

# Know Before You Go

1479 South 700 West Salt Lake City, UT 84104



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## Introduction

Dear Friend of UMCOR Depot West:

Thank you for your interest in UMCOR Depot West as you plan your next mission experience. In the tradition of The United Methodist Church, please know that we are committed to collaborating with others in times of distress and great need.

UMCOR Depot West is a 22,000-square-foot warehouse that stores disaster relief supplies sent globally during times of disaster and crisis. Volunteers at UMCOR Depot West are vital to the success of this ministry. Here at the depot, individuals and groups gather, assemble, package and store relief-supply kits for future use. In addition, volunteers have the opportunity to participate in other service projects in the Salt Lake Valley area. UMCOR Depot West offers opportunities to serve as short-term mission teams as well as weekend opportunities for local volunteers/groups. We are eager to count you among the many who have made a difference in the lives of countless people in need.

UMCOR Depot West is committed to providing a healthy and safe environment in which to serve God. Our warehouse is a drug- and smoke-free facility that abides by The United Methodist Church's Safe Sanctuary policies. Again, thank you for your consideration of our warehouse as a location of service.

Grace and Peace,  
The Rev. E. Brian Diggs,  
UMCOR Depot West Associate Director

## Leadership Responsibilities

UMCOR Depot West welcomes teams of all ages, backgrounds and sizes. We serve ecumenical intergenerational groups, youth fellowships, college students, adult groups, and church, district and conference teams.

Due to the nature of the work at UMCOR Depot West, one adult (at least 21 years old) must accompany every three junior high/middle school youth (12-15 years old). The ratio for senior high youth is one adult for every five youth (ages 16-18).

Youth groups should be limited to 25 members. Adults must supervise youth teams at all times. In family groups, it is the parents' responsibility to provide supervision of children and youth. Team leaders are responsible for any disciplinary action needed.

## Costs

UMCOR Depot West offers short-term (one week) mission experiences, as well as day-volunteer opportunities for local volunteers.

For short-term (more than one day) volunteers, a nonrefundable, nontransferable processing fee of \$25 is required for each volunteer to secure the initial reservation. Until the processing fee is received, the team has no guarantee of securing their desired date. A reservation without the processing fee is considered "penciled in" and is subject to cancellation should another team with their fee desire the same date.

For day-volunteers, a \$5 donation is requested.

Important Note: The processing fee is a stand-alone charge and does not represent fees for lodging and meals. The group leader is responsible for securing all food, transportation and lodging. The processing fee must be paid within four weeks from the time of making the initial reservation; failure to do so will result in cancellation of that reservation.

## Billing Process

The team leader is responsible for all billing issues for the team members. Once the team leader and the UMCOR West Volunteer Coordinator agree on a date and the team count, the leader must send UMCOR West Office and Depot the total processing fee within four weeks to secure the desired dates.

The team leader will pay the team's account with one payment; payments from individual team members will not be accepted.

Checks should be made out to UMCOR West Office and Depot; send to 1479 South 700 West, Salt Lake City, UT 84104.

## Processing Fee

\$25 per person for the processing fee.

## Food Services

No food service is provided on site at UMCOR West. Several local restaurants and fast-food chains are located nearby. Volunteers may also pack their own lunches and snacks. Refrigeration space, microwaves and a toaster oven are available for use on site.

**Please see the attached list of dining and housing options for more information.**

## Lodging Facilities

On-site lodging is not available at UMCOR West. Several low-cost housing options, including churches, campgrounds and lower-cost hotels, are within an easy drive of UMCOR West. Volunteer groups are encouraged to make housing arrangements as early as possible to ensure enough space for the whole group.

**Please see the attached list of dining and housing options for more information.**

## Donations

Resources are limited at UMCOR Depot West. Monetary donations for project materials are suggested (donation of \$50 per volunteer is recommended) and/or kit resources (5-10 kits per volunteer) for processing in the depot.

Donated kits and kit components are the lifeblood of UMCOR West. Additional kit donations from individuals, churches or conferences are always of great value to UMCOR Depot West.

## Mission Trip Overview

The mission experience at UMCOR Depot West varies with each group. We work hard to ensure that the experience of each group is unique and rewarding.

The workweek is Monday through Friday, 8 a.m.-4:30 p.m. The mission experience begins with Monday-morning orientation, which overviews the work of the United Methodist Committee on Relief in general and UMCOR West more specifically. It is suggested that a half day be spent working off site at another area humanitarian agency to be determined by UMCOR Depot West staff. The second half of that day is generally spent sightseeing.

Schedules are flexible. Volunteers may assemble kits in the depot, clean the volunteer space or work in the community with various service projects. On the final workday, volunteers will gather for a time of reflection and worship. Chapel services are planned by both the UMCOR staff and the volunteers. We welcome those with special talents and gifts to contribute to the closing worship service.

## UMCOR Depot West Dress Code

Discretion in clothing should be used while working at UMCOR Depot West. Shirts should be worn at all times. Walking shorts or shorts of similar length and T-shirts will be acceptable attire.

**Halter tops and sports bras worn as an outer garment, spandex clothing or sheer tops showing undergarments, along with clothing expressing alcohol/beer slogans, obscenities or offensive language are not acceptable.**

## Background Checks

As of April 1, 2016, in an effort to provide a “safe space” for all volunteers on the UMCOR Depot West campus, as well as acting in accordance with Safe Sanctuary Policy, all volunteers age 18 and older are required to submit a recent (less than one year) screening background check. Background checks will remain on file and valid for three years.

Those needing assistance with securing their background check may seek assistance through your church or your UMCOR Jurisdictional Coordinator. Also, consider your local law enforcement office as well as internet providers like **protectmyministry.com** and **checkpeople.com**.

We at UMCOR Depot West seek to provide an experience that is both spiritually transformative and safe. If you have any questions or concerns, please contact UMCOR Depot West staff.

## Required Application Forms

### Team Application

This form is completed by the team leader and, along with the team processing fee, is the first form submitted to UMCOR Depot West by the team leader. It provides UMCOR Depot West 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 reservation or reservations will be cancelled.**

## Team Roster

This form is completed by the team leader and 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 to insure accuracy for our records. Special needs and concerns should include any individual volunteer's health conditions.

## Mission Team Special Skills Summary

This form is completed by the team leader and is designed to provide UMCOR Depot West with a list of specific team members who possess special skills or talents that could be utilized for our various special and ongoing needs. Be sure to include both work-related skills and training (construction, electrical, etc.) and talents that will be useful in planning worship.

## Volunteer Medical Release

This form is completed by **each team member**. **Volunteers under 19 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 their ability to participate in work at UMCOR Depot West, be sure the problem is listed on the VOLUNTEER MEDICAL RELEASE FORM and the TEAM ROSTER FORM and **CALL** the Volunteer Program Manager to discuss the volunteer's limitations. **We DO NOT have medical personnel on staff at UMCOR Depot West.**

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

## Liability Release for Team Leader

This form is completed by the team leader and constitutes an understanding of the working relationship as a volunteer and team leader with UMCOR Depot West. It sets out particular responsibilities assumed by the team leader and holds UMCOR Depot West harmless from any liabilities concerned with the mission trip.

## Liability Release for Short-Term Volunteer

This form is completed by each team member and constitutes an understanding of your working relationship as a short-term volunteer with UMCOR Depot West. It sets out particular responsibilities assumed by the short-term volunteer and holds UMCOR Depot West harmless from any liabilities concerned with the mission trip.

## Youth Team Policy and Covenant

**This form is only for team members under the age of 18.** Each youth under the age of 18 and their 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** 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.**

## Optional UMVIM Accident Insurance

If you are interested in obtaining UMVIM Accident Insurance, please go to any of the following jurisdictional office websites:

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

North Central: <https://umvimnci.org/forms/insurance/>

Northeastern: <http://umvimnej.org/mission-insurance/>

Southeastern: [http://umvim.org/send\\_a\\_team/insurance\\_faq.html](http://umvim.org/send_a_team/insurance_faq.html)

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

Each of the above offices is able to serve you with the appropriate insurance regardless of the area in which you are located.

## Time Schedule for Planning a Mission Trip

### Making a Reservation

Once you decide to volunteer at UMCOR Depot West, determine your team size and select several desired dates for the trip, as not all dates may be available.

Contact the UMCOR Depot West Associate Depot Director, the Rev. Brian Diggs, at 801-973-7250, or [bdiggs@umcor.org](mailto:bdiggs@umcor.org), to discuss team size and timing. Decide on a date and request the reservation be “penciled in.” The reservation will not be confirmed until the processing fee is received.

Once the reservation is “penciled in,” immediately mail in the PROCESSING FEE of \$25 per team member and the TEAM APPLICATION FORM\*, thus eliminating the risk of losing your nonconfirmed reservation to another team.

The processing fee **must be received within four weeks** of making the “penciled in reservation” or your “penciled in” reservation may be cancelled. \*This form is available online at [www.umcor.org](http://www.umcor.org).

### Eight Weeks Before Arrival Date

The team leader will mail all team paperwork.

**Required Paperwork:** (These forms are available at [www.umcor.org](http://www.umcor.org))

Mission Team Roster (1)

Medical Release (# team volunteers)

Liability Release for Team Leader (1)

Liability Release for Short-Term Volunteers (# team members)

Youth Team Covenant (# youth team members)

Background Check (# team members age 18 or older)

## Lodging and Dining Information

### Lodging Suggestions in Salt Lake City

Christ United Methodist Church  
2375 East 3300 South  
Salt Lake City, UT 84109  
801-486-5473  
(Office Hours: Tuesday-Friday, 9 a.m.-5 p.m.)

Hilltop United Methodist Church  
[hilltopumc@aol.com](mailto:hilltopumc@aol.com)  
985 East 10600 South  
Sandy, UT 84094  
801-571-5777

Episcopal Church Center (Episcopal Diocese of Utah)  
<http://www.eccuevents.org/>  
75 South 200 East  
Salt Lake City, UT 84104  
801-322-4131

### **Dining Suggestions Close to UMCOR West**

Fast-Food Restaurants:

- Sonic
- Subway
- McDonald's
- Various pizza restaurants

Several other restaurants are within close-driving distance from UMCOR West. For an authentic Mexican flare, **Victor's Tires and Mexican Restaurant** is located across the street from the depot. You may also **bring your lunch** to the depot if you prefer. A conference room is available for your dining needs.

### TEAM APPLICATION

Leader's Name: \_\_\_\_\_

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 (these are to be arranged by the group leader). Reservations cannot be confirmed, and space cannot be held unless processing fees are received at the time of the application.

**TEAM SIZE:** \_\_\_\_\_ (TOTAL NUMBER OF VOLUNTEERS INCLUDING LEADERS)  
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 Depot West in determining 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 VOLUNTEERS:**  
**Adults:** (19 years and older) \_\_\_\_\_ (Total Number) Male: \_\_\_\_\_ Female: \_\_\_\_\_

**Youth:** Senior High: \_\_\_\_\_ (Total Number) Male: \_\_\_\_\_ Female: \_\_\_\_\_

One adult must accompany every five senior high youth ages 15-18.\*

Junior High: \_\_\_\_\_ (Total Number) Male: \_\_\_\_\_ Female: \_\_\_\_\_





**MISSION TEAM SPECIAL SKILLS SUMMARY**

<b>Team Leader:</b>		<b>Phone:</b>	
<b>Mission Trip Dates:</b>	<b>Arrive:</b>		<b>Depart:</b>

Many diverse volunteer job assignments are available at UMCOR Depot West. These opportunities require various levels of skills. Many job assignments require no special skills – just a willingness to serve God as led. These includes assembling kits, maintaining grounds, housekeeping, depot labor, painting and helping skilled positions as directed.

Other work assignments requiring special skills make up the rest of our needs.

<b>Please List Special Skills ...</b>	
If your team members have special skills to share (Examples: licensed forklift operators, licensed plumbers, licensed electricians, experienced carpenters, job estimator, knowledge of Microsoft Office applications, teaching experience, and artistic and or musical talent)	
<b>Volunteer Name:</b>	<b>Skill or Talent:</b>

**If You Have Questions**  
 Please call the Depot at 801-973-7250.

**MEDICAL RELEASE FORM**

<b>Name:</b>			<b>Age:</b>	<b>M or F</b>
<b>Address:</b>			<b>Home Phone: ( )</b>	
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>	<b>Work Phone: ( )</b>	
<b>Email:</b>				

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

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

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Complete this part 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 Depot West 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 Depot West. Please read carefully and sign as appropriate.

I, \_\_\_\_\_, acknowledge that I am choosing to travel to supervise and/or perform volunteer labor for UMCOR Depot West of my own free will; 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 Depot West 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 am, 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 Depot West, to verify these items are accurate.

I understand that UMCOR Depot West 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 Depot West 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 Depot West, 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 Depot West. Please read carefully and sign as appropriate.

I, \_\_\_\_\_, acknowledge that I am choosing to travel to and/or perform volunteer labor for UMCOR Depot West of my own free will; 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 Depot West 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 am, 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.

I understand that UMCOR Depot West 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 Depot West 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 Depot West, 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:** \_\_\_\_\_

**\*Parent or Guardian:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*\*Parent/guardian's signature is required on this form if participant is under 19 years of age.*

## **YOUTH TEAM POLICY AND COVENANT FOR VOLUNTEERS UNDER AGE 18**

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

There must be at least one adult per three middle school youth or one adult per five high school youth at all times, i.e. on worksites, in the volunteer space, off site, etc.

**Clothing**

We are here to fellowship and work. Clothing should not detract from those purposes. We encourage the use of clothing that can be soiled while working. If a youth or an 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), they will be asked to change clothes into something more appropriate.

**Controlled Substances**

Use of any alcohol, tobacco or drugs (except for prescribed medical purposes) is prohibited. All prescribed medications brought on campus must be in their original containers. A designated adult chaperone on each team will 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 Depot West campus or worksites 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 Depot West has a Safe Sanctuary Policy, and all volunteers will receive training.

**Sleeping, Visiting and Quiet Times**

Youth Leaders will be responsible for determining sleeping and visiting rules and quiet times at the lodging site.

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

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**Youth Team Member's Covenant**

As a participant of a mission team at UMCOR Depot West, I, the undersigned, will cooperate with the leaders of my team and UMCOR Depot West. 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.

**Youth Team Member's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read the above and agree to abide by UMCOR Depot West Youth Team Policy.

**Team Leader Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BACKGROUND CHECK  
UMCOR Depot West MISSION TRIP  
Mail to: 1479 South 700 West, Salt Lake City, UT 84104**

**Church Name:** \_\_\_\_\_

**Date of Trip:** \_\_\_\_\_

**Team Leader:** \_\_\_\_\_

As the team leader, I certify that my team members have passed a background check through \_\_\_\_\_ prior to arriving on the UMCOR Depot West campus. The background checks have been run within three years of the visit and include a minimum of these four components:

<b>Social Security Number Verification and Address History Trace</b>
<b>National Criminal Database Search</b>
<b>National Sex Offender Registry Search</b>
<b>Two-County Search (for most recent addresses)</b>

Original reports and/or copies of the reports will not be provided to UMCOR Depot West 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:** \_\_\_\_\_