

**Sandy Response Team  
 Team Member Information**

# EFCA Eastern District and ReachGlobal Crisis Response, the crisis response ministry of EFCA

March 2013

Galloway, NJ

We exist to Develop, Empower, and Release the Body of Christ to show His love in times of crisis…to multiply transformational churches among all people.

Mark Lewis, Director

ReachGlobal Crisis ResponseHurricane Sandy Response

**Thank You…**

Thank you for your willingness to serve on a Sandy Response Team. Hurricane Sandy has dramatically impacted the people of the Northeast who are in need of the Gospel. In Staten Island, reports of 7,000 to 10,000 dwellings were impacted. Staten Island (which has a lot of damage) has 3% evangelical Christians. That's 3% of over half a million people. **We believe that a mission field is created in the wake of every crisis**.

This disaster opened a mission field in the Northeast region, creating the opportunity to build relationships in the neighborhoods we serve in for the purpose of making disciples for the Kingdom and multiplying healthy churches. This is an opportunity to live out your faith by working at the intersection of the Great Commandment and the Great Commission.

**Hands and Feet…**

Please plan to serve as God leads and be open to ministering to the spiritual, emotional and physical needs of those affected. If you focus on letting the light of Jesus shine through you in all of the details and plans, He will be glorified and you will receive maximum joy. Waiting in line becomes a chance to share Jesus. Sitting through traffic becomes a quiet time. Listening to a homeowner share their story becomes a chance to encourage another and learn a new culture and grow relationally. Living every moment as a conduit for Christ can become life changing in this fertile environment! Your ministry investment will add to ongoing church planting partnership efforts.

**All the People of the World…**

We serve all of God’s people: rich, poor, all colors, shapes and sizes. Though sent to do work tasks, we are ultimately in a position to be Christ-like servants by loving homeowners and their neighbors. We have a unique chance to be Jesus in the flesh to someone who perhaps has never met Him….someone who never gave a thought to the need for a Savior in their life. ***We are about the people, not the work****.*

**“That’s Just the Way I Like It!”**

***Flexibility*** is crucial for all short term missionaries - which is what you are by partnering with us on this trip! No one knows what God will bring your way or ask you to do. Be ready for the unexpected by eliminating preconceived expectations. In this ministry, when things don’t go according to schedule or in the way that you think things should go, our adopted slogan is, “That’s just the way I like it!” It reminds us that God is in control and my plan is quite sub par to His. Your ***success*** in this ministry is truly measured by your ***obedience*** to God. A willing spirit and open mind will enable wonderful engagements between you, your team members, and homeowners. Please consider using the “Release of Rights” contract (included in this packet) with your team to prepare you for a week of short term missions!

**Join the Revival**

Our prayer is that after you leave the Northeast, you will keep this experience in the forefront of your mind, and bring home the idea that serving God’s people can happen right in your own back yard! While here, we hope God will ignite new ideas and passions in your heart and you and the members of your team will return home with a desire to serve the Lord in new and meaningful ways!

Serving Him in constant awe,

***ReachGlobal Crisis Response Staff***

Trip Details

**Beacon Church – Galloway NJ**

***POSSIBLE WORK TEAM ASSIGNMENTS*:**

* Help support our Church partners in a variety of ways
* All aspects of church and home reconstruction and repair
* Cooking for your team (or a season of teams) &/or helping with meal preparation or clean-up
* Maintenance of the church & warehouse facilities
* Prayer Walks in the areas of homeowners whose homes are being repaired
* Prayer warriors for the area of churches
* Home visits in the neighborhoods to build relationships, to disciple new believers, etc.
* There is an ongoing need for people with the gift of serving, evangelism  and empathy
* Administrative work
* Help with block parties to our friends in the neighborhoods – as a form of loving them for Christ Jesus and building relationships
* Other needs as determined
* If you are interested in serving long-term with the ReachGlobal Crisis Response Ministry, please contact [ReachGlobal Crisis Response@efca.org](mailto:touchglobal@efca.org).

***TRIP EXPENSES:*** $130 per person for a half week stay or $275 per person for a full week.

**\*Other potential costs:**

The Atlantic City Expy and the Garden State Pkwy both have tolls which you may encounter while travelling to the church. Tolls must be paid in cash.

***T-SHIRT:*** You will be provided with one ReachGlobal Crisis Response T-shirt when you arrive. We ask that you wear this shirt daily when working in NJ. Additional shirts may be purchased on site for $10.

***SLEEPING ARRANGEMENTS:*** Each individual will need air mattress, bed linens, or a sleeping bag, and a pillow. You will sleep on the classrooms of Beacon EFC. – **TWIN SIZE ONLY**. ***PLEASE DO NOT BRING QUEEN OR DOUBLE SIZE AIR MATTRESSES SINCE THERE IS LIMITED SPACE FOR SLEEPING!***

***MEALS:* For the half week teams**, we provide breakfast and dinner, Thursday through Saturday morning. Wednesday and Saturday dinner and lunches are your responsibility. **For the full week teams**, we provide breakfast and dinner Monday through Friday breakfast. Sunday dinner, Friday dinner, and lunches are your responsibility.

***SHOWERS:*** Are available nearby. Please bring your own toiletries and towels.

***TRANSPORTATION:*** If your team chooses to fly, you will need to arrange for rental vehicles. You may fly into Atlantic City (the closest choice) or Philadelphia.

***WAIVERS***: Please pay careful attention to the instructions for the liability waivers enclosed at the end of the packet. You will need four copies signed and notarized. The first waiver is for adults and the second is a waiver for minors. Please be sure to complete the correct waiver.

**WEEKLY SCHEDULE**

Your **half- week mission trip** week starts Wednesday evening and continues until Saturday at 3pm. Your **full week mission trip** starts Sunday evening and continues until Friday afternoon.

***HALF-WEEK SCHEDULE (subject to change)***

WED – Arrival 7-9pm

THURS – Orientation/Training, work day, dinner, Ministry Training discussion topics

FRI – Normal work day, dinner, Sharing time

SAT - Normal work day, dinner on your own

SUN – (OPTIONAL) Packing finished by 8am. Please plan to leave after church.

***FULL-WEEK SCHEDULE (subject to change)***

SUN – Arrival 6-8pm, Construction Briefing

MON – Orientation/Training, work day, dinner, Ministry Training discussion topics

TUES-THURS – Normal work day, dinner, Sharing time on Thurs

FRI - Half work day, dinner on your own

SAT – (OPTIONAL) Please plan to leave by 9 am.

***TYPICAL DAILY SCHEDULE (subject to change)***

7:00am Breakfast

7:30am Devotions (1st morning – Ministry Training)

8:00am Hand out work assignments, load up, and leave for work

6:30pm Dinner

7:00-8:30pm Free time or programmed time (see above)

10:00pm Lights out/Quiet time

**Some other things to consider…**

**\*Rest!**

An overly tired worker may not be able to minister effectively when opportunities arise. It is important that everyone pace themselves throughout the day.

**\*Risk:**

The work sites will by nature have risks associated with them. Your safety is not guaranteed. We ask that each team member read and sign the EFCA Waiver and Indemnity Agreement. The waiver sheets must be completed before you can be admitted to the work site and should be submitted before you leave for this trip. Anyone under the age of 18 must get a parent or guardian signature to sign the waiver. Also, while at work sites, wear long pants and closed, heavy-soled shoes or boots. Safety goggles are also recommended. **A Tetanus immunization within the last 10 years is required**.

**\*Wi-Fi –** We have wireless internet if you’d like to bring your wireless capable laptop to update your blog or send pictures home. We DO NOT have computers available for your use.

If you have any concerns or questions, contact your team leader.

**PERSONAL Packing List**

Guidelines:

1. Please pack lightly.
2. Remember how you dress is a part of **your Christian witness.**  Neat and ***modest clothes*** should be worn.

**BASICS/MISC:**

❑ Bible

❑ A flexible and servant-like heart and attitude!

❑ Sleeping bag/linens

❑ Pillow

❑ Air mattress/foam pads (Email [tgteams@efca.org](mailto:jen.jones@efca.org)  about sleeping arrangements.)

❑ Flashlight

❑ Alarm clock

❑ Camera

**TOILETRIES, ETC:**

❑ Soap

❑ Shampoo/conditioner

❑ Hand sanitizer

❑ Deodorant

❑ Toothbrush/toothpaste

❑ Towels

❑ Insect repellant

❑ Sunscreen

**CLOTHES:**

* Work clothes: (Laundromats nearby.)
  + Long sleeved shirts for Nov.-April
  + We provide one “ReachGlobal Crisis Response” work shirt. (Shirt to be worn daily to work site.)
  + Long pants suggested (No shorts may be worn for certain aspects of work, such as demo or framing).

❑ work gloves

❑ Casual clothes for evening times and traveling

❑ Sweater, sweatshirt, or light jacket in season

❑ Modest sleeping clothes

❑ Raingear

❑ Hat

❑ Versatile walking shoes

❑ Work shoes (steel toes are best)

❑ Flip flops for showers

**Optional:**

❑ Earplugs for quiet sleeping!

❑ Laptop (WI-FI is available)

**Donations Needed!**

***Oftentimes, your friends and family will support you on your trip by sending something to help people in Northeast. Please call for an update of our most needed supplies. If you are unsure of what to bring, gift cards are easy to travel with and are GREATLY appreciated for the maintenance and repair of tools, equipment, and vehicles. (Lowe’s, Home Depot, Wal-mart, and Gas*)**

* N95 dust masks w/exhalation valve
* Heavy duty plastic forks, knives and spoons
* Paper towels (in bulk)
* 409 cleaner
* Arm and Hammer shower cleaner
* Septic approved toilet paper
* Contractor garbage bags (55 gallon)

\*These needs are often in short supply.

Construction materials

* Drywall mud
* Drywall screws - 1 1/4"
* Drywall tape (No mesh or self sticking)
* Bostitch coiled roofing nails - 1 1/4"
* Roofing caulk
* Paint - Lowes American Tradition - 5 gallon buckets  
  - Drumskin (off white) 7003-10-Satin  
  - Ultra White 70143 - Semi  
  - Mid to High grade Primer Olympic Interior Paint - 5 gallon buckets  
  - Ceiling paint 15085 - Flat  
  - White 15787 - Satin

Office Supplies

* Copy Paper
* Scotch Tape
* Business Envelopes
* Letter-size Manilla Folders
* Staples
* Blank Card Stock Thank You Notes
* Paperclips
* Correction Tape

Equipment/Tools

* Roller covers (9", 8”, 4”)
* Roller pan liners
* Utility knife blades
* 12 gauge 75’ ext. cord
* Dewalt 18VBatteries
* Worm Drive Circular saw
* Door jamb saw
* 4" Hole saw kits
* 1-3/4" and 2-1/2" Forestner bits
* 30-40 gal upright air compressor
* Tarps (a new hurricane season is here!)
* Battery operated 18 V Dewalt or Bosch tools
* Battery operated 18V Sawsalls (reciprocating saws)
* Circular saws/ extra blades
* 7 ¼” and 10” circular saw blades
* Floor jack  (Heavy duty - 3 ton)
* Cable cutters
* 6’ & 8’ step ladders
* 4’ levels
* T-50 5/16” staples for insulation
* Conduit benders
* Wire strippers

Kitchen equipment

* 18-22 quart roasters
* Cambro hot box

Heavy equipment

* Backhoes
* Excavators with grapple bucket
* Skid loaders
* Stump grinders
* Chipper/shredder

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**Policy Agreement, Permission, and Release of Liability**



* ***Please complete each of the four gray blanks in the text with the appropriate information.***
* ***Print 4 completed, two-sided copies of the form, and have each copy notarized (required).***
* ***If on a team, please give 3 copies to your team leader 30 days before departure to the field.*** *The 4th copy* ***i****s for your own record.* ***Team leader****: For each team member, please send at least 3 weeks prior to departure 1 notarized copy of this form* *to the appropriate address below. Give 1 copy to your church leaders, and bring 1 copy with you to the field.*
* ***If going as an individual****, please send at least 3 weeks prior to departure 1 notarized copy of this form to the appropriate address below. Give 1 copy to your sending church, bring 1 copy to the field to give to the ReachGlobal staff or appointed host, and 1 copy is for your own records.*

I do hereby acknowledge that I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your name) , consent to participate on a short-term mission in (location) during these dates \_\_\_\_\_\_\_\_\_ with the ReachGlobal team serving there, including but not limited to, foreign and domestic travel, ministry training, construction, outreach ministry, sightseeing, sports, recreation, and debriefing.

I agree to abide by the policies and rules set forth by ReachGlobal and such additional rules as are deemed necessary, for my management and safety, by the short-term mission leaders and/or supervisory personnel of and/or ReachGlobal. I realize that infraction of rules, misconduct, or culturally inappropriate behavior will result in my dismissal from the short-term mission. In the event that I am dismissed, I agree to return home immediately, entirely at my own expense. I understand that there will be no refund of the short-term mission package cost.

I, of my own free will and under no duress whatsoever, do absolutely and unconditionally release EFCA, ReachGlobal, \_\_\_\_\_\_\_\_\_\_\_ (my church), their agents, employees, and volunteers from any liability whatsoever for any damage, loss, accident, hardship, injury, sickness, disease, or death that I may sustain for any reason during my travel and service with ReachGlobal, or from any other cause, event or occurrence, including, but not limited to, natural disasters, animal attack, terrorist acts, war, civil disturbances, and alleged negligence. I acknowledge and accept that, in any travel and on any construction site, there is inherent risk. I hereby fully and voluntarily accept such risk, and serve entirely at my own risk.

I fully understand and agree that ReachGlobal is opposed to the payment of ransom for the return of its members or their families who have been kidnapped for financial reasons, taken hostage for political reasons, or seized for any other purpose or reason. I agree to support the Crisis Management Team (CMT) appointed by ReachGlobal, should such an event occur, and further agree not to interfere with or bypass the crisis management process established by said CMT.

Any claim or dispute arising from or related to this agreement shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text is available at [www.HisPeace.org](http://www.HisPeace.org)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

I understand that ReachGlobal does not accept responsibility for any lost, damaged, or stolen personal property.

Furthermore, ReachGlobal and its appointed short-term mission leaders, and/or personnel have my permission to authorize medical treatment, including administration of medication, anesthesia, emergency surgery, or hospitalization for me as is deemed necessary by the aforementioned and the attending physician. I agree to assume complete financial responsibility for all medical bills incurred by me, and agree to reimburse ReachGlobal fully for medical payment made on my behalf. My major medical insurance policy covers me while I am abroad, or if not, I will purchase short-term medical insurance that will cover me on this short-term mission.

I agree to assume total financial responsibility for me to travel home immediately if it is necessary to dismiss me from the short-term mission for either disciplinary or medical reasons.

I do willingly affix my signature in full and unreserved agreement with all of the aforementioned statements and agreements.   
  
X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Legal signature of team member** **Date**

**Subscribed and sworn to before me on this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature and seal of notary public My commission expires**

***Submit******one******notarized*** *copy of this release and emergency information form to the correct address below for each person serving on:*

* ***A ReachGlobal Crisis Response Opportunity:*** ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433
* ***All Other Short-term Mission Opportunities:*** ReachGlobal, 901 East 78th Street, Minneapolis, MN 55420-1300, Attn: CONNECT

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**Emergency contacts for:** ­­­­­­­­­­­­­­­**­­­­­­­­­­­**

Address:

City:       State:       Zip:

Home phone:       Work phone:       Cell phone:

Email:

**If you need short-term medical**

**insurance we recommend:**

**Gallagher Charitable International**

**Insurance Services**

1-803-758-1400

<http://www.aaintl.com/>

Or **Insurance Services of America**

1-800-647-4589

<http://www.missionaryhealth.net/shortterm/>

Or **Your Travel Agent**

**Health Insurance Company that will cover you**

**during your Short-term mission experience:**

Company name:

Policy:       Account:

**Primary emergency contact:**

Relationship to team member/leader:

Address:

City:       State:       Zip:

Home phone:       Work phone:       Cell phone:

Work hours:       Email:

**Alternate emergency contact:**

Relationship to team member/leader:

Address:

City:       State:       Zip:

Home phone:       Work phone:       Cell phone:

Work hours:       Email:

**Pastoral contact:**

Relationship to team member/leader:

Address:

City:       State:       Zip:

Home phone:       Work phone:       Cell phone:

Work hours:       Email:

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**Policy Agreement, Permission, and Release of Liability for a Minor**



* ***Please complete each of the four gray blanks in the text with the appropriate information.***
* ***Print four completed, two-sided copies of the form, and have each copy notarized (required).***
* ***If on a team, please give 3 copies to your team leader 30 days before departure to the field.*** *The fourth copy* ***i****s for your own record.* ***Team leader****: For each team member, send one copy of this notarized form to ReachGlobal at the address below, 3 weeks prior to departure. Give one copy to your church leaders, and bring one copy with you to the field.*
* ***If going as an individual****, please send one copy to ReachGlobal at the address below, send one copy to your sending church, bring one copy to the field to give to the ReachGlobal staff or appointed host, and one copy is for your own records.*

I/we do hereby grant permission for my son/daughter, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), to participate on a short-term mission in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location), during these dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , with the ReachGlobal team serving there, including but not limited to, foreign and domestic travel, ministry training, construction, outreach ministry, sightseeing, sports, recreation, and debriefing.

I/we agree to abide by the policies and rules set forth by ReachGlobal and such additional rules as are deemed necessary, for my son/daughter’s management and safety, by the short-term mission leaders and/or supervisory personnel of and/or ReachGlobal. I realize that infraction of rules, misconduct, or culturally inappropriate behavior will result in my dismissal from the short-term mission. In the event that my son/daughter is dismissed, I/we agree that my son/daughter will return home immediately, entirely at my/our own expense. I/we understand that there will be no refund of the short-term mission package cost.

I/we, of my/our own free will and under no duress whatsoever, do absolutely and unconditionally release EFCA, ReachGlobal, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (son/daughter’s church), their agents, employees, and volunteers from any liability whatsoever for any damage, loss, accident, hardship, injury, sickness, disease, or death that may be sustained by my son/daughter for any reason during his/her travel and service with ReachGlobal, or from any other cause, event or occurrence, including, but not limited to, natural disasters, animal attack, terrorist acts, war, civil disturbances, and alleged negligence. I/we acknowledge and accept that, in any travel and on any construction site, there is inherent risk, and that my son/daughter/I/we accept(s) that risk, and serve(s) entirely at his/her/my own risk.

I/we fully understand and agree that ReachGlobal is opposed to the payment of ransom for the return of its members or their families who have been kidnapped for financial reasons, taken hostage for political reasons, or seized for any other purpose or reason. I/we agree to support the Crisis Management Team (CMT) appointed by ReachGlobal, should such an event occur, and further agree not to interfere with or bypass the crisis management process established by said CMT.

Any claim or dispute arising from or related to this agreement shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text is available at [www.HisPeace.org](http://www.HisPeace.org)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

I/we understand that ReachGlobal does not accept responsibility for any lost, damaged, or stolen personal property.

Furthermore, ReachGlobal and its appointed short-term mission leaders, and/or personnel have my/our permission to authorize medical treatment, including administration of medication, anesthesia, emergency surgery, or hospitalization for my son/daughter as is deemed necessary by the aforementioned and the attending physician. I/we agree to assume complete financial responsibility for all medical bills incurred by my son/daughter/me, and agree to reimburse ReachGlobal fully for medical payment made on behalf of my son/daughter. My/our major medical insurance policy covers my son/daughter while he/she is abroad, or if not, he/she/I will purchase short-term medical insurance that will cover my son/daughter while serving on this short-term mission.

I/we agree to assume total financial responsibility for my son/daughter to travel home immediately if it is necessary to dismiss my son/daughter from the short-term mission for either disciplinary or medical reasons.

I do willingly affix my/our signature(s) in full and unreserved agreement with all of the aforementioned statements and agreements.   
  
X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Legal signature of team member** **Date**

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of parent or legal guardian (if team member is a minor)** **Date**

If issues of legal custody are involved, please attach explanation and documentation.

**Subscribed and sworn to before me on this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature and seal of notary public My commission expires**

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**Emergency contacts for:** ­­­­­­­­­­­­­­­**­­­­­­­­­­­**

Address:

City:       State:       Zip:

Home phone:       Work phone:       Cell phone:

Email:

**If you need short-term medical**

**insurance we recommend:**

**Gallagher Charitable International**

**Insurance Services**

1-803-758-1400

<http://www.aaintl.com/>

Or **Insurance Services of America**

1-800-647-4589

<http://www.missionaryhealth.net/shortterm/>

Or **Your Travel Agent**

**Health Insurance Company that will cover you**

**during your Short-term mission experience:**

Company name:

Policy:       Account:

**Primary emergency contact:**

Relationship to team member/leader:

Address:

City:       State:       Zip:

Home phone:       Work phone:       Cell phone:

Work hours:       Email:

**Alternate emergency contact:**

Relationship to team member/leader:

Address:

City:       State:       Zip:

Home phone:       Work phone:       Cell phone:

Work hours:       Email:

**Pastoral contact:**

Relationship to team member/leader:

Address:

City:       State:       Zip:

Home phone:       Work phone:       Cell phone:

Work hours:       Email:

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