

Affiliated and Unaffiliated Volunteers

- “Affiliated Volunteers” are those that are a part of your congregation. You know them and trust them. “Unaffiliated Volunteers” are those who offer their services, but you do not know them and/or cannot vouch for them.
- After a local disaster a Volunteer Reception Center (VRC) is set up and run for the county by Hands on Manatee where ALL unaffiliated volunteers sign in and are assigned to appropriate volunteer work.
- We suggest that you send all unaffiliated volunteers to the Volunteer Reception Center (VRC).
- Unaffiliated volunteers can request to work with your church if you have work for them to do.

Logging Volunteer Hours

- Post-disaster volunteer hours represent money for your county! All post-disaster volunteer hours need to be logged and turned in to Hands-On Manatee, the organization designated by the local Emergency Management to be responsible for oversight of volunteers. Our county could miss out on many thousands of dollars if the churches do not log volunteer hours.
- Turn # of logged hours in to: Hands On Manatee, 5131 Manatee Ave. W. Bradenton, phone-941-761-3207, fax-941-761-0458

Logging Meals Served and People Sheltered

- It is helpful to the county if you will log the number of meals you serve and/or how many people you shelter
- Turn this information in to the local Red Cross. Contact info: American Red Cross, 2905 59th St. W., Bradenton, phone-941-792-8686, fax-941-792-3680

Recorder

Every day you must have a recorder with whom EVERY volunteer signs in and signs out. At check-in they are given their daily badge.

- You need to know who is working and by checking out you know that every person has returned safely at the end of the day.
- You then have your volunteer hours logged for the county.
- Have one person who is a “captain” and oversees all the recorders, their schedule, and collects and turns in all data.

ID Bracelets or Badges

ID bracelets or badges with the church name, date, and volunteer’s name should be worn at all times. You can then vouch for your volunteers and let people know that ALL your volunteers are wearing badges. Why?

- You don’t want someone going to a home, gaining trust by saying they are from your church, and then taking advantage of a survivor

- If the badges are not dated for the current date, someone can use another person's badge from a previous day and do great damage for your church.
- Your staff could have permanent badges if they understood the great need to be responsible for them.

Release Forms

Personal forms and information needed for your volunteers:

- Release of Liability
- Medical Release and Personal Medical Info (they should have their own health insurance)
- Parental Release if they are under 18 years of age (they should be assigned to an adult leader)
- Have they had their tetanus and hepatitis shots?
- Certification for equipment they will be using (chainsaw, forklift, proper roof tarping etc.)
 - Disaster Response Certification is available through Network of Hope
 - Chain saw certification and instruction on proper roof tarping is available through Network of Hope, the Southern Baptist Association, the Red Cross, and the United Methodist Committee on Relief

Forms Your Church Should Use

- Homeowner's Release to do construction (temporary repairs) and/or yard work
- Release of Information Form if you are doing Case Management
- Volunteer Log Sheets (recording date, time in/out, and #of hours worked)
- Meals Served and Shelter Log Sheets

Important Hand-outs and Instructions for Volunteers

- Appropriate attire, shoes etc. for work and necessary items for personal safety (sunscreen, personal first aid kit, appropriate tools and safety equipment for the kind of work they will be involved in etc.)
- Appropriate behavior while serving under your church (no drugs or alcohol etc.)
- Appropriate attitude (a servant's heart and gentle words etc)
- Safety hand-outs for sun exposure, hydration etc.
- They MUST have an adequate water supply with them

Maps

It is good to have maps for the volunteers who are visiting or working at people's homes.

- It diminishes confusion about where they are being sent
- You can keep track of the homes you have visited
- You could prepare maps of the area around your church long before there is a disaster



Warning:

After a disaster, scam artists and others who would take advantage of disaster survivors are always around. Never accept someone's verbal assertion of qualification in areas that require certification or licensing, this would include, but is not limited to medical workers, construction workers, ministers, counselors, children's workers etc.

WHAT NETWORK OF HOPE CAN PROVIDE

Disaster Response Training

- Early Response Certification (includes chain saw and tarping)
- Ministering to the Survivors of Disaster
- Helping People through the FEMA Process

Consultation on your church's role in disaster response

Resources for preparing your congregation for disaster and disaster response

Forms and information sheets used during disaster response

Networking with other churches involved in disaster response

Networking with your local Emergency Management and other Disaster Response organizations