<td>Garlic powder and/or granulated</td>
</tr>
<tr>
<td>Tortillas, corn and/or flour</td>
</tr>
<tr>
<td>Taco shells</td>
</tr>
<tr>
<td>Onion</td>
</tr>
</tbody>
</table>

Directions:
- Brown approximately ¼ pound of ground meat per person
- Follow instructions on the seasoning pack

**Extra Recipes**

**Taco Soup**

**Ingredients:**

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

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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Measurement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loaf French bread</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large eggs</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half-and-half</td>
<td>2 cups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td>1 cup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Granulated sugar</td>
<td>2 tbsp.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vanilla extract</td>
<td>1 tsp.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground cinnamon</td>
<td>¼ tsp.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground nutmeg</td>
<td>¼ tsp.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salt</td>
<td>Dash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Praline Topping</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maple syrup</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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!

<table>
<thead>
<tr>
<th>CHORE</th>
<th>Wednesday</th>
<th>Final Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean Men’s Bathroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sinks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Showers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean Women’s Bath</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sinks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Showers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wash all bathmats and put them into dry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacuum Men’s Bedroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacuum Women’s Bedroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweep or mop hallway between bedrooms and glass exit doors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacuum Lounge areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacuum Fellowship Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Empty all trash (upstairs &amp; down) take to dumpster</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mop Kitchen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean Kitchen</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Team Skills Assessment Form Example

<table>
<thead>
<tr>
<th>Work Site:</th>
<th>Team Leader:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number and Type of Vehicles:</td>
<td>Work Dates:</td>
<td></td>
</tr>
<tr>
<td>Volunteer:</td>
<td>Skills Assessment:</td>
<td></td>
</tr>
<tr>
<td>Leader's Cell:</td>
<td>Please have each team member specify skills according to the following levels:</td>
<td></td>
</tr>
<tr>
<td>Full Name:</td>
<td>1 = I've never done that kind of work before</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 = I've done it but I'm not sure about my ability to perform</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 = I've done it well enough to be effective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 = I've done it independently, I can do it even when others are not</td>
<td></td>
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<tr>
<td></td>
<td>working in trade</td>
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</tr>
<tr>
<td>Diesel</td>
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<td>Plumber</td>
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<td>Electrician</td>
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<tr>
<td>Mason</td>
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<td>Pelican</td>
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<td>adder</td>
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<tr>
<td>Leader's Handicapped</td>
<td></td>
<td></td>
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<tr>
<td>Door Installer</td>
<td></td>
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<tr>
<td>Window Installer</td>
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<tr>
<td>Sliding</td>
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<tr>
<td>DWV drain fitting</td>
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<tr>
<td>Tankless</td>
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<tr>
<td>Pipefitter</td>
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<td>Plumber</td>
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<tr>
<td>Firefighter</td>
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<tr>
<td>Paramedic / First Responder</td>
<td></td>
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<tr>
<td>Police Officer</td>
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<tr>
<td>Firefighter</td>
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<tr>
<td>Paramedic / First Responder</td>
<td></td>
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</tr>
<tr>
<td>Volunteer:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Name:</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
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 _________ 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 the _________ Disaster Response.

I, Participant, understand and agree that PCUSA does not and cannot guarantee my safety in connection with the _________ Disaster Response. Further, I understand and agree the activities involved with the _________ 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 _________ 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 _________ Disaster Response or any portion of the _________ 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 _________ Disaster Response or any portion of the _________ 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 _________ 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 _________ 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 Disaster Response and to cover bodily injury or property damage caused to a third party as a result of my participation in the 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 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: _________________________________________
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 1st 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 9th grade – 16 years old is the preferred starting age.

7. Participants who have not completed 9th 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 9th 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 repellant
- Razor/razor 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

   • 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 they 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) or one of your Hospitality Coordinators.

Blessings and God’s love, Westminster’s PDA Task Force
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 1st 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
NAME OF CHURCH
ADDRESS OF CHURCH

PHOTO OF CHURCH

CONTACT INFORMATION
Name
Phone number
E-mail address
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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

Attachments:
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?
o Information about the area – urban, suburban, rural? Is it safe to walk around at night, to leave items locked in vehicles?
o Expectations of group – maintaining the cleanliness of the facilities
o 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>555-123-4567</td>
<td><a href="mailto:jdoe@email.com">jdoe@email.com</a></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>555-456-7890</td>
<td><a href="mailto:jsmith@email.com">jsmith@email.com</a></td>
</tr>
</tbody>
</table>

### Work Site: Site Location
- Role: Volunteer Coordinator
- Responsibilities: Management, Communication, Collaboration

### Skills Assessment

<table>
<thead>
<tr>
<th>Skill</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
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<tbody>
<tr>
<td>First Aid Skills</td>
<td></td>
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</tr>
<tr>
<td>CPR</td>
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</tr>
<tr>
<td>First Aid Training</td>
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</tr>
<tr>
<td>Basic Life Support</td>
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<td></td>
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<tr>
<td>Advanced Life Support</td>
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<tr>
<td>Phlebotomy</td>
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<td></td>
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</tr>
<tr>
<td>Patient Care</td>
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</tr>
</tbody>
</table>

### Other Notes
- John Doe has completed basic CPR training.
- Jane Smith is proficient in Advanced Life Support.
- Both volunteers have experience in basic life support.

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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 ____________ 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 the ____________ Disaster Response.

I, Participant, understand and agree that PCUSA does not and cannot guarantee my safety in connection with the ____________ Disaster Response. Further, I understand and agree the activities involved with the ____________ 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 ____________ 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 ____________ Disaster Response or any portion of the ____________ 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 ____________ Disaster Response or any portion of the ____________ 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 ____________ 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 ____________ 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
__________Disaster Response and to cover bodily injury or property damage caused to a third
party as a result of my participation in the _________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 _________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: _____________________________
**Volunteer Hour Worksheet**

**Volunteer hour worksheet**

<table>
<thead>
<tr>
<th>Homeowner:</th>
<th>Homeowner Phone:</th>
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<tbody>
<tr>
<td>Homeowner Address:</td>
<td>Date of Work:</td>
</tr>
<tr>
<td>Volunteer Organization:</td>
<td>No. Of Volunteers:</td>
</tr>
<tr>
<td>Work Completed:</td>
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</tr>
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</table>

Volunteer Name:

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