

**Sandy Response**

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

Revised January 2016

Staten Island, NY

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 Response

19380 N. 10th Street

Covington, LA 70433

Hurricane 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, approximately 10,000 families were impacted by the storm flooding their home. Staten Island has 3% evangelical Christians. That's 97% of over well half a million people in need of salvation. **We believe that a mission field is created in the wake of every crisis**.

And Hurricane Sandy has opened that 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. Coming to serve on a mission trip 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, 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 his or her 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 subpar 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***

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Sandy Response – Salem Church Team Application

Please scan this document to [respond@efca.org](mailto:respond@efca.org)

(If unable to scan you may FAX this document to 985-893-0175)

with an estimate of your team size and your desired choices for dates.

Email [respond@efca.org](mailto:tgteams@efca.org) or call 985-888-1060 with any questions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHURCH INFO** | Church Name: | | | |
| Mailing Address: | | | |
| City: | State: | | Zip: |
| Phone: | | | |
| Email: | | | |
| *Please check if your church has served with EFCA Crisis Response*  *in the following locations and number of trips to each place:*  New Orleans#\_\_\_\_  Hurricane Sandy #\_\_\_\_\_\_  Estes Park #\_\_\_\_\_\_  Alabama #\_\_\_\_\_\_  South Carolina #\_\_\_\_\_\_  Haiti #\_\_\_\_\_\_ | | | |
|  | | | |
| Please have your pastor/elder approving this short-term mission trip sign below: | | | |
| Pastor / Elder Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name) (Signature) | | | |
| Phone: | | Email: | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TEAM INFO** | Leader Name: | | | # of Men:  # of Women: | | |
| Cell Phone: | | | Total # of Team Members: | | |
| Other Phone: | | |  | | |
| Email: Arriving by: Car Van Bus Plane Other | | | | | |
|  | | | | | |
| 1st Choice Arrival: **/  /** | | | 2nd Choice Arrival: **/  /** | | |
| 1st Choice Departure: **/  /** | | | 2nd Choice Departure: **/  /** | | |
| *All requested dates are subject to availability until confirmation of team assignment.* | | | | | |
| Our Team will likely have the following skills: | General Labor /Clean-up  Heavy Equipment Operator  Painting  Carpentry  Electrician  Prayer Walking | | | | |
| Masonry | Fencing | Plumbing | | Garden | Cooking |
| Concrete | Drywall | Roofing | | Follow-Up | Other\_\_\_ |
| **Team Fees:**  $25 deposit per person due upon confirmation of scheduling.  $275 per person for the week; or $140 for half week. | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OFFICE USE ONLY** | **Notes:** | | | |
| Date | Name | Details | Staff |
|  |  |  |  |

*TEAM LEADER CHECKLIST*

*All items listed below, unless noted, must be*

*scanned to* [*respond@efca.org*](mailto:respond@efca.org) *, faxed to 985.893.0175,*

*or mail to: ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433*

* Pray. Ask God to guide your church, you and your team members as you seek His will in sending you to the mission field. "Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight" (Proverbs 3:5-6).
* Complete a team application found on the previous page (page 4) in this packet.
* Scan your completed application to [respond@efca.org](mailto:respond@efca.org). If you are unable to scan, you can fax your application to our office. Our fax # is 985-893-0175. Another option is to mail the application to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433. Your application will be reviewed to ensure the dates are available.
* If you have not received confirmation within five working days for application that was scanned or faxed, email [respond@efca.org](mailto:respond@efca.org) to confirm application was received.
* Complete the Deposit Payment Form (page 35) and attach one check to cover the $25 per person non-transferable, non-refundable deposit **after** you receive confirmation that your mission dates are available. Mail the deposit to address listed above.
* Continue to pray. Ask God to guide your church, you and your team members as you obey the call of Luke 10:2: "The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field.” The most important thing you can do daily is to constantly pray for your team. From the seed of an idea to serve to the moment you return, our prayer is that as the team leader you will be in constant prayer for your team.
* Read the entire **team** **leader** packet to get an overview of your mission trip AND to review the documents. As the team leader, you have accepted the responsibility to coordinate the completion of the paperwork for your team.
* Create a binder to hold all your documents related to your mission trip, including completed documents as team members submit them to you. You will be required to scan and submit documents to the Pre-field Volunteer Coordinator, so it is quite helpful to keep all ReachGlobal documents in one central location.
* Calculate the cost of the trip. Known costs per person are listed on page 8.
* Develop a calendar of scheduled meetings with your team. It’s highly suggested that you meet regularly to build a team that is unified and God honoring. Meetings can take place in your church, a large room, a team member’s home or even a park, if the weather is good. Locate a place where everyone will be comfortable, yet alert to plan for the mission trip.
* Schedule team meetings.

**TEAM LEADER CHECKLIST (page 2)**

* Distribute liability waivers and photo release forms to each team member on your team (pages 28-29 for adults and 30-31 for minors).
* If team members are required to raise support, ask them to draft their support letters as soon as possible, but to obtain your review and approval of their support letter prior to mailing. A sample letter requesting support is located on page 37.
* Distribute the “Release of Rights” form (page 24) to team members. This form is **not** returned to ReachGlobal, but is a tool for the team leader to review with each team member to remind them that God is in control and they are in God’s care.
* Please check with your team to see if there are any medical conditions that could cause difficulty to participate on a mission trip. If there are concerns or questions about the health of any team member, please contact the On-Site Volunteer Coordinator before purchasing a plane ticket for the individual in question (i.e. bladder or heat related issues, allergies, etc.).

**MINIMUM OF EIGHT WEEKS PRIOR TO DEPARTURE (before if possible)**

* If traveling by plane, purchase team’s airline tickets (air travel is a separate cost from the ReachGlobal fee). Book flights for a Sunday arrival (landing before 5:00 pm) and a Saturday departure (leaving before 11:00 am) for a full week mission trip. For a half-week mission trip, book flights for a Wednesday arrival (landing before 5:00 pm) and a Saturday departure (leaving after 3:00 pm). Contact [response@efca.org](mailto:response@efca.org) if requesting alternative dates.

**MINIMUM OF SIX WEEKS PRIOR TO DEPARTURE (before if possible)**

* Inform the team that they will be required to submit **four** **original** signed and notarized Policy Agreement, Permission, and Release of Liability forms to the team lead at least four weeks prior to your arrival to the mission field. The team leader **mails** using the US postal service one original notarized liability waiver to the Pre-field Volunteer Coordinator to ensure it arrives a minimum three weeks **before** your mission begins. Instructions for the distribution of the notarized forms are on page 11. The packet contains one liability form for adults (pages 28-29) and another for minors and their parents to complete (pages 30-31).

**MINIMUM OF FIVE WEEKS PRIOR TO DEPARTURE (before if possible)**

* **Prior to mailing,** scan the Policy Agreement, Permission, and Release of Liability form to [respond@efca.org](mailto:respond@efca.org). The Pre-field Volunteer Coordinator will review the forms and let the team leader know if any information is missing.
* **Inform team members to obtain a Tetanus shot** if the volunteer as not had one in the last 10 years. You do not need to provide confirmation; however, let team members know the importance of a Tetanus shot based on the nature of relief work.
* Obtain each team member’s complete name, address, phone numbers, email address and t-shirt size to complete the Volunteer Team Roster (pages 32-33).

**MINIMUM OF FOUR WEEKS PRIOR TO DEPARTURE (before if possible)**

* Scan a completed copy of the Team Member Skills Assessment (pages 26 - 27) to [respond@efca.org](mailto:respond@efca.org).

**MINIMUM OF THREE WEEKS PRIOR TO DEPARTURE (before if possible)**

* Mail one completed signed and notarized **original** Policy Agreement, Permission, and Release of Liability form (pages 28-31)to ReachGlobal, 19380 N. 10th Street, Covington, LA 70433. Persons under 18 require a parent signature on minor’s liability form (pages 30-31). You will bring one completed signed and notarized original Policy Agreement, Permission, and Release of Liability form with you to Staten Island.
* Mail the balance check payable to EFCA in the amount of $250 per person (full week) or $115 per person (half-week) using the **Balance Payment Form** (page 36). If the deposit was not yet submitted, send in $275 per person for a full-week mission trip or $140 per person for a half-week mission trip. List the ‘Church or Organization name’ and ‘Team Balance’ in memo line of the bottom of the check.

**MINIMUM OF TWO WEEKS PRIOR TO DEPARTURE (before if possible)**

* Scan a completed copy of the Volunteer Team Roster (page 32) to respond@efca.org.
* Scan a completed copy of the EFCA Photo Release form (page 34) to respond@efca.org.
* Email to ***respond@efca.org*** the following information:

\_\_\_Men/women breakdown

\_\_\_Arrival and departure times and dates

\_\_\_Number and types of vehicles driving down or flight information

\_\_\_Cell phone number and name of contact while traveling

\_\_\_Change to size/makeup of group

**ON ARRIVAL**

* Give one **original** notarized EFCA Policy Agreement, Permission, and Release of Liability form to the job site supervisor for each volunteer working with that specific supervisor. The goal is to have the waiver at the worksite should an emergency arise.

*TRIP COSTS*

**Half-week Mission Trip**: The total cost for the trip is $140 plus travel and personal expenses.

**Full-week Mission Trip**: The total cost for the trip is $275 plus travel and personal expenses.

**Payments:** The fee is paid in two payments. A $25 per person non-refundable, non-transferable deposit is required when you submit the application to serve. If you scan or fax your application, please mail in the deposit the same week that you receive an email confirmation of your mission dates.

The $25 deposit per person will be applied to the total fee of $140 for the half-week trip or $275 for the full-week trip. Send the deposit no later than 30 days prior to the team’s arrival on the mission field.

**Example: Calculating Fee for Team of 10**

**Half week team:** **Full week team:**Deposit: 10 x $25 = $250 Deposit: 10 x $25 = $250Balance pmt 10 X115= $1150 Balance pmt 10 X250=$2500

Total for trip=$1400 Total for trip= $2750\*

All travel, incidental costs and lunches are the team's responsibility

The trip cost goes toward sustaining the volunteer response during the long-term recovery, and includes lodging, most meals (see page 17 for details about the meals), ministry/construction supplies/materials and to cover ongoing ReachGlobal ministry needs.

To make your deposit, please complete the Sandy Deposit Payment Form (page 35), attaching one check to pay for the entire team. Make the check payable to "EFCA" noting ‘Staten Island Team Deposit’ and the name of your church in the memo line. The amount of the check is based upon the number of volunteers you plan to send to Staten Island (see above - Example: Calculating Fee for Team of 10).

Mail deposit check to:

**ReachGlobal Crisis Response**

**19380 N. 10th Street**

**Covington, LA 70433**

One month prior to your arrival in New York, complete the Sandy Balance Payment Form (page 36), attaching the balance check for the entire team made payable to “EFCA”. Please continue with the practice of noting ‘Sandy Team Balance Payment’ and the name of your church or organization in the memo line of the check.

The amount of the balance check is based upon the number of volunteers who are going on the mission trip. In the Calculating Fee for Team of 10 example above, if the number of volunteers for a full week mission trip remained at ten (10), the balance check would be made out to EFCA in the amount of $2500 ($250 x 10). Please use the mailing address listed above.

\*For each additional night stay, please add $25 per person, per each extra night to the balance check.

*PAPERWORK*

As the team leader, you have the responsibility to collect and send the following completed forms to ReachGlobal Crisis Response for each volunteer on your team:

* Volunteer Team Roster
* Team Member Skills Assessment
* Policy Agreement, Permission, and Release of Liability form
* Photo Release

The following pages are provided to help you correctly complete the forms prior to sending the materials to ReachGlobal Crisis Response. If necessary, the Pre-field Coordinator will contact you with a request to provide missing or incomplete information.

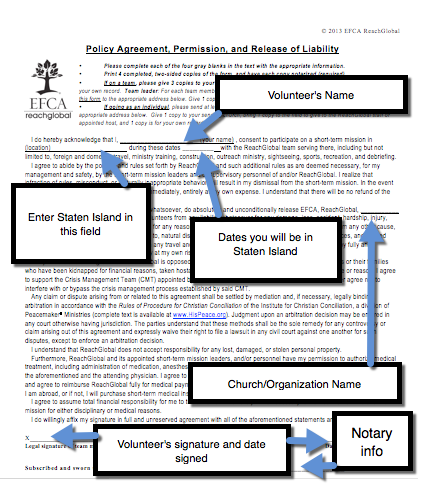
The notarized liability waiver is the only document, other than payments, that must be mailed to 19380 N. 10th Street, Covington, LA 70433. The Volunteer Team Roster, Team Member Skills Assessment, and Photo Release form can be scanned to [respond@efca.org](mailto:respond@efca.org) or mailed to 19380 N. 10th Street, Covington, LA 70433.

**INSTRUCTIONS:**

***Team Member Skill Assessment – Page 26***

|  |  |
| --- | --- |
| The Team Member Skill Assessment is used by the ReachGlobal Construction Supervisor to determine what special skills or talents you have that will be useful for the types of work the team will do while on the mission field.  It is perfectly fine if volunteers do not have experience as long as they have a heart to learn and a willingness to let God lead them. |  |

***Policy Agreement, Permission, and Release of Liability Form (1 of 2 pages) – Page 28***



|  |  |
| --- | --- |
| 1a. Fill in the information on the front of the two-page liability waiver as shown in the example to the right. **Wait to sign the form until a notary is present.**  If volunteer is under 18, complete the liability form for minors (page 30).  1b. Complete the second page of the liability form. Complete the requested information, including your emergency contacts and insurance information. Volunteers **must** have medical insurance to participate.  2. Make three copies of the two-page form **before** forms are signed. You should now have four waivers ready to be notarized.  3. In the presence of the notary, sign all four (4) forms and have the notary sign all four.  4. **Form distribution:**  **4a**. Volunteer keeps one set of forms for their personal records  **4b.** Team Leader – three weeks before trip, mail (US mail) one set to:  RGCR  19380 N. 10th St. Covington, LA 70433  **4c**. Bring one set to mission field  **4d.** Give fourth set to your sending church or organization |  |

***Policy Agreement, Permission, and Release of Liability Form (2 of 2 pages) – Page 29***

|  |  |
| --- | --- |
| Please fill in an answer for each item requested on the second page of the Policy Agreement, Permission, and Release of Liability Form. The information is important to the staff. If for any reason we need to reach your emergency contact, pastor or organization, we can only do so if we have correct information.  All volunteers must have health insurance to participate. If a volunteer doesn’t have insurance, they can purchase insurance for the time they are on the mission field at a reasonable cost. There are two insurance companies listed to the top right of the form, but any insurance company can be used. To complete the form each volunteer must list the name of the health insurance company and the policy and/or account number. |  |

**Volunteer Team Roster – Page 32**

|  |  |
| --- | --- |
| The Volunteer Team Roster allows you to type in the volunteer data. The first of two pages found in this packet that allows you to enter volunteer information. The very first field on the Roster “Mission Trip” will have a drop down menu with the option of selecting “Staten Island” among the additional sites where we serve. The only other drop down menu on this page is to let us know the age of a minor. The option run from the age of 17 through 10. If someone on your team is younger than 10, please call 985.888.1060 to inform the staff on the make-up of your team. |  |

***Supplementary Volunteer Team Roster – Page 33***

|  |  |
| --- | --- |
| Supplementary Volunteer Team Roster is to be use to document information for Volunteer #5 through #10. If your team is larger in size than 10 people, use the Microsoft® Word “Save As” feature, giving the document a unique name (i.e. Church#1). Close the saved form. Reopen the original Supplementary Roster to enter data for Volunteer #11 through #16. Save each page, giving a unique name to each subsequent (i.e., Church#2, Church#3, Church#4, etc. until all volunteer information is posted to the Supplementary Volunteer Team Roster form.  Once done, the entire Roster can be scanned to [response@efca.org](mailto:response@efca.org) or mailed to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433. |  |

***EFCA Photo Release – Page 34***

|  |  |
| --- | --- |
| **By signing the EFCA Photo Release, you are allowing ReachGlobal Crisis Response to use your photo in ministry materials such as brochures, newsletters, or blogs.**  **A parent must sign the form if the volunteer is younger than 18 years of age.** |  |

*PREPARING FOR YOUR MISSION TRIP*

***POSSIBLE WORK TEAM ASSIGNMENTS*:**

* + Construction
  + Relational Ministry
  + Prayer
  + Help support our Church Planter partners in a variety of ways
  + Community Ministry (VBS; sports; music; etc.)
  + Other needs as determined

The request to submit the Team Member Skill Assessment (page 26) to [respond@efca.org](mailto:respond@efca.org) at least **four** weeks before your team arrives allows ReachGlobal staff to use this information to best utilize the skills and gifts of your team. Please understand we may have to divide your team into multiple groups for the work assignments.

Your work will be pre-assigned to you by the ReachGlobal construction manager 1-2 weeks prior to your arrival. Please expect a call from one of our ReachGlobal staff members who will discuss the specifics of your worksite assignments and specialty tools that may be needed, which may include the work gloves and dust masks. Upon arrival, if you are assigned to a task different from what you have been pre-assigned, we will provide you with the tools necessary to do the job. Please be flexible and willing to do whatever is needed when you come.

Thank you in advance for your flexibility!

***PRE-FIELD WORK TRAINING:***  Many potential work assignments include various aspects of reconstruction. In order to better prepare your team for the physical reconstruction, and in order to help build team unity, we suggest that you contact your local home improvement store, requesting them to provide some training classes for basic reconstruction elements, such as drywall hanging and finishing; painting; or roofing. We have found that most stores will even schedule special classes for your group, especially when they know that you’ll be working in Sandy recovery. An alternative idea is to utilize a contractor in your church to hold such training classes, or perhaps even work with that contractor to help a needy person in your own community, learning while serving. While this pre-field work training is not mandatory, it can be used to develop skills and build team unity.

***PRE-FIELD MINISTRY TRAINING:*** Since the focus of our ministry is people, we ask that you, as part of your team building and trip preparation, engage in at least 3 team meetings to pray for the trip; to study God’s Word in relation to compassion, service and sharing the Gospel; to build team relationships; and to coordinate logistics for the trip. We also suggest that you consider serving as a team in your own community prior to coming on your mission trip.

***TEAM MANAGEMENT:*** You are responsible for transporting your team and the tools to the site each day. Please be flexible with us as specific work assignments may require that your group be divided up to work at multiple worksites. Someone on your team will be asked to be a site team leader to work along side the site supervisor, a ReachGlobal staff member or trained friend of the ministry. The site team leaders will be provided with contact information, directions and maps to their work sites.

*MISSION TRIP DETAILS*

***DEVOTIONALS***

Each morning, following breakfast, there will be an intentional time of connecting with God through our morning devotion.  Please have members from your team prepare three (3), 5-20 minute long devotions that they will share with the group.  This is a time to spiritually prepare for the day, therefore, please instruct your group to bring their bible to breakfast each morning.

As the team leader, you have the option of creating an additional Bible study that your group can do during your scheduled free time in the evening

***BROOKLYN TABERNACLE – Advance Confirmation of Attendance Needed***

Tuesday night offers a unique opportunity to attend the Brooklyn Tabernacle prayer meeting.  This evening is a wonderful time of praise, worship, and prayer.  This is not a scheduled night of programming for your team, so attendance is not mandatory: however, most who have attended the Tabernacle service have voiced their exuberance in having had the experience. If **youth** on your team elect **not to attend**, an adult team member must stay behind to supervise, as ReachGlobal staff will not remain behind. For those who attend the Tabernacle service, they will leave their jobsite earlier than normal to clean up and eat dinner before traveling to the Tabernacle.

Your On-site Volunteer Coordinator will contact you approximately two weeks prior to your arrival to Staten Island. Please be ready at that time to inform them if you are interested in having your team attend the Brooklyn Tabernacle Service on Tuesday night. Please provide them with the following information:

* Number of the volunteers to attend the Tabernacle Service
* Number of volunteers who will stay behind and confirmation of adult supervision

Travel costs to attend the Tabernacle service are your team’s responsibility.  There are generally two modes of transportation to get there:

1. Drive your own vehicles – Verazzano Bridge toll is $15.00. Parking for vehicles is $9.00
2. Staten Island Ferry – Parking for vehicles is $7.00, plus an additional $5.50 per person for the subway ride (the ferry ride is free)

How you get there is your choice. Taking the Staten Island Ferry is an experience, but your team will have at least one additional opportunity to take the ferry before you head back for home. If you take the ferry, your team must be ready to depart for the ferry no later than 5:00 pm. If you drive your own vehicles, your team should be on the road no later than 5:30 pm.

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***MEALS:***

***Half-week Teams*** - We provide teams with breakfast Thursday through Saturday morning. Dinner is served Thursday and Friday. Your team is responsible for Wednesday and Saturday dinner.

***Full-week Teams*** - We provide teams with breakfast Monday through Friday morning. Dinner is served Monday through Thursday. Your team is responsible for Sunday and Friday dinner, as well as Saturday breakfast.

The refrigerator space is limited, but some space is available for the groceries your team purchased for lunch. Ice is available at the volunteer house, but if for any reason there is not an adequate supply, additional ice can be purchased nearby.

***Food Allergies*** *-* We are very compassionate that some persons may be allergic to food items like nuts, seeds, eggs, flour, etc. we cannot guarantee that the meal products served are free of or have been produced in an atmosphere that has been deemed free of any specific product/allergens. In the event you or someone in your group has severe food allergies we recommend that they bring and/or purchase food items that are acceptable. The volunteer house is equipped with a microwave but it is not allergen free.

***SLEEPING ARRANGEMENTS:*** Volunteers must bring their own air mattress, pillow and personal bedding or a sleeping bag. Cots will be provided.

Storage of your personal items is next to your sleeping area. Be wise in deciding which items you wish to bring as we cannot guarantee the safety of your items.

***WHAT TO WEAR:*** Check the Weather Channel for forecast of the weather for the week of your mission trip. No matter the season, there is always the possibility for rain, but there is no need for rain boots. While flip flops or sandals are acceptable for when you are not at the worksite, you must wear close-toed shoes when assigned a construction job, no matter the type of job you are assigned. You do not have to wear work boots (unless you want to); tennis shoes are acceptable. Bring shoes that are good enough to prevent blisters and give you good support. Bring flip-flops to wear in the shower. Pack sleeping attire that is modest.

Bring clothing that you wouldn’t mind tossing should it get paint or dry wall mud on it. The length of shorts should pass the fingertip test; cargo pants are the appropriate length for both genders. Bring along at least one pair of long pants that you could wear to a worksite since you might be asked to do a demo or framing job. We suggest you wear a hat to block the sun or protect you should it rain. Pack casual clothes for evening time and traveling. See the extended packing list on pages 21 and 22.

We represent Christ, so be modest when making clothing choices.

***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 volunteering. Additional shirts may be purchased on site for $10.

***SHOWERS:*** Shower facilities are off-site, but located near to where volunteers are staying. Please bring your own towels, soap and other toiletries. We suggest you bring a daypack to carry items to the shower facilities.

***LAUNDRY:***

Laundry facilities are off-site, but located near to where volunteers are staying.

***CHORES:***

Team members will be expected to take part in daily assignment of chores each morning, including sweeping and mopping of floors and other general cleaning duties. A schedule and instructions on how to properly complete the chores are posted in multiple places to ensure the teams are aware of their daily cleaning responsibilities.

*LOCATION AND NAVIGATION*

***LOCATION OF VOLUNTEER HOUSING*:** Volunteers will stay at the New Dorp Moravian Church Parish House, 2205 Richmond Rd, Staten Island, NY 10306.

It is advised NOT to use the GPS option as it is not reliable.

**Directions: From the West  (Newark) and using the Goethals Bridge**

If you are traveling the I95, the Goethel's Bridge is Exit 13. After crossing the bridge, continue East on Hwy 278 until Exit 12 (Todt Hill Road and Slosson Road). At the stop sign at the end of the ramp, turn RIGHT onto Todt Hill Road. Continue on Todt Hill Road for about two (2) miles. The gate to the Moravian Church will be on your right shortly after you pass the Richmond County Country Club Golf Course.

In case you are coming from a different direction, please access the New Dorp Moravian website.   You are encouraged to print out the directions and take them with you as you head to Staten Island: <http://www.newdorpmoravian.org/contact.html#carandpublictransit> .

Another mapping option to track the route from your location to the New Dorp Moravian Church is to use [www.mapquest.com](http://www.mapquest.com).

***PARKING:*** Parking is plentiful; however, while in Staten Island, abide by parking signs to avoid a parking citation.

 In Staten Island the sign to the left is equivalent to “No Parking”, so be sure NOT to park where you see this sign.

***TRANSPORTATION:*** If your team chooses to fly, you will need to arrange for rental vehicles. You may fly into any of the NYC airports. The closest choice is Newark, NJ. Car rentals are available at each airport.

Because it is very difficult for large buses to travel in the city neighborhoods, please rent nothing larger than a 15-person passenger van. If you traveling to Staten Island by bus, it may be necessary to rent vehicles to travel to your job sites once you arrive in Staten Island.

*WEEKLY SCHEDULE*

H**alf- week mission trip** week starts Wednesday evening and concludes on Saturday at 3pm.

F**ull week mission trip** starts Sunday evening and concludes Friday afternoon at 2:00 pm. Most teams spend Friday night in the city, leaving Staten Island early Saturday morning.

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

WED – Arrival 7-9pm, Orientation

THURS –work day, dinner, Concert of Prayer

FRI – Normal work day, dinner, sharing time

SAT - Normal workday, dinner on your own, return home. There is an extra fee of $25 per person to stay over on Saturday night and must be pre-approved at least a month in advance.

SUN – (OPTIONAL/$25 extra per person) Packing finished by 8 am. Depart after church.

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

SAT - (OPTIONAL/$25 extra per person) Arrive between 10 am and 4 pm.

SUN – Arrival 5-6:15 pm, Orientation, construction briefing

MON –work day, dinner, Concert of Prayer

TUES-THURS – Normal work day, dinner, sharing time on Thursday

FRI - Half workday, dinner on your own

SAT –Please plan to leave by 9 am. There is an extra fee of $25 per person to stay over on Saturday night and must be pre-approved at least a month in advance.

SUN – (OPTIONAL/$25 extra per person) Packing finished by 8 am. Depart after church.

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

6:30 am Breakfast

7:00 am Devotions (1st morning – Ministry Training)

7:30 am Hand out work assignments, load up, and leave for work

6:30 pm Dinner

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

10:00 pm Lights out/Quiet time

*PACKING LISTS (Page 1 of 2)*

**WORK TEAM PACKING LIST**

Teams are usually divided into group of six volunteers per worksite. The items below can be brought with you or purchased locally once you arrive in Staten Island. Please bring/provide for your volunteer team the following:

 Hand sanitizer

First Aid Kit

 Lunch food for everyone

 Snacks

 8pk paper towels (You will want this on your work site!)

Work gloves and dust masks.

The items listed below are necessary, but will be supplied if you are flying to Staten Island.

Ice Chest/5 gallon Igloo or similar (one for every six people)

 1 box of 55gal heavy weight trash bags

Optional:

GPS

Gatorade bottles or dry mix

Portable Radio/CD player for work site

*PACKING LISTS (Page 2 of 2)*

**PERSONAL PACKING LIST**

 Bible (needed for daily devotionals)

 A flexible and servant-like heart and attitude!

 Sleeping bag/linens

 Air mattress/sleeping pad

 Pillow

 Flashlight

 Soap

 Shampoo/conditioner

 Deodorant

 Toothbrush/toothpaste

 Towel

 Insect repellant

 Sunscreen

 Daypack/drawstring bag

CLOTHES:

 Work clothes

 Long-sleeved shirts for Dec.-April

Long pants and/or cargo shorts

Casual clothes for evening times and traveling

 Sweater, sweatshirt, or light jacket in season

 Modest sleeping clothes

Raingear

Hat

 Versatile walking shoes

Work shoes – No cloth tennis shoes (steel toes are not required, but if you have them, bring them)

 Flip-flops for showers

Optional:

 Earplugs

 Laptop (WI-FI signal weak)

 Alarm clock

 Gift cards to donate to the ministry from Lowes, Home Depot, etc.

*IMPORTANT ITEMS TO CONSIDER*

**REST**

An overly tired worker may not be able to minister effectively when opportunities arise. It is important that everyone work at a reasonable pace 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 and have notarized the EFCA Policy Agreement, Permission, and Release of Liability for Adults and Minors. The waiver sheets must be completed and notarized 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**.

**OTHER COSTS**

There are toll bridges as you enter and exit Staten Island. The cost for each toll can be as much as $15 a crossing. There may be additional tolls as you drive from your home location to Staten Island. Tolls must be paid in cash or using an EZPASS.

**WI-FI**

We have wireless Internet at the volunteer center 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.

**TIME ZONE**

Staten Island falls in the Eastern Standard Time (EST).

**PREPARATION FOR HURRICANE SEASON**

It’s important to keep in mind that hurricanes are predictable and we will be informed in plenty of time to respond and evacuate our teams prior to the arrival of a hurricane. The safety of teams is our top priority. During hurricane season, our prayer is that you do not change your travel plans without communicating with us.

**MAILING ADDRESS**

ReachGlobal Crisis Response

19380 N. 10th Street

Covington, LA 70433

**QUESTIONS**

If you have any questions or concerns, please don’t hesitate to call us at 985.888.1060 or email us at [www.respond@efca.org](http://www.respond@efca.org).

**Release of Rights**

We live in a world that is full of rights. Our particular culture is one where we take pride in our rights. As a matter of fact, the rights of individuals are constitutional! As we see the demanding of individual rights increase, we see much of the moral fiber of our society decrease. Our Lord Jesus Christ laid down his rights and all His glory, to the heavens, to become a man and to serve, not to be served. (Phil 2:5-11 and Mark 10:45)

We ask you to consider laying down your rights on this mission trip. Not to lay them down for better or for worse, but to entrust them to the Lord or transfer the responsibility of them to a place of safe keeping. These rights may seem reasonable but on a short-term mission trip they could cause dissension. **Would you take time to search your heart and consider your willingness to surrender your rights to the Lord?**

**Romans 12:1**

|  |  |
| --- | --- |
| I GIVE UP MY RIGHT TO: | I ENTRUST TO GOD: |
| A comfortable bed | My strength and endurance |
| Having three meals a day | My health and strength |
| Having familiar food | My likes and dislikes of food |
| Dressing fashionably | My security in Him |
| Seeing results | His purposes and fruit in His timing |
| Control of myself | My need for His Spirit control |
| Control of others | His workmanship in others |
| Control of circumstances | My circumstances to His purposes in making me Christ-like |
| Having pleasant circumstances | The privilege of suffering for His sake |
| Making decisions | His sovereign hand on my life |
| Taking up offense | My deepest needs |
| Being successful  Being understood | My security in His love  My reputation |
| Being heard | My need for recognition |
| Being right | My need for His righteousness |
|  |  |
|  |  |

## I give God permission to do anything He wishes to me, with me, in me, or through me that would glorify Him.

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

**Donations Needed!**

***Your friends and family often want to support you on your trip by sending you with items that will be used to help the people you are coming to serve.***

***Gift cards are easy to travel with and allow us to purchase items most urgently needed by the ministry to assist those who survived the disaster.***

* Gift cards: Home Depot, Lowe’s, Target, Wal-Mart, Office Depot, Gas cards
* Case of water
* Heavy duty plastic forks, knives and spoons
* Heavy duty paper or Styrofoam plates
* Paper towels (in bulk)
* 409 cleaner
* Septic approved toilet paper
* Contractor garbage bags (55 gallon)

Construction materials

* N95 dust masks w/exhalation valve
* 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 manila folders
* Blank Thank You notes
* Correction tape

Equipment/Tools

* Roller covers (9", 8”, 4”)
* Roller pan liners
* Utility knife blades
* 12 gauge 75’ ext. cord
* Dewalt 18V batteries
* 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
* Battery operated 18V 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

Vehicles

* New or used trucks
* New or used cars or mini-vans

**Team Member Skill Assessment – Staten Island**

***Please complete and e-mail to respond@efca.org 4 weeks prior to arrival.***

▪ Please write a number 1 through 6, as each skill applies to each team member.

▪ If you have no experience at all, please leave that box blank unless you are willing to learn.

▪ If you are licensed in a given area (e.g., plumbing, electrical), please write that next to your name.

**1 – Willing to learn 2 – Have helped before 3 – Work at frequently 4 – Experienced Do-It yourselfer**

**5 – Make a living at 6 - Licensed**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Organization/**  **Church Name**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Dates Coming to Serve**  **Team Leader’s Name**  **Please list all team members,**  **including team leader** | **Age Range**  **1= under 14 2=14-15 3=16-17 4=18-39 5=40-59 6=60 plus** | **Pastor, elder, ministry leadership (Please specify)** | **General/Versatile laborer** | **General Contractor** | **General Carpentry** | **Finish Carpentry** | **Drywall Hanger** | **Drywall Finisher** | **Framing** | **Painting** | **Flooring** | **Siding** | **Windows** | **Roofing** | **Electrician** | **Plumbing** | **Heating/AC** | **Tile Setting** | Ma**sonry** | **Counseling** | **Prayer** | **Visitation** | **Mechanic** | **Other (please specify)** |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Team Member Skill Assessment- Staten Island**

***Please complete and e-mail respond@efca.org 4 weeks prior to arrival.***

▪ Please write a number 1 through 6, as each skill applies to each team member.

▪ If you have no experience at all, please leave that box blank unless you are willing to learn.

▪ If you are licensed in a given area (e.g., plumbing, electrical), please write that next to your name.

**1 – Willing to learn 2 – Have helped before 3 – Work at frequently 4 – Experienced Do-It yourselfer**

**5 – Make a living at 6 - Licensed**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Organization/**  **Church Name**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Dates Coming to Serve**  Team Leader’s Name  **Please continue listing team members** | **Age Range**  **1= under 14 2=14-15 3=16-17 4=18-39 5=40-59 6=60 plus** | **Pastor, elder, ministry**  **leadership (Please specify)** | **General/Versatile laborer** | **General Contractor** | **General Carpentry** | **Finish Carpentry** | **Drywall Hanger** | **Drywall Finisher** | **Framing** | | **Painting** | **Flooring** | **Siding** | **Windows** | **Roofing** | **Electrician** | **Plumbing** | **Heating/AC** | **Tile Setting** | Ma**sonry** | **Counseling** | **Prayer** | **Visitation** | **Mechanic** | **Other (please specify)** |
| 9. |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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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:

***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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**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:

***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

**ReachGlobal Crisis Response Volunteer Team Roster**

All emails provided for those 18 and older will receive the ministry-wide newsletter. You may unsubscribe at any time.

Mission trip:  Start date of trip:       Church/Org. Name:

**Instructions:** In the area below, type in the information for up to four volunteers. Use the

Supplementary Volunteer Team Roster (next page) to provide information on additional volunteers.

Use the email or street address found in the Team Leader Packet to submit the completed Roster to ReachGlobal Crisis Response.

|  |  |
| --- | --- |
| Name:  Address:  City:       State:    Zip:  Phone (Home):  Phone (Cell):  Email Address:  Gender: Male Female  Over 17: Yes  If no, enter age:  Shirt Size: S  M L XL 2XL | Name:  Address:  City:       State:    Zip:  Phone (Home):  Phone (Cell):  Email Address:  Gender (check box): Male Female  Over 17: No  Yes  If no, enter age:  Shirt Size: S  M L XL 2XL |
| Name:  Address:  City:       State:    Zip:  Phone (Home):  Phone (Cell):  Email Address:  Gender (check box): Male Female  Over 17: No  Yes  If no, enter age:  Shirt Size: S  M L XL 2XL | Name:  Address:  City:       State:    Zip:  Phone (Home):  Phone (Cell):  Email Address:  Gender (check box): Male Female  Over 17: No  Yes  If no, enter age:  Shirt Size: S  M L XL 2XL |

**Supplementary Volunteer Team Roster**

All emails provided for those 18 and older will receive the ministry-wide newsletter. You may unsubscribe at any time.

Mission trip: Church/Org. Name:

**Instructions:** Use the Roster on page 31 to enter data on the first four volunteers. Use the supplementary form to enter data on six additional volunteers. For a large group, use the Microsoft® Word “Save As” feature, giving the document a unique name (i.e. Church#1). Close the saved form. Reopen the original Supplementary Roster to enter more data. Save additional pages as Church#2, Church#3, Church#4, etc.

|  |  |
| --- | --- |
| Name:  Address:  City:       State:    Zip:  Phone (Home):  Phone (Cell):  Email Address:  Gender (check box): Male Female  Over 17: No  Yes  If no, enter age:  Shirt Size: S  M L XL 2XL | Name:  Address:  City:       State:    Zip:  Phone (Home):  Phone (Cell):  Email Address:  Gender (check box): Male Female  Over 17: No  Yes  If no, enter age:  Shirt Size: S  M L XL 2XL |
| Name:  Address:  City:       State:    Zip:  Phone (Home):  Phone (Cell):  Email Address:  Gender (check box): Male Female  Over 17: No  Yes  If no, enter age:  Shirt Size: S  M L XL 2XL | Name:  Address:  City:       State:    Zip:  Phone (Home):  Phone (Cell):  Email Address:  Gender (check box): Male Female  Over 17: No  Yes  If no, enter age:  Shirt Size: S  M L XL 2XL |
| Name:  Address:  City:       State:    Zip:  Phone (Home):  Phone (Cell):  Email Address:  Gender (check box): Male Female  Over 17: No  Yes  If no, enter age:  Shirt Size: S  M L XL 2XL | Name:  Address:  City:       State:    Zip:  Phone (Home):  Phone (Cell):  Email Address:  Gender (check box): Male Female  Over 17: No  Yes  If no, enter age:  Shirt Size: S  M L XL 2XL |



901 East 78th Street, Minneapolis, MN 55420-1300

(800) 745-2202 • [www.efca.org](http://www.efca.org)

**Photo Release**

I hereby grant to the Evangelical Free Church of America (EFCA) and to its employees, agents and assigns the right to photograph me or my dependent and use the photo and or other digital reproduction of him/her or other reproduction of his/her physical likeness for publication processes, whether electronic, print, digital or electronic publishing via the Internet.

Model's Signature:

Model's Printed Name:

Address:

Date:

For minor children:

I certify that I am a custodial parent and have the aforementioned rights to assign.

Signature of Parent or Guardian:

Print Name of Parent or Guardian:

Address:

Date:

Please send to:

**ReachGlobal Crisis Response**

**19380 N. 10th Street**

**Covington, LA 70433**

**SANDY RESPONSE TEAM DEPOSIT**

**Payment Form**

*(Please include with payment. Do not staple. Make check payable to EFCA.)*

Church/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trip Dates (arriving/departing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 **DEPOSIT**: \_\_\_\_\_\_\_ people x $25 = **Total Enclosed $\_\_\_\_\_\_\_\_\_\_\_**

Please send to:

**ReachGlobal Crisis Response**

**19380 N. 10th Street**

**Covington, LA 70433**

**SANDY RESPONSE TEAM BALANCE PAYMENT**

**Payment Form**

*(Please include with payment. Do not staple. Make check payable to EFCA)*

Church/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trip Dates (arriving/departing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 **BALANCE PAYMENT**: \_\_\_\_\_ people x $115 for half week = $\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ people x $140 for half week if no deposit paid $\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ people x $250 for full week = $\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ people x $275 for full week if no deposit paid $\_\_\_\_\_\_\_\_\_\_

TOTAL ENCLOSED = $ \_\_\_\_\_\_\_\_

***Church Logo***  ***Date***

Dear Friends,

I am excited to share with you that I will be participating on a team from our church that is going to **Staten Island** to serve on a mission trip. We will be working with ReachGlobal Crisis Response, the relief arm of Evangelical Free Churches of America. Our team will work alongside of ReachGlobal staff that have been in Staten Island sharing Christ’s love with people suffered as a result of the devastating hurricane that occurred in late October 2012. The cost of the trip will be about $700 for airfare, housing, ground transportation, meals, etc. Each team member will be contributing towards these expenses and our church missions fund will help, too.

But, we need additional help from interested friends and family members. If you would like to be part of my support team, please tear off and return the response slip below and mail your contribution to our church office or me. Please make your check payable to: ***church address***

In addition, we also need people who will commit to pray for our team as we prepare and go to Staten Island. If you would be willing to be part of our prayer team, please return the response slip below. Pray for our safety as we work and for opportunities to share with the people we will be helping during our week in Staten Island.

Thank you for your prayers, financial support and overall desire to send me to Staten Island!

***Your Name***

- - - - - - - - - - - - - - - - - - - - - - - - - Please tear off & return - - - - - - - - - - - - - - - - - - - -

Yes, I/we want to partner with ***Your Name*** as you prepare and go to **Staten Island.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We commit supporting ***Your Name*** through:

Prayer: \_\_\_\_\_ Financial Support: $ \_\_\_\_\_\_\_\_\_ [ ] check enclosed

**Important note:** If I am unable to participate on the team due to illness or an unforeseen situation, please understand that our church cannot refund any donations. However, all gifts will be used for the Staten Island effort. Thanks!

*The amount of the trip can vary based on how you travel to the site. We suggest that you provide team with the dates of the mission trip so the information can be included in their letter. If your church accountant is keeping track of donations, it is also helpful if you provide each volunteer with a regular update of their fundraising efforts.*