

**Presbytery of Detroit — Disaster Relief Mission 14
New Orleans, LA March 24- April 1, 2012**

HOW TO BOOK YOUR TRIP

- Contact Us:** Ask questions and check availability with trip coordinator Julie Smith at (248) 821-8216, or mfan81@yahoo.com.
- Cost:** **\$205 per person** which includes **Project Homecoming** fees, in camp meals and in transit lodging. The application and \$205 fee are **due Friday, February 12, 2012** and the **fee is non-refundable thereafter**.
- Application:** Mail completed application with a check payable to the **Presbytery of Detroit** for the full payment of \$205 to: **Katrina 14 Trip, c/o Julie Smith, 99 Wayne St., Pontiac, MI 48342** (mfan81@yahoo.com, 248-821-8216). You will receive an email confirmation of your registration when the application and check are received.
- Travel:** Participants will carpool in personal vehicles from the Detroit area & are responsible for fuel and in-route meal expenses.

Name: Last _____ First _____ Preferred/Nick _____

Address _____

City/State/Zip _____ Gender _____

E-Mail Address (Important): _____ Birthdate _____

Phone: Home _____ Cell _____

I allow my photograph & name to be used on our website to chronicle our mission trip.
YES is assumed unless you check **NO**

TRAVEL & HOTEL ARRANGEMENTS

Are you driving: YES or NO ? If yes, make and model of your vehicle: _____

How many people can you take (including yourself) with luggage? _____

I need motel reservations on the drive South to LA (Check: YES or NO) North to MI (Check: YES or NO)

Rooms are double occupancy. Name your preference for a roommate: _____

SKILLS ASSESSMENT

Show skill level using these numbers in boxes below: X=Cannot do; 1=Willing helper (no experience); 2=Do-it-yourselfer (Has done this task before OR is generally handy and knows how to do it in theory); 3=Extensive Handyperson; 4=Worked Trade Previously; 5-Work Trade Currently; 6=Licensed

Can Lead work crew, Y / N	Age	General Contractor	Foundation	Framing Carpentry	Electrical	Plumbing	HVAC	Insulation	Drywall Hanging	Drywall Finishing	Finishing Carpentry	Siding	Window Installation	Comfort with heights	Can lift heavy objects	Comfortable in tight spaces	Door Installation	Kitchen Cabinets	Masonry/ Tile, Brick, Plaster	Priming/Painting	Flooring	Roofing	Landscaping/Lawn	Pastor, <u>YES</u> or <u>NO</u>

I am comfortable on a (check all that apply): Ladder , Roof , Raised Deck

Other skills and abilities: _____

Any work limitations (things you must avoid)?: _____

SUPPLEMENTAL INFORMATION

PURPOSE: The purpose of this form is to alert the Trip Leader and medical providers to any condition that might assist in meal and work planning as well as in your care in an emergency medical situation. All information on this form will be kept confidential and the form will be kept on file at the Presbytery offices at the conclusion of the trip.

Participant name: _____ **DOB** _____

Church /Organization Name _____ **Phone** _____

Church /Organization Address _____

Please describe any **dietary restrictions** _____

Do you have any **physical conditions** that could be a health/safety factor at any time during this trip?

(Check) NO or YES

If yes, please describe: _____

- Participants are expected to be available for jobsite work, as well as morning and evening camp chores, as a member of an assigned team from Sunday evening through Friday mid-afternoon. Persons wishing to visit people or places from past trips are asked to plan their personal schedule around their camp and jobsite duties. Typically, folks will head into downtown New Orleans to sightsee and have dinner late Friday afternoon and evening. Additional free time in the Gulf area is best facilitated by traveling a day (or days) earlier or later than the main group.
- The standard registration fee includes the cost of lodging (one night down and one night back) when traveling with the main group and is based on double occupancy in the motel rooms where practical. Persons who plan on other accommodations are responsible for paying any added lodging expenses. The discounted group room rate might be available if traveling a night or two removed from the group.
- Sleeping quarters while at the camp in New Orleans is dormitory style, with up to 15 persons per large room. The use of earplugs while sleeping is often desirable. Persons who are unable to sleep under these conditions may choose to sleep in their vehicle in the parking lot; however the challenge of nightly removing the personal tools and effects of others who ride in the vehicle to a jobsite is significant. It is best if a person desiring such night time accommodations bring their own vehicle on the trip.
- Carpooling for the trip down and back is encouraged to reduce fuel expenses, to avoid driver fatigue, and to increase fellowship. When choosing travel partners, departure and return dates as well as enroute dining preferences should be agreeable to all those traveling in the same vehicle.

APPLICANTS MUST BE AT LEAST 16 YEARS OLD BY DEPARTURE DATE

A parent or guardian must accompany participants less than 18 years old.

Participant Signature _____ **Date** _____

Parent Signature, if minor _____ **Date** _____

**The next four pages are a separate form required by Project Homecoming.
The Project Homecoming and Olive Tree Rules and Expectations document is at the end of that form.
The Safety Packet is a separate attachment.**

INDIVIDUAL REGISTRATION FORM (1 of 2)

_____		_____		_____	
First Name		Last Name		Preferred Name	
_____			_____	_____	_____
Address			City	State	Zip
_____	<u>M / F</u>	_____		_____	
DOB	Gender	Email Address		Phone	

Organization Information (which congregation, group, or organization are you traveling with?)

Name Hands-On Mission Work Group, Presbytery of Detroit

Where are you staying: Olive Tree

Arrival Date: Sunday, March 25, 2012 Departure Date: Saturday, March 31, 2012

Have you worked Project Homecoming/Olive Tree/New Orleans/PDA in the past? Yes No
If yes, when and where?

**Presbytery of South Louisiana/Project Homecoming
Agreements Form**

Please sign below once you have read the following two documents:

- **Safety Packet**
- **Rules and Expectations**

By signing this document I indicate that I have read the Safety Packet and the Rules and Expectations. I agree to abide by the safety standards and the rules and expectations that are outlined in these documents. I understand that the Presbytery of South Louisiana/Project Homecoming reserves the right to terminate the participation of any individual or entire group that does not honor the expectations outlined in these documents.

Signed _____ Date _____

EMERGENCY MEDICAL INFORMATION (2 of 2)

(Information on this form will only be used in the event that medical treatment is needed)

The village staff should receive a copy of this and one should stay with the volunteer

Medications that you are currently taking (over the counter and prescribed)

Medications that you **CAN NOT** take

Any allergies and/or special health concerns

Medical Insurance Information:

Company Name Policy Number Phone Number

Address City State Zip

Policy Holder Name Relationship to Policy Holder Policy Holder's ID Number

In Case of Emergency, Contact:

Name Relationship Yes / No
Are they also on this trip?

Address City State Zip

Day Phone Evening Phone Cell Phone

Name Relationship Yes / No
Are they also on this trip?

Address City State Zip

Day Phone Evening Phone Cell Phone

Physician's Name Phone Number

**** BRING YOUR MEDICAL INSURANCE CARD WITH YOU ****

**Project Homecoming/Presbytery of South Louisiana
3700 Gentilly Blvd • New Orleans, LA 70122 • (504) 942-0444
Olive Tree Volunteer Village
4523 Read Blvd • New Orleans, LA 70127**

PARTICIPANT ACTIVITIES, HOLD HARMLESS & RELEASE

Please read before signing, as this agreement constitutes the understanding of your relationship as a volunteer with the Presbytery of South Louisiana through its ministry known as Project Homecoming.

I, _____, acknowledge and state the following:

I have chosen to perform volunteer work with the Presbytery of South Louisiana through its ministry known as Project Homecoming. I understand that this work entails a risk of physical injury and often involves hard physical labor, heavy lifting, and other strenuous activity; and that activities may take place on ladders and involve building framing and other activities on other than ground level. I certify that I am in good health and physically able to perform this type of work.

I understand that I am engaging in this project at my own risk. I understand that this is a “grass roots” activity to support individuals and communities adversely affected by hurricane/flood disaster. I assume all risk and responsibility for any damage or injury to my property and/or any personal injury which I may sustain while involved in this project, and any related medical costs and expenses.

In the event that the Presbytery of South Louisiana, through its ministry of Project Homecoming, arranges accommodations, I understand that the Presbytery of South Louisiana and Project Homecoming are not responsible or liable for my personal effects and property and that they do not provide lock up or security for any items. I will hold the Presbytery of South Louisiana, its ministry of Project Homecoming, and all of its officers, agents, servants, and employees harmless in the event of theft or for loss resulting from any source or cause. I further understand that I am to abide by any and all rules and regulations which are in effect for the accommodations and worksite.

By my signature for myself, my estate, and my heirs, I hereby release, discharge, indemnify and forever hold the Presbytery of South Louisiana and its ministry of Project Homecoming, together with its officers, agents, servants, and employees, harmless from any and all causes or action arising from my participation in this project and travel or lodging associated therewith, including any damages which may be caused by the negligence of the Presbytery of South Louisiana and its ministry of Project Homecoming, its officers, agents, servants, and/or employees.

I understand that by signing this release, I am giving up my right to sue the Presbytery of South Louisiana and Project Homecoming, and/or its officers, agents, servants, and employees for any damage or injury to my property and/or any personal injury which I may sustain while involved in this project, and any related medical costs and expenses, even if caused by the negligence of the Presbytery of South Louisiana and/or its ministry of Project Homecoming and/or its officers, agents, servants, and employees.

Signature Date

Parent/Legal Guardian Signature (if participant is under 18) Date Relationship: (circle one) Parent or Guardian

This notarization only needs to be completed if volunteer is under the age of 18

_____, on behalf of _____, appeared
Name of parent/guardian of minor participant Name of participant under 18

before me _____, a Notary Public of _____ in the State of
(Notary's Name) (County/Parish name)

_____, the person whose signature appears above and with whom I am
(State)

personally acquainted, and acknowledge that he/she executed the within instrument for the

purposes therein contained. Witness my hand and official seal this _____ day of _____, 201____.

(Notary Public) My commission expires: _____

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Project Homecoming and Olive Tree **Rules and Expectations**

The Presbytery of South Louisiana has established these rules for volunteers working with Project Homecoming and staying at the Olive Tree Volunteer Village.

- ❑ Drug and alcohol use is prohibited both at the Olive Tree village and at worksites.
- ❑ Firearms are prohibited both at the village and at the worksite.
- ❑ Volunteer groups on each work site must have their own vehicle, First Aid kit, and cell phone. Please communicate with the volunteer coordinator if this is not possible.
- ❑ All volunteers must follow all safety rules as outlined in the safety packet and given through staff instruction.
- ❑ Do not promise or perform any work on homes outside the scope of assigned work without first talking to a staff member.
- ❑ When working in people's homes and communities, be sensitive to their concerns and privacy. Respect the confidentiality of those with whom you are working.
- ❑ Ask permission before taking photos.
- ❑ Please do not take any mementos from work sites without permission.
- ❑ Wear proper attire at the worksite and at the village
 - Proper attire at the worksite includes:
 - Sturdy work boots
 - Long pants when working around a lot of debris
 - Hard hats when working around any overhead hazards, while on the job site.
 - All other safety equipment required by the safety manual.
 - Proper attire at the village and in the community:
 - If you wouldn't wear it around your pastor/preacher/priest/grandmother, don't wear it around here.
- ❑ No pets are permitted at the village or on the job site.
- ❑ Remember that you are a representative of Project Homecoming and the Presbytery of South Louisiana as well as your own organization while in the community. Please act accordingly with appropriated manners and sensitivity

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- ❑ Use stewardship with tools and materials (measure twice, cut once).
- ❑ The Presbytery of South Louisiana and its ministry of Project Homecoming does not tolerate abuse or harassment of any kind. Sexual, verbal or physical abuse will be grounds for immediate dismissal/removal from the village and/or worksite.
- ❑ Please respect the privacy of our volunteers; females please stay out of male sleeping quarters and males please stay out of female sleeping quarters.
- ❑ As part of our daily operations, each worksite team will be assigned daily chores. It is expected that every person on the team contribute to the completion of the team's chores.
- ❑ You will be asked to clean up after yourselves. We also ask that you be considerate of the village environment and expectations.
 - Common Room: We have a common room and it is not to be used for sleeping. Pick up after yourself. Put personal items back in your sleeping area. Take dishes to the dishwasher or wash them by hand. Do not leave dishes in the sink.
 - Kitchen: Dispose of food leftovers before you leave. Any mess you make in the kitchen/dining room must be cleaned immediately. This includes wiping down stove/microwave, etc. Do not leave dishes in the sink!
- ❑ Laundry: Ask village managers before using.
- ❑ Bathrooms: Do not leave personal items in the showers or public areas. Wipe down the sinks and mirrors. Do not leave towels or clothes in the shower and bathroom area.
- ❑ Report any and all injuries to village staff and worksite staff. You must complete an injury report as soon as possible following an accident and submit it to the village staff or worksite staff.
- ❑ Remember that we are not just working on a house or community project, we are working to restore hope for the people of New Orleans. Take time to build relationships and to get to know the family or neighbors with whom you are working.
- ❑ Project Homecoming staff will close and lock the gates of Olive Tree at 10pm each evening, which signifies the end of the day. Lights out is at 10pm. However, if you'd like to stay up past that time, we ask that you do so in the TV lounge area and be quiet when returning to your room.
- ❑ Project Homecoming will provide basic safety equipment. It is each team's responsibility to ensure that every member of the team uses the equipment provided. You must immediately report to your worksite manager any problems with equipment that does not fit correctly or is not usable.
- ❑ Check-in and check-out
 - Check-in: Sunday afternoon between 1 and 5pm, unless otherwise arranged
 - Check-out: Any time before Noon on Saturday, unless otherwise arranged

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