

St. Mark's Episcopal Church

"Glorify God, Emulate Christ, Spread the Good News"



Dear Volunteer:

We would like to thank you for your interest in coming to Springfield, MA to be a part of the rebuilding efforts from the tornado on June 1st. So far there have been over 167 projects completed by the Springfield Christian Ministries Tornado Relief Organization with whom we are partnering in this rebuild. Over 193 other projects have yet to be complete... Whatever your skill level, we can assure you that you will be busy.

The projects we will be involved in are not designed for children under the age of 16. We hope to design another project later which will include those younger than 16. I hope that in this letter I can address some of your concerns as you are prepare to come to the area, either as an individual or as a team.

The weekend will begin with supper Friday evening at 6:30 PM on 9/2/11 at St. Mark's in East Longmeadow and will conclude with a noon day meal and celebration at Christ Church Cathedral in Springfield on Monday. Following supper on Friday evening there will be mandatory training for all participants and our expectation is that **all** volunteers for the project will be with us for the Friday meal and training.

There are two basic options for volunteers: a **residential option** (housing provided at St. Mark's along with **all meals and participation on all days**) and a commuter option (no housing provided, volunteer attends Friday dinner and training, lunch is provided at work site, volunteer arrives at St. Mark's for morning prayer and the work day). This second option provides some flexibility for people who are not able to commit to the entire weekend event.

Housing for residential volunteers will be at St. Mark's Church which is fully air conditioned. We have several area Episcopal churches involved in this endeavor. *There may be some private accommodations available, let us know if you need private accommodations.* Cots will be provided for sleeping arrangements. Please bring an air mattress if you have one. You will have to travel to another facility to take a shower. Transportation will be provided.

Tools to bring will be basic hand tools for construction and a list is enclosed in this packet. There will be some tools available through the Springfield Christian Ministries or other organizations that will be also working in the area. Every effort will be made to have the special tools required to do specialized tasks. If you have any tools you can bring please list them on the application.

If this is your first mission trip you are bound to be anxious and that is normal. The homeowners that you may be working with have experienced a very emotional event in their lives and the volunteers do much to bring healing to their lives. And you will find yourself going home with a different meaning to life.

Personal items you should bring include items such as pillow, sheets, towels, and the like. Be sure to pack flexible work clothing which is appropriate for both warmer and cooler weather. Also, be sure to bring a Bible and a journal. The noonday meal will be a packed lunch that will be delivered and can be eaten at the job site. All meals will be prepared for you. If you have specific dietary needs please indicate them on the registration form. Coolers will be provided, but you may also bring your own. Details will be

discussed with you by phone/email as your schedule and your sleeping arrangements are made. But the most important thing to bring with you and your group will be flexibility and patience. We have encouraged the local churches to help us welcome our volunteers.

Our response team will be working in Springfield which received the majority of the damage from the tornado to the poorest of people and we are early in the planning stages so there are still many tasks being set up for the volunteers. At this point we do not know exactly what projects will be assigned to us. We need completed registration forms returned by 8/22 so we know what our volunteer numbers will be. Thank-you for your interest in a mission with the Episcopal Diocese of Western Massachusetts. Volunteers are Jesus' hands, feet and face in the time of need and a true blessing and miracle to the homeowners who have suffered loss from the tornado.

God's Blessings,

*Linda Taupier
3 St. Joseph Drive
E. Longmeadow, MA 01028
(413)525-4679
(413) 525-6342 (church fax)*

Please mail the completed forms to me at the above address by 8/22/11

*1 Porter Road, East Longmeadow, MA 01028-1348
Tel. (413) 525-6341
www.stmarksma.org
office@stmarksma.org*

CHECK LIST OF ENCLOSED DOCUMENTS

Cover letter to volunteer

Individual Volunteer Application and statement of residential or commuter status (to be filled out by all participants)

Participant Liability Release Form (to be filled out by all participants over 18)

Parental Release Form (to be filled out by all participants under 18)

Tool List

Please feel free to make copies of forms to be filled out by participants and we ask that you print all information on the forms other than the signatures.

INDIVIDUAL VOLUNTEER APPLICATION

Name: _____ Date: _____

Address: _____ Age: _____ (Must be 16 yrs old)

City: _____ State: _____ Zip: _____

Telephone #: _____ Work #: _____ Cell #: _____

E-mail address: _____ May we contact you at work? Yes No

Residential (we provide housing for you, along with all meals and you participate in all three work days): Y/N

Commuter (attend Friday meal and training, you commute to and from St. Mark's, we provide lunch on the days you are present): Y/N

For Commuters: What days will you be working on the rebuild? Saturday Sunday Monday

As a reminder all MUST attend the Friday meal and training.

SUMMARY OF CONSTRUCTION SKILLS

To use your time and talents to the greatest benefit while you are volunteering, please indicate which of the following skills you have and also the level of skill you have using the following chart:

Levels:

0 = I am unable to do or am not interested in this skill

1 = I don't know how but am willing to learn/try

2 = I have done it before but still need help to do

3 = I can do a good job by myself

4 = I can do a good job and can guide/teach

- ___ Concrete-forming/pouring/finishing
- ___ Masonry-block/brick
- ___ Floor coverings (carpet, linoleum, vinyl)
- ___ Heating/cooling HVAC
- ___ Rough carpentry-framing and repairs
- ___ Finish carpentry-doors, install cabinets, trim etc
- ___ Hanging drywall (sheetrock)
- ___ Equipment operator-specify _____
- ___ Other-specify _____

- ___ Finishing drywall (tape/float)
- ___ Siding-vinyl, aluminum, wood
- ___ Painting
- ___ Plumbing
- ___ General handyman
- ___ Electrical
- ___ Roofing

PERSONAL INFORMATION REQUIRED

Dietary restrictions _____

List any allergies _____

Any special needs _____

Emergency contact name _____ Relationship _____

Best Telephone # to reach in case of emergency _____

Physician Name: _____ Telephone #: _____

Date of last Tetanus shot _____

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PARENTAL RELEASE FORM (FOR VOLUNTEERS 16 & 17 Years of Age)

Name of volunteer: _____

I hereby give permission for my child to serve in repair/rebuilding or clean-up of homes with the **Episcopal Diocese of Western Mass.** In the event of an emergency during the duration of the trip, I hereby give consent to a licensed physician to hospitalize, secure proper treatment, anesthesia and or surgery for my child named above.

I understand that I am responsible for his/her own medical insurance and will not hold the **Episcopal Diocese of Western Mass.** liable for any injury or damage to my child while engaged in the disaster response project.

Parent/Guardian Name: _____

Home Telephone: _____ Cell Telephone: _____

Your relationship to participant: _____

Insurance company name: _____ ID # _____

Does your child have any physical limitation that might affect his/her work? _____

List any allergies/medications: _____

Date of last tetanus shot: _____

Special needs if any: _____

Parent/Guardian Signature: _____

Volunteer's Signature: _____

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PARTICIPANT LIABILITY RELEASE FORM

(Please read before signing, as this constitutes the agreement as a volunteer and the understanding of your working relationship with the *Episcopal Diocese of Western Mass. And other churches involved in this project such as St. Mark's E. Longmeadow; St. Andrews Longmeadow*)

I, _____, acknowledge and state the following; I have chosen to travel to the work site to perform cleanup/construction work in disaster response.

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 some activities may take place on ladders and building framing 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 adversely affected by the disaster. I assume all risk and responsibility for any damage or injury to my property or any personal injury, which I may sustain while involved in this project.

In the event that the **Episcopal Diocese of Western Mass.** or *other Episcopal churches*, arranges accommodations, I understand that they are not responsible nor liable for my personal effects and property and that they will not provide lock up or security for any items. I will hold them harmless in the event of theft resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations may be in effect for the accommodations at the time.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold the **Episcopal Diocese of Western Mass.** together with their officers, agents, servants, and employees, *other churches involved in this project* harmless from any and all causes of action arising from my participation in this project, and travel or lodging associated therewith, including any damages which may be caused by their own negligence.

Duplicate: Date of last Tetanus: _____

Signature: _____ Date: _____

Address: _____

Duplicate: Person to contact in case of emergency: _____

Telephone or means of contacting them: _____

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TOOL LIST

Every one should have:

Utility knife
Hammer
Tape measure
Philips screwdriver
Straight screwdriver
Any equipment specific
To your specialty
Safety Glasses

Helpful for team:

Do you have any of this equipment?

Circular saw
Framing square
T-square
Electric drill
Battery drill
Caulk line
Reciprocating saw
Ladder(s) 6' or 8'
Dust masks
Rake(s)
Wheelbarrow

Personal Items:

Cell phone

Long pants
Long sleeved shirt
Sweatshirt
T-shirts
Work shoes or boots
Work gloves
Medications
Soap
Shampoo
Bug spray
Sunscreen
Wash cloth and towel
Sheets or sleeping bag, pillow, blanket
Flash light w/batteries
Bathing suit in case we are able to secure swimming

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