

Welcome To Volunteering in Florida!

Dear Volunteer,

Thank you so much for your willingness to reach out and help those who have been affected by the Florida hurricanes. Now that we are dealing with 2006, we must remember that we have 1000s of survivors still needing help from the storms of 2004 and 2005. We truly appreciate your generosity. In this packet you will find the information you will need to be a successful volunteer team. Please read over all the information carefully and distribute the appropriate forms to your team members. You don't have to be a group to help—we have need of individuals and couples willing to help serve others.

In this time of disaster we have survivors in Florida that have not recovered from the storms of 2004 (Charley, Francis, Ivan, & Jeanne), the survivors from the storms of 2005 (Dennis, Katrina and Wilma) and now we have the storms of 2006. Now is when we address the needs created by these past storms and prepare for the future – so our need in Florida is still great.

Please mail or email the *Volunteer Forms* and the *Group Form* to the Volunteer Coordinator, so we can get things set up for you. Don't have everyone fill out our paperwork until we determine your destination—they will probably have their own paperwork. If they do not, then fill out ours. Please collect all the information (including the Volunteer Form) in a packet to give to the volunteer coordinator in the area you will be working. Without this information and the signed releases, we cannot have you working in the field.

Youth groups must have this packet assembled and mailed (not emailed) to the Volunteer Coordinator with copies of every form, including parental release at least 3 weeks before arrival. Without appropriate forms, we cannot have youth working with Long Term Recovery Committees.

Although we welcome all who come to work, we particularly welcome those with construction skills. Groups that have been particularly beneficial have had people from their church or community that are skilled construction people run a couple of classes on roofing and drywalling so when the group arrives they can get a running start. (In Florida, we use 6 nails to a shingle, no staples – only 30 # felt – the Florida Building code is available on the Web - <http://www.floridabuilding.org/>).

We look forward to your visit!

Disaster Response

A Volunteers Covenant for Success

God has given us an opportunity to be volunteers in missions, addressing the needs of victims of hurricanes, tornadoes, flooding and other disasters. As volunteers, our primary mission is to demonstrate God's love through our works, giving freely of ourselves, our time, and, our resources. By investing ourselves in this chosen mission, we honor God in what we do.

We, as volunteers, need to avoid being judgmental – we do not know what all has befallen these victims of disaster. Patience, understanding, tolerance and flexibility will yield great rewards in working with disaster victims. At all times remember these are God's children in need of our help. We give Christian witness in what we do, but we do not evangelize. I

Enjoy your service with a happy and positive attitude. Make friends! Rejoice in the service that God has given you.

Volunteer Guidelines When Working

1. Do the best work you can (good enough isn't good enough).
2. Do not bicker, argue or criticize. Get along with everyone.
3. No alcohol or drugs.
4. Ask if you have a question.
5. Foul or insulting language is forbidden.
6. Wear appropriate work clothing. This should be loose fitting, non-revealing clothing. Wear sensible work shoes (not flip-flops or sandals).
7. Check with the group leader before starting a new project.
8. Look before picking something up. Always look inside a container before reaching in or look at brush and logs before picking them up. We do have bees, hornets, yellowjackets, scorpions, and snakes.
9. Watch where you stand – do not stand in ant piles. It won't take you long to move.
10. Have a first aid kit on hand at all jobsites. Make sure you have benedryl or similar for stings and bug bites.
11. Don't forget insect repellent and sun block. A hat is considered a necessity.

Never go anywhere alone, always use the buddy system – safety is everyone's business

Disaster Response Volunteer Group Intake Form

(to be filled out by the group leader)

Date: ___ / ___ / ___ Office working with them: _____ Completed by: _____

Group Name _____

Address _____

Phone: (___) _____ Fax: (___) _____

Contact Name _____

Address _____

Home Phone: (___) _____ Work: (___) _____ Fax: (___) _____

Trip Details

Confirmed on ___ / ___ / ___ By staff _____

_____ # Adult Males

_____ # Adult Females

_____ # Youth

_____ **Total in group**

Arrival date ___ / ___ / ___ **Departure date** ___ / ___ / ___

Arriving by Car Van Bus Plane Other _____ Need ride to worksite Y N

Information packet sent ___ / ___ / ___ and returned ___ / ___ / ___
(consists of Individual Volunteer form, Participant Release form, and Skills form)

Disaster Response Individual Volunteer Intake Form

Date: ____/____/____ Completed by: _____ (LTRC)

Group Name/City _____

Volunteer Name: _____

Address: _____

Home Phone: (____) _____ work: (____) _____ email: _____

Arrival date ____/____/____ Departure date ____/____/____

Need housing? Yes No From ____/____/____ to ____/____/____

volunteer liability form signed ____/____/____

skills form returned ____/____/____

Office working with them _____

Emergency contact information:

Name _____ phone: (____) _____

Date of last tetanus shot ____/____/____

Health issues:

Adult male Adult female youth under 19 years ____/____/____ birthdate

youth release signed

I am a member of Thrivent Financial For Lutherans

I am part of a Church group

If yes, denomination _____ Congregation _____

I have previous disaster experience (where) _____

I also speak _____

I am the team leader

Disaster Response Volunteer Skills Form

Date: ____ / ____ / ____

Volunteer Name _____

Address _____

Phone: (____) _____

To use your time and talents to the greatest benefit while you are volunteering, please indicate which of the following skills you have and also the level of skill you have using the following chart:

0 = I am unable to do or am not interested in this skill
 1 = I don't know how but am willing to learn/try
 2 = I have done it before but still need help to do
 3 = I can do a good job by myself
 4 = I can do a good job and can guide/teach others

<u>Skill Level</u>	<u>Skill</u>
_____	Architect
_____	Carpenter
_____	Clean up worker
_____	Concrete
_____	Contractor....I hold a license in the state of _____
_____	Construction Layout
_____	Drywall Hanger
_____	Drywall Finisher
_____	Egress Window
_____	Electrician.... I hold a license in the state of _____
_____	Engineer
_____	Flooring - Carpet
_____	Flooring – Underlay
_____	Flooring – Vinyl
_____	Framing
_____	Heating/cooling
_____	Heavy equipment operator _____
_____	Insulation
_____	Mason
_____	Painter
_____	Plumber....I hold a license in the state of _____
_____	Roofer
_____	Other Skills _____

Disaster Response

Individual Release of Liability Form

Please read before signing, as this constitutes the agreement as a volunteer and the understanding of your working relationship as a volunteer with the Disaster Response.

I, _____, acknowledge and state the following: I have chosen to travel to Florida perform clean-up/construction work designed to repair hurricane damaged homes.

I understand that this work entails a risk of physical injury and often involves hard physical labor, heavy lifting and other strenuous activity, and that some activities may take place on ladders and building framing other than ground level. I certify that I am in good health and physically able to perform this type of work.

I understand that I am engaging in this project 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 any personal injury, which I may sustain while involved in this project.

In the event that my supervising disaster organization 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 or security for any items. I will hold them harmless in the event of theft, or for loss resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations may be in effect for the accommodations at that time.

I understand the need for confidentiality and will not discuss, photograph or otherwise disclose identifying information about the occupants of the house I am working in without prior permission from LSF/LDR and the family. This includes any reference to names, addresses, or other identifiable information.

By my signature, for myself, my estate, and my heirs, I release, discharge, indemnify and forever hold **Lutheran Services-Florida, Lutheran Disaster Response and any related Long-Term Relief Organizations**, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my participation in this project, including travel or lodging associated therewith, or any damages which may be caused by their own negligence.

PLEASE PRINT

Name: _____ Date: _____

Address: _____
Street/PO Box

City

State

Zip

Person to contact in case of emergency: _____

Phone: (_____) _____ Cell: (_____) _____

Work Phone: (_____) _____

Disaster Response Parent Release & Consent Form

Name of volunteer: _____

I hereby give permission for my child to serve in the Disaster Response project coordinated by _____ . In the event of an emergency during the duration of the trip, I hereby give consent to a licensed physician to hospitalize, secure proper treatment, anesthesia and/or surgery for my child named above.

I understand that I am responsible for his/her own medical insurance and will not hold Lutheran Services Florida, Inc., liable for any injury or damage to my child while engaged in the disaster project.

Parent/Guardian Print: _____ Signature: _____

Home Telephone: _____ Work Telephone: _____ Cell: _____

Your relationship to participant: _____ Email: _____

Insurance company: _____ Date of last tetanus shot: ___/___/___

Does your child have any physical limitation that might affect his/her work?

List any allergies/medications: _____

Special needs if any: _____

Notary: State of _____ County of _____

On this _____ day of _____, 200____, _____ personally appeared before me.

_____ whose identity I verified on the basis of _____,

_____ who is personally known to me,

_____ whose identity I verified on the oath/affirmation of _____,

a credible witness,

to be the signer of the foregoing document, and he/she acknowledged that he/she signed it.

Notary Public

My Commission expires: ___/___/___

Disaster Response

Volunteer Information

I do not intend to scare anyone off, but you need to remember that things are different in Florida. If you have an allergy to bee stings, you will find you are also allergic to scorpion stings and fire ant bites (yes, we have little wood scorpions that are occasionally found, but they are no worse than a bee sting). We do have alligators, if you are lucky you will see some – it is against the law to feed them!!! We **do** have mosquitoes – bring the repellent that works for you. We **have SUN** – bring sunblock (you are coming to work, not work on your tan – high SPF, you can't work with a sunburn). When we don't have sun, we have rain – bring a poncho (it is cooler working in a poncho (than a rainsuit).

What you should bring – *personal check list:*

Work Clothes

(at least 1 pr long pants)

(at least 1 long sleeve shirt)

Work Gloves (cotton &/or leather)

Towels and washcloths

Decent work shoes

Sleeping Bag/bedding/pillow

(usually the sleeping bag is
slept upon, not in.)

Hat

All tools you bring should be marked with the group or individual's name.

Air Mattress

Clothing for after work

Personal Hygiene Items

All Medications in original containers

Water bottles or jugs

Personal First Aid Supplies

Insect Repellent & Sun Block

Poncho—*remember a poncho use life is*

proportional to what you pay for it

Tools that are helpful for Rebuild (check with the LTRC you are working with to determine what you should bring):

Crowbars & Wonder Bars

Wheelbarrows (tough on a plane)

Cordless Drills (other cordless tools)

½" HD Drills

Screwguns

Drywall Tools

Levels

Hammers

Screwdrivers (flat & Phillips)

Skill Saw

Reciprocating Saw

Chain Saw (gas or electric)

Extension cords (10 ga-12 ga)

Air Nailer (roofing, construction)

Air Compressor

Nail Aprons

Chalk & Chalkline

Tape Measurers

Building Square

Framing Square

Chop Saw

Hacksaw & blades

Generator

Roofing Shovels

Painting Supplies (rollers, brushes)

Brooms

Dust Mask (N95 rating)

Knee Pads

Safety Glasses or Goggles

Work Gloves (cotton and/or leather)

Latex Gloves

Duct Tape

Trash Bags (HD)

5gal & 10 gal Igloo Jugs

If a plumber, electrician, HVAC Tech or related tradesman is coming, bring appropriate tools.

If you want to bring supplies, as there may be places where supplies are unavailable (again, check with the LTRC you will be working with – they can tell you what would be helpful):

Roofing Nails (1¼ & 1½)

Felt Nails (with washer)

Shingles must be Florida rated (usually in black,
cedar or white)

Insulation (R13 & R19) 16" or 24" on center

Drywall Screws and Nails (1¼" – 1½")

Drywall mud, tape and tools

Electrical Romex (12-2, 12-3)

Electrical tape (3-M 33+ is best)

Electrical Recept & Switches

Disaster Response

Medical Information for Individual Volunteers

(Every Volunteer MUST Complete this Form (including minors))

A copy should go in the packet to the work organization and a copy in the Team Leader's file on-site.

NAME: _____ Blood Type: _____

Prescriptions currently being taken:

Name _____ dosage _____ Frequency _____

Name _____ dosage _____ Frequency _____

Name _____ dosage _____ Frequency _____

Name _____ dosage _____ Frequency _____

Allergies _____

Medication _____ dosage _____ Frequency _____

Name of contact person at home: _____ Relationship _____

Street Address: _____ City _____ ST _____ Zip _____

Phone (home) (____) _____ Phone (work) (____) _____ Cell: (____) _____

Health Insurance Company: _____

Policy Number: _____

Physical Limitations or issues: _____

I am a diabetic ____yes ____no

I have a history of seizures ____yes ____no

Provide helpful health information: _____

I consider myself healthy enough to fulfill my responsibilities on this volunteer trip. ____yes ____no

Signature of Volunteer _____ Date ____/____/____

____Adult ____ Youth (14-18) If a youth, parent or guardians signature _____

Disaster Response

Checklist for 2-3 weeks before Departure

- ___ 1) Have collected all paperwork for an adult group and have sent copies of the *group form* and **all** the *individual volunteer forms & skills forms* to Stew Gaylord-LSF Volunteer Coordinator.
- ___ 2) If a youth group, 3 weeks before departure you have collected all the forms and sent copies of **ALL** the forms to Stew Gaylord-LSF Volunteer Coordinator.
- ___ 3) Make a packet of all your forms to be given to the Volunteer Coordinator in charge at your work location. This must include medical forms, release of liability, parental release (if applicable), volunteer form, skills form and group form.
- ___ 4) Do team members understand to bring adequate clothing, medication and tools.
- ___ 5) Does each team member understand and agree to the *Volunteer Covenant for Success* and the *Volunteer Guidelines*.
- ___ 6) With youth, no youth under 14 and 1 adult for every 5 youth. Every youth 14 to 18 must have a notarized *parental release* and must have completed and notarized the *medical permission for minors*, along with all other paperwork **or they will not be able to work**.
- ___ 7) Do you have cell phones and do you have a contact person at home with these cell phone numbers (some areas may not have cell antennas repaired yet). Make sure the contact at home has the phone for the agency you will be working for.
- ___ 8) Have you notified your location contacts of your arrival time and departure time. Are they meeting you to lead you to your lodging? If not, do you know how to get to your lodging?
- ___ 9) Have you arranged for you your lodging? ___ Have you confirmed it?
- ___ 10) Do you have adequate money for the trip (food, gas, travel, and emergencies)?
- ___ 11) Have you had a team meeting to prepare them to be tolerant and flexible to changes in the scope of work? Make sure they understand that all the work may not be fun, but is necessary. We cannot control the weather, so that may dictate a job change.
- ___ 12) Have you prepared your group to have broad expectations for your trip. Will they keep in mind that they are a Christian witness to the victims of these storms?
- ___ 13) Have you determined how you will divide your group once the assignments are made?
- ___ 14) Do you have a member or two that will act as photographer and make notes for your report when you get home.
- ___ 15) Do you feel you are ready?

Contact us with any questions or problems.

Disaster Response Volunteer Trip Evaluation Sheet

Group Leader Fills out – 1 copy per group

Trip Location: _____ Work dates: _____

Name of Organization: _____

of people in group _____ About how many hours did you work? _____

1. How adequate was the information that you received from us to prepare for this trip?

_____ excellent _____ fair _____ poor

Comments: _____

2. How was your overall trip experience? _____ excellent _____ fair _____ poor

Comments: _____

3. How well were your volunteer skills put to use? _____ excellent _____ fair _____ poor

Comments: _____

4. What type of work did you participate in?

5. What was the best of most meaningful part of your experience?

6. What was the most difficult part of the trip?

7. Would you volunteer to go again? _____no _____yes

If yes, when over the next year would you be willing to go? _____

Name _____

Address _____

What type of work would you like to do? _____

Please feel free to add any other comments on the back
of this sheet and mail to the Volunteer Coordinator.

Thank you for all of your efforts to help those in need. God's blessings to you!