



Know Before You Go

UMCOR SAGER BROWN

UMCOR Sager Brown ■ 101 Sager Brown Road ■ P. O. Box 850 ■ Baldwin, LA 70514



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A Short History of UMCOR Sager Brown

UMCOR Sager Brown has origins in New Orleans. In 1867, a group of women in New Orleans formed the Orphan's Home Society Corporation. This was a means of raising money to provide a home for African-American boys who had been orphaned by the Civil War. It was funded primarily by the Freedmen's Aid Society, a predecessor to the Black College Fund of The United Methodist Church, and John Baldwin, a plantation owner in St. Mary Parish, Louisiana.

Very early in the life of the orphanage, a large monetary gift donated by William Gilbert of Winsted, Connecticut, allowed a school for African-Americans to be built with Dr. W. D. Godman as director. The institution was named the Orphans Home and the Gilbert Academy and Industrial School. Eventually, Gilbert Academy was moved to New Orleans near Dillard University and became a preparatory school. The school in Baldwin, grades one through eight, then became known as Godman Industrial School. Godman and his wife directed the school and the orphanage and were also responsible for building a Methodist church on the property.

In the early 1900s, the Orphan's Home and Godman Industrial School were in dire financial straits. Dr. and Mrs. Godman took the student choir, the Jubilee Singers, on a tour of the northeastern United States to raise money. Mrs. Addie Sager and Mrs. C. W. Brown became familiar with the plight of the organization through a concert given for the North Central New York Methodist Conference. Sager and Brown purchased the school and gave it to the Women's Home Mission Society, a forerunner of the Women's Division of The United Methodist Church, to operate. The institution was known as Sager Brown Home and Godman School until 1978. That year, the home and school closed, and the property was put up for sale. Twenty-eight acres and 10 brick buildings on beautiful Bayou Teche were for sale for \$100,000, but no buyers emerged. The property sat vacant for 14 years!

In 1992, Hurricane Andrew hit the coast of south Louisiana, causing major damage to the area around Baldwin. UMCOR came to the area with volunteers and supplies and used the old Sager Brown campus to stage their operations. After two years, UMCOR determined that the Sager Brown campus would be an excellent location to build an UMCOR depot where disaster relief supplies could be collected and provided to the world. The depot opened in 1996.

Many see the hand of God prominent in the events that formed the history of the Orphan's Home Society. It was preserved through hardship and changes until it could again be a healing ministry to those in need. The road beside the UMCOR Sager Brown campus is still today called Orphan's Home Road. The property is still owned by the Women's Division, and the site is a significant piece of black history.

Today, the campus is a living, working monument to more than a century of United Methodist mission. UMCOR is a leader in serving those who are hungry, displaced, sick or in poverty because of natural or human-made disasters. Each year more than 3,000 volunteers come to UMCOR Sager Brown to work in the UMCOR Depot or in service to the community of Baldwin, Louisiana – to help make a difference for people who are suffering.

If you are interested in participating and adding your name to an ever-growing list of missionaries dedicated to making a difference in this world, read on, and if you feel the call, join us. We would be thrilled to include you as a part of our ever-growing history.



Dear Friend of UMCOR Sager Brown,

Greetings and thank you for considering us as you plan your next mission trip! We are excited to report the number of short-term volunteers coming to UMCOR Sager Brown continues to increase. Most weeks, we are operating at capacity. We rejoice in this blessing, but we recognize in order to continue to provide a true mission experience, we must always find ways to improve our volunteer services.

Our rates are shown on the chart below. We make every effort to give couples a room together; however, **we cannot guarantee this**. Because of the numbers of teams coming, we sometimes have to separate men and women to utilize all of our bed space.

**Lodging and/or meal prices are prorated during Mardi Gras week and holidays.*

ITEMS	RATES
PROCESSING FEE	\$25/person
LODGING IN ZOOK/DIXON RABB	\$120/week
LODGING PECK APARTMENT	\$375/week
RV SPACE	\$120/week
MEALS	\$110/week

We continue to experience increases for our food, utilities, gas and maintenance materials, just as you have experienced increases in most everything you purchase. The staff at UMCOR Sager Brown constantly strives to conserve wherever possible, and employees are committed to maintaining and improving our level of services for our mission teams.

All the details and forms you need for a rewarding mission experience are contained in this booklet, "Know Before You Go." **We have changed some of our policies that include earlier deadlines**, so we encourage you to read this brochure carefully prior to coming to Sager Brown.

UMCOR Sager Brown staff and employees are confident that your mission team will have a meaningful mission experience. We look forward to your future mission trips with us.

Blessings,
Amy Fuselier
Director of UMCOR Relief Supplies

Introduction

Exciting things are happening at UMCOR Sager Brown. We have a rich history of serving others in times of distress. We hope you will want to come and be a part of the special place. We deeply appreciate your interest in our mission programs. While at Sager Brown, you may work in our 48,000-square-foot depot receiving, sorting, packing and shipping supplies for disaster relief or you can be part of a community project, such as housing rehabilitation or providing food for seniors. You may be doing maintenance on our campus or just helping, as you are able. Your individual spiritual gifts and talents will be coordinated with our ever-changing weekly needs.

We are eager to welcome you and add your name to a long list of missionaries who care enough to put their faith in action. The work, enthusiasm and love shared during the mission experience will have a profound effect on the lives of the participants. Without a doubt, volunteers will grow in their Christian love and experience spiritual enrichment.

UMCOR Sager Brown programs are set up for teams or individuals for short-term mission experiences. Volunteer mission teams stay in a climate-controlled dormitory environment, with centrally located restroom and shower facilities. Ten full RV hookups, laundry facilities, meeting rooms and a stand-alone kitchen are also available.

Volunteers interested in serving UMCOR Sager Brown for an extended term can apply for long-term volunteer (LTV) opportunities. Lengths of service range from a few weeks to several months, depending on our needs. Anyone interested in being an LTV may contact the associate director of volunteer services at UMCOR Sager Brown for details. Room and board are provided to LTVs during their stay.

UMCOR Sager Brown is a tobacco-restricted campus. Safe Sanctuary debriefing is conducted during orientation for all staff, long-term volunteers and short-term volunteers. **Guests using an RV space are allowed to have pets with them, but pets must be on a leash at all times and are not allowed in any buildings on campus.**

Leadership Responsibilities

UMCOR Sager Brown welcomes teams of all ages. We serve ecumenical intergenerational groups, youth fellowships, college students, adult groups, and church, district and conference teams. Individuals are also welcome.

Due to the nature of the work at UMCOR Sager Brown, **one adult (at least 21 years old and at least five years older than the oldest youth they are supervising)** must accompany every five youth (**ages 12-18**). (For instance, if the oldest child is 17, then the adult must be at least 22 to count as an adult supervisor.)

Adults must provide 24-hour supervision of youth teams. We require a minimum of two adults at all times in areas where children are located. Married couples can only be considered as one chaperone when counting the number of chaperones needed for a group. In family groups, it is the responsibility of the parents to provide 24-hour supervision of children and youth. Team leaders are responsible for any disciplinary action needed.

Background Checks

In an effort to provide a “safe space” for all people volunteering on the UMCOR Sager Brown campus, as well as acting in accordance with Safe Sanctuary Policy, all volunteers age 18 and older are required to submit a recent (within three years of visit) screening background check. Background checks will remain on file and valid for three years from date of background check.

Those needing assistance with securing their background should contact the associate director of volunteer services by email, volunteerdirector@sagerbrown.org.

We at UMCOR Sager Brown seek to provide an experience that is both spiritually transformative and safe. If you have any questions or concerns, please feel free to contact UMCOR Sager Brown Volunteer Services.

Costs

UMCOR Sager Brown offers a five-night mission experience beginning Sunday evening (**check in between 3-5 p.m.**) and ending Friday afternoon (**lodging and RV checkout time is 12 noon**). The arrival and departure schedule is necessary to accommodate staff schedules, work assignments and housekeeping. Breakfast, lunch and dinner will be served Monday through Friday except Wednesday and Friday, when no evening meal is provided. **Each volunteer can elect to eat all meals or no meals.** All food and drink provided through the cafeteria, including coffee and snacks, are limited to those volunteers who pay for their meals. **Food cannot be taken out of the cafeteria for overnight or weekend use.**

A nonrefundable processing fee is required for each volunteer. Until the processing fee is paid, applicants have no guarantee of the requested date.

Important Note: The processing fee is a stand-alone charge and will not be applied to the room and board portion of the team's bill. The processing fee must be paid within four weeks of making a reservation. Failure to do so will result in cancellation of the reservation.

Billing Process

The team leader is responsible for all billing issues. Once the team leader and the UMCOR Sager Brown volunteer services manager agree on a date and the team count, the team leader must send Sager Brown a “Team Application” and the total processing fee within four weeks to secure the desired dates.

Whenever possible, teams are requested to remit a quarter payment of their team bill.

Out of consideration for interested teams that may be wait-listed for last-minute opportunities because of unforeseen cancellations within other scheduled teams, we encourage team leaders to solidify their reservation commitment four months ahead of their mission visit.

Three months prior to arrival, one-half of the team's total bill must be paid, with one check made payable to UMCOR Sager Brown. All team cancellations or additions MUST be made prior to the half payment due date. This payment is based on the number of volunteers booked and is a nonrefundable payment. This is to insure sincere commitment by the team and allow us to plan for your arrival and mission experience.

The remaining one-half of the total bill is due one month before arrival. Late payments must be paid by the team leader on Monday to the volunteer services manager. We accept cash or checks, and checks should be payable to UMCOR Sager Brown.

Important Note: In the event a team member cannot fulfill their commitment to attend their mission trip due to a personal illness, including that of a spouse, or a death in their immediate family, one-fourth of the total amount of the mission trip will be refunded.

Processing Fee

\$25 per person. Required for all individuals originally listed or added to the team roster.

Food Services

Each volunteer can elect to eat all meals or no meals. Three meals per day are served in the cafeteria Monday through Friday, except Wednesdays and Fridays, when only breakfast and lunch are available.

Sleeping Facilities

Facility	Description
Zook Hall	The main dormitory contains 57 beds. Towels and linens are provided.
Dixon-Rabb Hall	This self-contained dormitory facility sleeps up to 30 people. Towels and linens are provided.
Peck Hall	This hall contains two long-term apartments and six one-bedroom efficiency apartments utilized for long- and short-term volunteers. Towels and linens are provided.
RV Facility	Contains 10 full service RV slots with a bathhouse and laundry facilities.

Donations

We suggest that because of UMCOR Sager Brown's limited resources, each team bring 10 kits per team member for processing in the depot. In lieu of kit donations, a team can contribute \$50 per team member, which will be used for material resources in the depot.

Donated kits and kit components are the lifeblood of UMCOR Sager Brown. Any additional kit donations from individuals, your church or your conference are always greatly valued.

Churches learn about us from our vast roster of short-term volunteers. Any awareness generated for UMCOR Sager Brown at the local church level is greatly appreciated.

Mission Trip Overview

The mission experience covers five days and five nights, commencing on Sunday evening and ending Friday afternoon. Volunteer hours at UMCOR Sager Brown are from 8:15 to 11:30 a.m. and 1:00 to 3:30 p.m., with a lunch break from 12:00 to 1:00 p.m. On Friday, work in the depot ends at 3:00 p.m. Time is needed to clean up and restock supplies for the next workday.

After normal mission work hours, on Mondays, Tuesdays and Thursdays, from 3:30 to 4:30 p.m., the Gift Shop is open for apparel, donated crafts, jewelry, jellies, salsa and other souvenirs. Purchases are by cash or check. **Credit cards are not accepted at this time.**

Teams will have an opportunity to do some sightseeing and touring of the area, if they so choose. We recommend that this be done on Wednesday since no meal will be served Wednesday evening. **Work is always available on Wednesday morning and afternoon for those who do not desire to do other recreational activities.**

Our week begins its culmination with Vesper Services, a time of sharing and Holy Communion in Jubilee Chapel on Thursday evening. The service is planned by volunteers and designed to utilize the talents of mission team members. Clergy are encouraged to assist in the communion service.

Sager Brown Dress Code and Work Participation

Discretion in selection of clothing should be used during your stay at Sager Brown. Shirts should be worn at all times. T-shirts are acceptable attire. Walking shorts or skorts should have a six-inch or longer inseam. Skirts above the knee and full-length pants without holes and cuts are also acceptable.

Halter tops and sports bras worn as outer garments are not acceptable. Spandex clothing or sheer tops showing undergarments, along with clothing expressing alcohol/beer slogans and obscenities are not acceptable.

Closed-toe shoes are required while working.

All volunteers (youth and adults) are encouraged to participate fully in the programs of Sager Brown. This includes attendance at meals, kitchen ministry, meetings, work in the depot, community or campus projects, evening gatherings and any special events. If any team member cannot fulfill these activities due to health or physical limitations, please call the director of volunteer services or the volunteer service manager.

Required Application Forms

Team Application

This is the first form to be completed by the **team leader** and submitted to UMCOR Sager Brown, along with the team processing fee. It provides UMCOR Sager Brown with team information and, in conjunction with the processing fee, secures and confirms the team reservation. **The team application form and the total processing fee must be submitted within four weeks of making the initial “penciled-in” reservation, or reservations will be cancelled.**

Team Roster

This form, completed by the **team leader**, contains all the critical information required to set up and execute each team’s mission experience. Accuracy and neatness count! **Please use extreme care when completing the form** since this information is used to assign rooms; print name badges, certificates and room tags; and provide meal information for the kitchen. Special needs and concerns should include any individual volunteer’s dietary or health conditions.

Children/Youth Intergenerational Roster

This form, completed by the team leader when youth are included on mission team, replaces the team roster form. Check the child supervision requirements (adult-to-child ratios) when making this roster.

Mission Team Special Skills and Interests Summary

This form, completed by the **team leader**, is designed to provide UMCOR Sager Brown with a list of specific team members who possess special skills or talents that could be utilized for our various special and ongoing needs.

Volunteer Medical Release

This form is completed by each **team member**. **Volunteers under 18 years of age must have a parent/guardian signature. A copy of a medical insurance card or certificate of insurance must be attached.** Some area hospitals and doctors require proof of insurance before treatment. If you have not had a **tetanus shot** in the last few years, we recommend having one prior to your arrival.

If anyone in your group has unusual or significant medical problems that may limit his or her ability to participate in work at UMCOR Sager Brown, be sure to list the problem on the **volunteer medical release form** and the **team roster form**. Also, call the volunteer services manager to discuss the volunteer’s limitations. **We DO NOT have medical personnel on staff at UMCOR Sager Brown.**

Volunteers must provide their own health and accident insurance covering their trip to and from UMCOR Sager Brown, as well as while they are here.

Liability Release for Team Leader

This form, completed by the **team leader**, constitutes an understanding of the working relationship and responsibilities as a volunteer and team leader with UMCOR Sager Brown. It holds UMCOR Sager Brown harmless from any liabilities concerned with the mission trip.

Liability Release for Short-Term Volunteer

This form, completed by **each team member**, constitutes an understanding of your working relationship as a short-term volunteer with UMCOR Sager Brown. It sets out particular responsibilities assumed by the short-term volunteer and holds UMCOR Sager Brown harmless from any liabilities concerned with the mission trip. Volunteers under 18 years of age must have a parent/guardian signature.

Liability Release Form for Youth Volunteer Under 18 Years Old

This mandatory parental consent form is completed and signed by the legal guardian, with emergency contact information for **each participating youth member**. It specifies delegated chaperones entrusted with responsibilities for their children and covers the authorization, consent and liability release and holds UMCOR Sager Brown harmless from any liabilities concerned with the mission trip.

Youth Team Policy and Covenant for Volunteers Under Age 18

This form is for team members under the age of 18. Each youth under the age of 18, his or her legal guardian and mission team leader must read and sign this policy attesting agreement to its contents.

Background Check

This form is to be completed by the **secretary** of your church, *only when background checks have been conducted through your church*. Please, list each team member's name and the date their background check was completed. Once all information is completed, **the form must be signed by the secretary and the senior pastor of the church.**

Team Bill

This document is the receipt for the process fee and confirmation of your reservation. It is used to calculate the mission team's estimated charges for the mission trip and will be sent to the team leader **(by email whenever possible)** after receipt of the team application and check for processing fees. **The reservation costs, to be paid according to schedule, may be revised without penalty up to the half payment (90-day) deadline.**

Optional UMVIM Accident Insurance

If you are interested in obtaining UMVIM Accident Insurance, please go to the below-listed jurisdictional websites for more information. (You can obtain the appropriate insurance regardless of where you are located.)

The following web links are of the UMVIM jurisdictions offering USA insurance:

North Central Jurisdiction UMVIM website: <http://umvimncj.org/insurance/>

Northeastern Jurisdiction UMVIM website: <http://umvimnej.org/mission-insurance/insurance-faqs.html>

Western Jurisdiction UMVIM website: <http://umvimwj.com/team-insurance/>

Southeastern Jurisdiction UMVIM website: http://umvim.org/send_a_team/insurance_faq.html

South Central Jurisdiction UMVIM website: <http://www.scjumc.org/mission/insurance/>

Planning a Mission Trip

Making a Reservation

Although we encourage as many people as possible to experience this ministry, we ask that you realistically consider your team's size — as overbooking slots does take away from other teams. Once you identify your mission team, your team size is set. Select at least three desired dates for the trip.

Contact the UMCOR Sager Brown volunteer services manager at 337-923-6238, ext. 252, or volunteers@sagerbrown.org to discuss team size and dates. The reservation will be tentatively booked but will not be guaranteed until processing fees are received.

Once the reservation is tentatively booked, the team leader must mail the processing fee and team application form within four weeks of that date. This will guarantee your reservation date. When the correct processing fee and team application form are received at UMCOR Sager Brown, a receipt will be sent in the form of a team bill. If the team leader provides an email address, this will be sent by email; otherwise, this team bill will be sent by first-class mail. **Those peak time reservations, most in demand, are made a year in advance, beginning the second Wednesday in January at 10 a.m.**

The processing fee must be received within four weeks of making the “penciled-in” reservation, or your “penciled-in” reservation will be cancelled.

Four Months before Arrival Date

The team leader will mail one quarter of the total team bill with team paperwork, including team roster, individual release forms, parental consents, summary sheets and background verification.

Three Months before Arrival Date

One half of the total team bill due. Last chance for invoice adjustments and refunds without penalty.

One Month before Arrival Date

Total payment for reservation due. Cancellations are nonrefundable; other changes subject to penalty.

Required Paperwork

All forms are available online at <http://www.umcor.org/UMCOR/Relief-Supplies> . Follow the link to “Relief-Supply Networks and UMCOR Depots” and “Know Before Your Go.” Go to page 12 for forms.

1. Team Application (1)
2. Team Member Checklist (one for each team member)
3. Mission Team Roster (1)
4. Children/Youth Intergenerational Roster (when youth are included in reservation) (1)
5. Mission Team Special Skills and Interest Summary (1)
6. Medical Release (one for each team member) with proof of medical insurance attached.
7. Liability Release for Team Leader (1)
8. Liability Release for Short-Term Volunteers (one for each team member)
9. Liability Release for Youth Volunteers Under Age 18 (one for each youth member)
10. Youth Team Policy and Covenant for Volunteers Under Age 18 (one for each youth member)
11. Media Authorization and Release Form (one for each youth and adult team member)
12. Background Check (one for each team member, age 18 or older)
13. Background Check Verification (1)

Arrival at UMCOR Sager Brown

Your team mission experience begins Sunday afternoon. **Teams must check-in between 3:00 p.m. and 5:00 p.m. and attend a 6:00 p.m. general meeting.** Many important topics are covered. Please plan to eat prior to or directly after the meeting. Restaurant eating in the Baldwin area on Sunday evenings is limited. Refer to the directory in your dorm room that includes local dining information. A kitchen is available after the meeting if your team would like to bring a picnic-type meal in lieu of dining out.

Upon arrival, go to Zook Hall and register with the host/hostess on duty. All rooming information and name tags will be given to you at this time. All further instructions and information will be announced on an ongoing basis throughout the week.

UMCOR Sager Brown Directory

Phone	Email	Fax
337-923-6238	Main Office Contact	337-923-4849
337-923-6238, ext. 216	Director of UMCOR Relief Supplies afuselier@umcor.org	337-923-4849
337-923-6238, ext. 202	Associate Director of Volunteer Services volunteerdirector@sagerbrown.org	337-923-4849
337-923-6238, ext. 252	Volunteer Services Manager volunteers@sagerbrown.org	337-923-4849
337-923-6238, ext. 204	Associate Director of Outreach Ministries outreach@sagerbrown.org	337-923-4849
337-923-6238, ext. 212	Associate Director of Depot Operations warehouse@sagerbrown.org	337-923-2032
337-940-4220	Volunteer Services After-Hours Phone Line	

Mailing Address:

UMCOR Sager Brown, P. O. Box 850, Baldwin, LA 70514

TEAM APPLICATION

UMCOR SAGER BROWN MISSION TRIP

Mail to: P.O. Box 850, Baldwin, LA, 70514

Arrival Date Booked: _____ Date of Last Visit: _____

Leader's Name: _____ Number of Times as Leader: _____

Address: _____
Street City State ZIP

Daytime Phone: _____ Email Address: _____

Evening Phone: _____ Fax: _____ Cell: _____

Church Name: _____ Church Phone: _____

Church Address: _____
Street City State ZIP

Pastor's Name: _____

Conference Name: _____ Jurisdiction: _____ District: _____

(All correspondence will go to the leader's address unless otherwise noted.)

Reservations are accepted only if accompanied by the PROCESSING FEE.

A NONREFUNDABLE, NONTRANSFERABLE processing fee of \$25 per team member is required for each reservation. Processing fees are separate from costs for meals and lodging arranged by the group leader. Reservations cannot be confirmed, or space held, unless processing fees accompany the application.

TEAM SIZE: _____ (TOTAL OF VOLUNTEERS WITH LEADERS) TEAM SIZE LAST VISIT: _____

Estimate the number of people who will participate on the team. Use this number to calculate the total processing fee required (\$25 per person). The estimated number for your team is used by UMCOR Sager Brown to determine the number of additional teams that can be accepted during the same time.

Dates Working at the Depot: Monday ____/____/____ through Friday ____/____/____

THE ENCLOSED APPLICATION FEE COVERS THE FOLLOWING PEOPLE:

Adults: (18 years and older) _____ (Total Number) Male: _____ Female: _____

Youth: (ages 14-17) * _____ (Total Number) Male: _____ Female: _____

Children: (ages 9-13) * _____ (Total Number) Male: _____ Female: _____

* Two adults should accompany every three children (ages 9-13); or five youth (ages 14-17) for required child safety rules.

TEAMS THAT INCLUDE PEOPLE UNDER THE AGE OF 18 MUST OBSERVE THESE GUIDELINES:*The child safety or Safe Place policy for your church must be included with this team application.*

"Rule of Three" require at least two children with one adult at all times; no fewer than three teens (under 18) in assigned, unescorted groups within "safe" areas. At least two adults required to room with at least two youth.

Adult supervision requires at least 5 years age difference between chaperone and oldest child under 18. Young adults may not supervise youth over 13 years old. Lead adults must be at least 25 years old with verified child safety training.

Up to six children (ages 9-13) require four adults; Up to 10 youth (ages 14-17) require four adults.

For teams with more than 10 people under 18 years old, please call Volunteer Services Department.

TEAM MEMBER CHECKLIST

UMCOR SAGER BROWN MISSION TRIP

Return this form to your responsible Team Leader

Name: _____ **Date of Last Visit:** _____

Address: _____
Street
City
State
ZIP

Daytime Phone: _____ **Cell Phone:** _____

Email Address: _____ **Number of Visits as Team Member:** _____

Leader's Name: _____ **Phone:** _____

REQUIRED SUBMISSIONS TO TEAM LEADER

✓	Action/Document	Due Date	Amount
	Read <u>Know Before You Go</u> reference guide.		
	Pay processing fee as requested by Team Leader.		
	Submit Liability Release Form for Short-Term Volunteer.		
	Remit first quarter payment 120 days before trip date.		
	Submit national background check verification.		
	Submit Medical Release Form with copies of ID cards.		
	Remit second quarter payment 90 days before trip date.		
	Complete Special Skills and Special Interests below.		
	Review this checklist form with Team Leader.		
	Remit final payment (balance) to Team Leader.		

✓ **SPECIAL SKILLS** below:

Carpentry Disaster Kit Assembly Power Tools Music Social Media

☐ Computers ☐ Construction Contractor ☐ Plumbing ☐ Electrician ☐ Forklift

____ Sewing ____ Zero-Turn Lawnmower ____ CDL Operator ____ Painting ____ Teaching

ORDER SPECIAL INTERESTS (1 = highest to 10 = lowest) below:

Depot	Wheelchair Ramps	Repair Projects	Community Garden	Kitchen
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Community Outreach Vespers Service Maintenance Chaperoning Teaching

MISSION TEAM ROSTER

Name of Church:	Team Total #:	# Males:	# Females:
Church Address:	City:	State:	ZIP Code:
Team Leader:	Married Couples:	Apartment Requests:	RV Requests:
Day Phone #	# First-Time Volunteers:	# Clergy:	# Musicians:
Cellphone #	# Construction Skills:	# Prefer Depot:	# Prefer Sewing Room:
Arrival Date/Time:	Departure Date:	Departure Time:	

Full Name For Name Tag—Please Print!	Home Mailing Address	# Visit	Date of Last Visit	Age	M / F	Special Needs/ Concerns	Releases		Depot Experienced	Power Tool Skilled
							Liability	Medical		

Please make as many copies as necessary of this form

CHILDREN/YOUTH INTERGENERATIONAL ROSTER

Name of Church:	Team Total #:	# Guardian Males:	# Guardian Females:
Church Address:	City:	State:	ZIP Code:
Team Leader:	Total Families:	Married Couples:	Accompanying Relatives:
Day Phone #	# Children under 9 years:	# Males 9 - 13:	# Females 9 - 13:
Cellphone #	# Chaperones 18- 21 years:	# Males 14 -17:	# Females 14 -17:
Arrival Date/Time:	Departure Date:	Departure Time:	

Full Name For Name Tag—Please Print!	Parent's Name	Parental Consent	Home Mailing Address	Age	M / F	Special Needs/ Concerns	Releases		Youth Covenant
	Guardian/Chaperone, If Different from Parent						Liability	Medical	

Please make as many copies as necessary of this form

MISSION TEAM SPECIAL SKILLS & INTERESTS SUMMARY

Team Leader:	Phone:	Email:	
Mission Trip Arrival:	Arrival Time:	Departure Date:	Time:
Church:	City:	State:	Date of Last Visit:

Enter name and check all special skills or preferences to the right below.	DEPOT			RAMP BUILDING			SPECIAL PROJECTS					
Name	Disaster Kits	Sewing Room	Forklift	Power Drill	Basic Carpentry	Power Saw	Construction Contractor	Electrician	Plumber	Mechanic	List	Other

Please make as many copies as necessary of this form. Use back of this page to further detail special skills or interests.

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MEDICAL RELEASE FORM

Name:			DOB:	M or F
Address:			Home Phone: ()	
City:	State:	Zip:	Work Phone: ()	
Email:				

Doctor's Name:		Doctor's Phone ()
Address:		
City:	State:	ZIP:
Current Medication:		
Allergies (Example: Foods? Medications? Bee/Wasp Stings?)		

Medical Insurance Co:		Phone ()	
Insurance Agent:		Policy #	
Address:	City:	State:	ZIP:
<i>Please attach copy of insurance card to this release form.</i>			

Signed: _____

Date: _____

*****Complete only if team member is under age 18*****

Parent or Guardian: _____ **Phone:** _____

Address: _____
Street
City
State
ZIP

I hereby give my permission for _____ to be treated by competent medical personnel as a result of any accident or medical emergency while involved on the UMCOR Sager Brown mission trip.

Signature: _____

Date: _____

Print Name: _____

Relationship to Youth: _____

LIABILITY RELEASE FOR TEAM LEADER

The following statement(s) constitute an understanding of your working relationship as a volunteer with UMCOR Sager Brown. Please read carefully, and sign as appropriate.

I, _____, acknowledge that I am choosing to travel to, be accommodated at, and/or perform volunteer labor for UMCOR Sager Brown of my own freewill; and that I will adhere to the rules, regulations, policies and procedures of this organization, and will ensure compliance by my entire team, to the best of my ability. I understand that travel to and from this location involves a certain amount of risk, which I willingly assume on my own behalf and for the group I represent.

While much of what is done at UMCOR Sager Brown is relatively safe and nonstrenuous, some tasks performed by volunteers may involve physical labor, heavy lifting or other strenuous activity. If, when I or members of my group agree to work on construction or maintenance projects, on-campus or off, I am aware that some activities may take place on ladders and building structures above ground. By agreeing to perform such tasks myself, or allowing members of my group to perform them, I certify that I and, to the best of my knowledge, those participating in this manner are in good health and physically able to perform this type of work.

In the event of minors in my group, I certify that I have the appropriate parental release forms necessary to allow me to act on their behalf and, by my signature of this agreement, certify that those in my care will be bound by these same terms and conditions. I understand that it is my responsibility, and not that of UMCOR Sager Brown, to verify these items are accurate.

I also understand that my group will not be permitted to work or lodge on campus without the required signed parental forms and verified background checks for adult chaperones. Further, I understand that it is my responsibility to ensure that I have ensured the minimum ratio of adult supervisors per number of middle school youth (1:3) and /or high school youth (1:5), plus at least one additional adult at least 25 years of age, besides myself.

In the event that UMCOR Sager Brown provides living accommodations, I understand that the organization is not responsible or liable for my personal effects and property and will not be responsible for the security of any item. I agree to hold UMCOR Sager Brown harmless in the event of theft or loss resulting from any source or cause.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold UMCOR Sager Brown and its parent agencies, as well as its officers, agents, volunteers and employees, from any and all causes of action arising from my participation in its mission and ministries, and travel or lodging associated therewith.

Signature: _____ Date: _____

LIABILITY RELEASE FORM FOR SHORT TERM VOLUNTEER

Make additional copies for each participant as necessary

The following statement(s) constitute an understanding of your working relationship as a volunteer with UMCOR Sager Brown. Please read carefully, and sign as appropriate.

I, _____, acknowledge that I am choosing to travel to, be accommodated at, and/or perform volunteer labor for UMCOR Sager Brown of my own freewill; and that I will adhere to the rules, regulations, policies and procedures of this organization, and will ensure compliance by my entire team, to the best of my ability. I understand that travel to and from this location involves a certain amount of risk, which I willingly assume.

While much of what is done at UMCOR Sager Brown is relatively safe and nonstrenuous, some tasks performed by volunteers may involve physical labor, heavy lifting or other strenuous activity. If, when I or members of my group agree to work on construction or maintenance projects, on-campus or off, I am aware that some activities may take place on ladders and building structures above ground. By agreeing to perform such tasks myself, I certify that I and, to the best of my knowledge, those participating in this manner are in good health and physically able to perform this type of work. I acknowledge that I am engaging in this project at my own risk, and willingly assume all responsibility for any damage and/or injury to myself and my personal property, which I may sustain while involved in this project, as well as any related medical costs or expenses.

In the event that UMCOR Sager Brown provides living accommodations, I understand that the organization is not responsible or liable for my personal effects and property and will not be responsible for the security of any item. I agree to hold UMCOR Sager Brown harmless in the event of theft or loss resulting from any source or cause.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold UMCOR Sager Brown and its parent agencies, as well as its officers, agents, volunteers and employees, from any and all causes of action arising from my participation in its mission and ministries, and travel or lodging associated therewith.

Signature: _____

Date: _____

Printed Name: _____

Phone: _____

LIABILITY RELEASE FORM FOR YOUTH VOLUNTEER UNDER 18 YEARS OLD

Make additional copies for each child participant under 18 years old as necessary

I, _____ am the parent or legal guardian of _____,

born on _____, 20____. I warrant that I possess all the rights, powers and privileges of a parent or legal guardian necessary to execute this document with binding legal effect. As the parent or legal guardian of _____, I certify and affirm that I have been completely

and thoroughly informed that as a child attending _____, my child will participate in certain activities which carry with them a degree of risk and danger. I acknowledge and understand that _____ is the Team Leader and responsible adult for the supervision and safety of my child. I consent to my child's participation in all mission team activities.

I acknowledge and understand that this PARENTAL AUTHORIZATION, CONSENT AND RELEASE has the same force and effect regardless of whether the activities engaged in are free or if a fee is charged. Further, I personally assume, on my child's behalf, all risk in connection with this mission trip for any harm, injury or damages that may befall my child as a result of my child's travel and participation in the activities, whether foreseen or unforeseen, and I still wish to allow my child to proceed with the activities on or off the campus site.

In consideration of my child being allowed to participate in mission team activities, including handling disaster relief supplies, and using handheld tools and certain lawn-maintenance equipment under the supervision of the Team Leader, on behalf of my child, I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless UMCOR Sager Brown, from any and all claims, demands, or causes of action, which are in any way connected with my child's participation in these activities.

I understand that it is my obligation to inform the church of any and all health considerations or medical conditions that would restrict my child's participation in any and all activities while in the care of _____, and/or the assisting adult chaperones _____

and _____. Should the need for medical attention arise, the Team Leader will contact me as soon as practicable under the circumstances.

In cases of emergency, I further consent to the examination or treatment of my child by a physician duly licensed to practice medicine in the United States of America or any health care professional duly licensed to provide health care services in the United States of America for medical care and services deemed necessary by the doctor, its agents, servants and employees. I give permission to the doctor or health care professional to provide any and all medical care they deem, in their professional opinion, to be necessary. I agree to pay for any and all medical expenses incurred as a result of the use of this consent.

I acknowledge by signing this document, that if anyone is hurt or property is damaged during my child's participation in these activities, I may be found by a court of law to have waived my right to maintain a lawsuit against the church, or mission team, on the basis of any claim form which I have released them herein. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions remain in full force and effect. I have fully informed myself to the contents of this PARENTAL AUTHORIZATION, CONSENT AND RELEASE by reading it before I signed it.

Signature Printed Name Date

Contact number in case of an emergency _____

YOUTH TEAM POLICY AND COVENANT FOR VOLUNTEERS UNDER AGE 18

Team Leaders and adult chaperones are responsible for their youth at all times.

We require at least one adult per three middle school youth or one adult per five high school youth at all times, i.e. on work sites, in the dorms, in the gym.

Clothing

We are here to fellowship and work. Clothing should not detract from those purposes. We encourage the use of old clothes and shoes that can get dirt or paint on them. If a youth or adult wears clothing deemed to be inappropriate (revealing tops, shirts, blouses, shorts, pants, skirts or dresses or slogans or words with a non-Christian message), that individual will be asked to change clothes into something more appropriate.

Controlled Substances

Use of any alcohol, tobacco or drugs (except for prescribed medical purposes) will not be tolerated. All prescribed medications brought on campus must be in their original containers. Each team will have a designated adult chaperone to keep possession of and be responsible for the distribution of prescription medications for youth 18 years and younger.

Physical Contact

Physical contact between youth and/or adults on the UMCOR Sager Brown campus or work sites will be limited to holding hands, touching the head or shoulders and/or a side-on hug of the shoulders. Further public displays of affection or acts of bullying or intimidation will not be tolerated. UMCOR Sager Brown has a “safe place” policy and all volunteers must adhere accordingly.

Sleeping/Visiting

Youth are allowed only in their assigned sleeping room. Visiting with others should take place in the lounges, Susanna Wesley room, gym, screened porch or outside.

Quiet Times

To preserve orderly work and fellowship, quiet times of 10 p.m. to 6 a.m. and lights out at 11 p.m. will be strictly enforced. All team members are to be in their assigned sleeping room by 11 p.m.

Youth teams may be sent home at the discretion of the director for violations of the above guidelines.

Youth Team Member’s Covenant

As a participant of a mission team at UMCOR Sager Brown, I, the undersigned, will cooperate with the leaders of my team and UMCOR Sager Brown. I will involve myself with the activities offered. I will not bring any type of weapon(s), or use any alcohol, tobacco or drugs (except for prescribed medical purposes). I will act and speak in a way consistent with Christian values. **I understand that if I do not comply, I will be told to leave the property and/or mission site of Sager Brown.**

Youth Team Member’s Signature: _____ **Date:** _____

I have read the above and agree to abide by UMCOR Sager Brown Youth Team Policy.

Parent’s Signature: _____ **Date:** _____

Team Leader Signature: _____ **Date:** _____

MEDIA AUTHORIZATION AND RELEASE FORM

Make additional copies as necessary

I hereby authorize and agree that the United Methodist Committee on Relief (UMCOR), their partners and affiliates, their legal representatives, successors and assigns, shall have the absolute right to copyright, publish, use, and to make and assign any and all photographs, videos, or written/audio accounts that document my life in newspapers, magazines, other publications, television, motion pictures, Internet, or other media, which will be circulated to the general public for marketing, business, or any other purpose, or to provide access to members of the public media to do the same.

I understand that there is a possibility that I may be identifiable in these photographs, videos, or written/audio accounts, though my name will not be published unless I specifically agree below.

☐ I DO

☐ I DO NOT

Consent to the use of my name with these photographs, videos, or written/audio accounts.

I hereby waive all claims for any compensation for such use or for damages.

I hereby waive any right that I may have to inspect and/or approve the finished product or the copy that may be used in connection therewith or the use to which it may be applied.

I state that I have read the above authorization and release, prior to its execution, and that I am fully familiar with the contents thereof.

Date: _____

Church: _____

Print Name: _____

Signature: _____

Parent's _____

Signature: _____

(If subject is a minor)

BACKGROUND CHECK VERIFICATION

UMCOR SAGER BROWN MISSION TRIP

Mail to: P.O. Box 850, Baldwin, LA, 70514

Church Name: _____

Date of Trip: _____

Team Leader: _____

I certify that the church has used the services of _____
for background checks for the following team members prior to arriving on the UMCOR Sager Brown
campus. Furthermore, I verify that all listed individuals have been screened within three (3) years of the
visit on _____ and include a minimum of these four components:

SSN Verification & Address History Trace
National Criminal Database Search
National Sex Offender Registry Search
2 County Search (for most recent addresses)

Original reports and/or copies of the reports will not be provided to UMCOR Sager Brown in order to maintain team members' confidentiality.

List each team member's name and the date their background check was completed:

Name:	Date:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Printed Name: _____ Phone Number: _____

Signed: _____ Date: _____

On Behalf of (Church): _____

Signature of Senior Pastor: _____