
THE PROCESS OF CREATING A VOLUNTEER VILLAGE

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

- When a disaster occurs, Presbyterian Disaster Assistance (PDA) deploys National Response Team (NRT) members into the area to serve Christ, assist the mid council 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. The NCC Manager consults with the team as to where sites are needed and how many are needed. No site can be established without the approval of the NCC Manager.
- These assessments are sent to the NCC.
- The NCC contacts the host site to help them develop handbooks and other necessary forms to send to volunteer work groups.
- 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 the Presbyterian Church (USA) Center in Louisville. This information is entered into the PDA website and the Center 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 will also arrange for PDA blue T-shirts to be sent to each site so volunteers will have them upon their arrival.

- 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.