

**Flood Response – South Carolina Team Leader Information**

# EFCA Southeast District, Riverside Community Church,

# and

# ReachGlobal Crisis Response, the crisis response ministry of EFCA

Revised November 2016

Columbia, South Carolina

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

Flood Response

**Thank You…**

Thank you for your willingness to serve on a South Carolina Response Team. The October 2015 storms will go down as one of the most prolific rainfall events in the modern history of the United States. Between 18-24 inches of rain fell over a 4-day period.  And while the rains eventually stopped, the work to rebuild continues. The areas hardest impacted were far from the coast; therefore, most people did not have flood insurance, leaving many wondering how will they recover. We are partnering with Riverside Community Church, in Columbia, first to rebuild the church, then to reach out to their community.

**We believe that a mission field is created in the wake of every crisis**. And the floods in Columbia have opened that mission field in the Southeast region, creating the opportunity to build relationships in the neighborhoods we serve, 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 South Carolina, 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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South Carolina Flood Response –Team Application

Instructions: To request a time to serve, fill out this one page document

Scan the completed document to [respond@efca.org](mailto:respond@efca.org) (if unable to scan you can fax to 985-893-0175)

Email [respond@efca.org](mailto:respond@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 at each place:*  New Orleans/Louisiana #\_\_\_\_\_  Hurricane Sandy #\_\_\_\_\_\_  Colorado #\_\_\_\_\_\_  Alabama #\_\_\_\_\_\_  South Carolina #\_\_\_\_\_\_ | | | |
|  | | | |
| Please have your pastor/elder approving this short-term mission trip sign below: | | | |
| Pastor / Elder Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name) (Signature) | | | |
| Phone: | | Email: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **TEAM INFO** | Team 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: **/  /** |
| *Requested dates are subject to availability until an email confirmation is received* | | |
| Our Team will likely have the following skills: | General Labor /Clean-up  Heavy Equipment Operator  Painting  Carpentry  Electrician  Prayer  Masonry  Fencing  Plumbing  Cooking  Drywall  Concrete  Roofing  Landscape  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Team Fees:**  $25 deposit per person due upon confirmation of scheduling.  Total fee: $275 per person for the week; or $140 for half week (exclude deposit from total when applicable). Use payment forms on pages 34 and 35. | | |

*TEAM LEADER CHECKLIST*

*All items listed below, unless noted, must be scanned to respond@efca.org.*

*If you are unable to scan, fax to 985.893.0175. Payments and liability forms*

*must be 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).
* If you haven’t already done so, 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 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, please email [respond@efca.org](mailto:respond@efca.org) to confirm application was received.
* Complete the Deposit Payment Form (page 34) 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. Send the Deposit Payment Form with the deposit to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433.
* Continue to pray. Ask God to guide your church, you and your team members as you obey 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 pray for your team. From the seed of an idea to serve to the moment you return, our desire 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 should take place in a place where everyone will be comfortable, yet alert to plan for the mission trip.

**TEAM LEADER CHECKLIST (continued from page 5)**

* Schedule team meetings.
* Distribute liability waivers and photo release forms to each team member on your team (pages 27-28 for adults and 29-30 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 36.
* Distribute the “Release of Rights” form (page 23) to team members. This form is **not** to be 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 4:00 pm) and a Saturday departure (flight 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 4:00 pm) and a Saturday departure (flight leaving after 3:00 pm). Contact [respond@efca.org](mailto:respond@efca.org) if requesting alternative dates or travel times.

**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 27-28) and another for minors and their parents to complete (pages 29-30).

**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 staff will review the forms and let the team leader know if any information is missing. Once it’s determined that the scanned liability forms are complete, the team leader will mail one original signed and notarized waiver per volunteer to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433.
* **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 due to 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 31-32).

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

* Scan a completed copy of the Team Member Skills Assessment (pages 25 - 26) 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 27-28) per volunteerto ReachGlobal, 19380 N. 10th Street, Covington, LA 70433. Persons under 18 require a parent signature on minor’s liability form (pages 29-30). You will bring a second **original** completed signed and notarized Policy Agreement, Permission, and Release of Liability form with you to the mission location.
* 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 35). 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 31) to respond@efca.org.
* Scan a completed copy of the EFCA Photo Release form (page 33) to respond@efca.org.
* Scan a completed copy of the Team Demographics form (page 37) to respond@efca.org

**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 in the rare instance an emergency occurs.

*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.

Included in the fees listed above each volunteer will receive a ReachGlobal Crisis Response t-shirt. Volunteers may purchase an additional t-shirt for $10.

**Payments:** The mission trip 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 Mission 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 X 250=$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 ministry/construction supplies/materials and to cover ongoing ReachGlobal ministry needs.

To make your deposit, please complete the SC Flood Deposit Payment Form (page 34), attaching **one check** to pay for the entire team. Make the check payable to "EFCA" noting ‘SC Flood #3864- 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 South Carolina (see above - Example: Calculating Mission 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 South Carolina, complete the Flood Balance Payment Form (page 35), attaching the balance check for the entire team made payable to “EFCA”. Please continue with the practice of noting ‘SC Flood #3864 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 Mission 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.

*PAPERWORK*

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

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

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 waivers (pages 27-30) are the only documents, other than payments, that must be mailed to 19380 N. 10th Street, Covington, LA 70433. The Volunteer Team Roster, Team Member Skills Assessment, Photo Release, and Team Demographic form can be scanned to [respond@efca.org](mailto:respond@efca.org) or mailed to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433.

**INSTRUCTIONS:**

***Team Member Skill Assessment – see page 25***

|  |  |
| --- | --- |
| 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) – see page 27***

|  |  |
| --- | --- |
| 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 29-30). The parent must be present to sign in front of the notary. | ../../../var/folders/kw/5hrrvfcn17g_j3s00m6nbwd80000gp/T/1458142021.200281/2016-03-16_09-0 |

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

|  |  |
| --- | --- |
| 1b. Complete the second page of the liability form. Complete the requested information, including your two emergency contacts and insurance information. Volunteers **must** document they 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 records  **4b**. Give your church/organization a set  **4c.** Team Leader – three weeks before trip, mail (US mail) one original liability waiver (2 pages per volunteer) to:  RGCR, 19380 N. 10th St. Covington, LA 70433  **4d**. Bring second original notarized liability waiver to mission field. |  |

**Volunteer Team Roster – see page 31**

|  |  |
| --- | --- |
| The Volunteer Team Roster allows you to type in the volunteer data. This page is 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” please enter “South Carolina” in this space. Complete each question. The only question that could possibly be left blank is the phone numbers if you do not have a land line or a cell phone. When completing the question related to the age of the volunteer, if someone on your team is younger than 14, please call the ReachGlobal Crisis Response office at 985.888.1060 to discuss with the staff the guidelines for children on mission trips. | ../../../var/folders/kw/5hrrvfcn17g_j3s00m6nbwd80000gp/T/1458140329.120107/2016-03-16_09-3 |

***Supplementary Volunteer Team Roster – see page 32***

|  |  |
| --- | --- |
| The Supplementary Volunteer Team Roster is to document Volunteer data #5 through #10. If your team is larger 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 page until all volunteer information is entered.  Once done, scan complete Roster to [respond@efca.org](mailto:respond@efca.org) or mailed to ReachGlobal, 19380 N. 10th Street, Covington, LA 70433. | ../../../var/folders/kw/5hrrvfcn17g_j3s00m6nbwd80000gp/T/1458142963.419442/2016-03-16_10-3 |

***EFCA Photo Release – see page 33***

|  |  |
| --- | --- |
| **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

Please submit the Team Member Skill Assessment (page 25) to [respond@efca.org](mailto:respond@efca.org) at least **four** weeks before your team arrives. ReachGlobal staff to use this information to best utilize the skills and gifts of your team. Please understand that we may need to divide your team into multiple groups based upon the work assignments scheduled during your time on the mission field.

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 construction type work, and to help build team unity, we suggest that you contact your local home improvement store, requesting that they provide 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 at a crisis response site. 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 three (3) team meetings to pray for the trip; to study God’s Word in relation to compassion, service and share 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 to serve.

***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*

***ADDRESS OF OUR CHURCH PARTNER***

Riverside Community Church

2925 Devine St

Columbia, SC 29205

***DEVOTIONALS***

Each day, we ask teams to carve out time to spend intentional time of connecting with God through quite time and/or morning devotions.  This is a time to spiritually be refreshed by God. The volunteer coordinator will contact you to discuss how you plan to set aside time each day to focus on God and reflect on how He is using your team on the mission field.

The team leader has the option of creating an additional time during the day or evening that your group can spend in devotions or worship activities during your free time in the evening.

***MEALS:***

We provide 5 breakfasts and 4 dinners. Meal service begins on Monday. Our partner, Riverside Community Church will prepare dinner for the volunteers Monday through Thursday; however, those arrangements are made on a week-to-week basis, so your flexibility is appreciated. The on-site volunteer coordinator will contact the team leader a week in advance of the team’s arrival to discuss the plans for meals. Breakfast will be continental. Lunches and Friday dinner are on your own.

***SLEEPING ARRANGEMENTS:***

Volunteers will stay in Riverside’s children’s wing. They must bring their own pillow and personal bedding or a sleeping bag and an air mattress. Volunteers sleep on the floor, so bringing air mattresses are highly encouraged.

Be wise in deciding what to bring to South Carolina, as we cannot guarantee the safety of your items. At best, you will be able to store your personal items next to your sleeping area.

***WHAT TO WEAR:*** Check the Weather Channel for forecast of the weather 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.

We recommend that you 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.

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

***T-SHIRT:*** We ask volunteers wear our ReachGlobal Crisis Response green t-shirts daily when working at a site. An additional t-shirt may be purchased on site for $10.

***SHOWERS:*** Shower facilities are located in the church parking lot. The shower has four stalls and volunteers will take turns by gender to use the shower trailer.

***LAUNDRY:***

Laundry facilities are located in the shower trailer. We ask that you combine your green volunteer t-shirts and wash them together in one load of laundry. It is suggested that prior to washing the t-shirts, you use a permanent marker to write the volunteer name on their t-shirt to simplify the post wash distribution.

***CHORES:***

Team members will be expected to take part in daily assignment of keeping their living area and shared spaces clean. Depending on where you’ll be staying, your chores could include sweeping and mopping of floors, taking out the trash, cleaning the bathroom and showers, and other general cleaning duties. On Friday we will take time to clean the entire church to thank them for allowing us to use their facilities.

*LOCATION AND NAVIGATION*

***LOCATION OF WORKSITES*:** The address for your worksites for the week will be sent to you prior to your arrival by either the onsite volunteer coordinator or the construction supervisor. Once you have the exact address, most people find that the Global Positioning System (GPS) on their cell phone works best for navigating to the worksite. A secondary option for mapping the route from your location to the worksite is to use [www.mapquest.com](http://www.mapquest.com).

***PARKING:*** Parking availability is based upon where your team is scheduled to work. It’s anticipated that you will be able to park in front of or near the site where you will be working. Be sure to by parking signs to avoid a parking citation.

***TRANSPORTATION:*** If your team chooses to fly, you will need to arrange for rental vehicles. You may fly into either Charlotte (CLT), Columbia (CAE) or the Greenville-Spartenburg (GSP) airport. The closest choice is Columbia, about a 30-minute drive to the area where you will be serving. Car rentals are available at each airport.

*WEEKLY SCHEDULE*

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

F**ull week mission trip** starts Monday morning and concludes Friday at 12:00 pm. Teams have the option to leave Friday afternoon to start their journey home or depart Saturday morning.

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

WED – Arrival – get settled in, purchase food, orientation

THURS – Devotions, workday, prayer walk, relationship building

FRI – Devotions, workday, prayer walk, relationship building, sharing time

SAT – Devotions, workday, prayer walk, relationship building, conclude workday at noon, depart for home by 2:00 pm

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

SUN – Arrival – get settled in, purchase food, orientation

MON – WEDNESDAY – Devotions, workday, prayer walk, relationship building

THURS – Devotions, workday, prayer walk, relationship building, sharing time

FRI – Devotions, Team Debrief, Half workday

SAT –Please plan to depart for home by 9 am

*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 Columbia. 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 not necessary, but are helpful when at the worksite

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

 1 box of 55gal heavy weight contractor 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

 A flexible and servant-like heart and attitude!

 Sleeping bag/linens

 Pillow

 Flashlight

 Soap

 Shampoo/conditioner

 Deodorant

 Toothbrush/toothpaste

 Towel

 Insect repellant

 Sunscreen

 Handi wipes

CLOTHES:

 Work clothes

 Long-sleeved shirts for November-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 (steel toes are not required, but if you have them, bring them!)

 Flip-flops

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, sign and have notarized the EFCA Policy Agreement, Permission, and Release of Liability for Adults or Minors. The waiver sheets must be completed, notarized and submitted to the Pre-field Volunteer Coordinator before you leave for this trip. Anyone under the age of 18 must get a parent or guardian to sign the waiver. Also, while at some work sites, wearing long pants are suggested, so plan ahead and include a pair of long pants in your suitcase. Safety goggles are also recommended. **A Tetanus immunization within the last 10 years is required**, but documentation is not required. Confirm with each volunteer that their Tetanus shot is current.

**WI-FI**

We do NOT have wireless Internet. If you would like to bring your wireless capable laptop to update your blog or send pictures home, feel free to do so; however, we cannot guaranty the safety of your personal items, so you do so at your own risk. We DO NOT have computers available for your use.

**TIME ZONE**

South Carolina falls in the Eastern Standard Time (EST).

**MAILING ADDRESS FOR FORMS AND FEE PAYMENTS**

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; however, due to the lack of storage at Riverside Church, we would appreciate it if you could please limit donations to gift cards from Home Depot, Lowe’s, Target, Wal-Mart, and gas stations.

You, friends and family can also make a financial donation to the flood relief effort through ReachGlobal’s Flood Response Account. Go to <http://www.efca.org/give> and click the ‘Give Now’ link. Enter “South Carolina Flood #3864” in the blank space after the word “Other”.

If you prefer to send a check, make checks payable to **EFCA** referencing **#3864** in the memo line and send to:

EFCA901 East 78th StreetMinneapolis, MN 55420

**Team Member Skill Assessment – South Carolina**

***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**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Week Coming to Serve**  **Team Leader**  **Please list 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)** |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Team Member Skill Assessment- South Carolina**

***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**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Week Coming to Serve**  Team Leader  **Please list 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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***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

**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:

© 2013 ReachGlobal

**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**

© 2013 ReachGlobal

**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.

Scan completed Roster to [respond@efca.org](mailto:respond@efca.org) or mail to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433.

|  |  |
| --- | --- |
| 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 |



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**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**

**SOUTH CAROLINA RESPONSE TEAM DEPOSIT**

**Payment Form**

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

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

Flood Response Site: South Carolina

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**

**SOUTH CAROLINA RESPONSE TEAM**

**BALANCE PAYMENT**

**Payment Form**

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

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

Flood Response Site: South Carolina

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

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

🞎 **BALANCE PAYMENT**: \_\_\_\_\_ people x $125 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 **South Carolina** 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 Columbia, South Carolina sharing Christ’s love with people suffered as a result of the devastating flood that occurred in October 2015. The cost of the trip will be about $800 for airfare, housing, ground transportation, meal, 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 South Carolina. 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 South Carolina.

Thank you for your prayers, financial support and overall desire to send me to South Carolina!

***Your Name***

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

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

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 South Carolina flood relief 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.*



TEAM DEMOGRAPHICS AND DETAILS

As you prepare to set out on your mission trip, we ask that you **print, complete, then scan** this form to [respond@efca.org](mailto:respond@efca.org). The answers to the following questions equip the ReachGlobal team to coordinate the details of your mission trip. Please submit this form a minimum of two weeks prior to your arrival to the ReachGlobal response site. If you have questions or concerns, please contact the Pre-field Coordinator by emailing [respond@efca.org](mailto:respond@efca.org) or by calling our main office at 985.888.1060.

* Name of your church/organization?
* Response location (check the box to indicate where your team is going to serve)?:

|  |  |
| --- | --- |
| * Columbia, South Carolina | * Haiti |
| * New Orleans, Louisiana | * Other (write in location): |
| * Southeast Louisiana (Denham Springs, Baton Rouge, Robert, etc.) |  |

* Date you will arrive at the response site **(MM/DD/YY)**?:
* If driving from home to response site, number of vehicles used to transport team?:
* Estimated time you plan to arrive at the response site (list am or pm)?: **\_\_\_\_:\_\_\_\_** (Example 4:30 pm)
* Date you will leave the response site to head back for home **(MM/DD/YY)**?:
* Estimated time you plan to depart (head home) from the response site (indicate am or pm)?: **\_\_\_\_:\_\_\_\_**
* If flying from your home to the response site, list the airport that you are flying into?:

Airline name:

Scheduled time of arrival:

Number of cars team is renting:

* If flying from response site to return home, list the airport that you are flying out of?:

Airline name:

Scheduled time of departure:

* Gender breakdown of the team (all volunteers, including leaders)?:

Females –

Males –

* Is the information a change of size or gender make up of group?:
* No
* Yes
* Cell phone number() of team leader(s)?:

Name: Cell:

Name: Cell: