

# Pre-Trip Information

## WELCOME TO SAMARITAN'S PURSE NEW BERN, NC REBUILD PROJECT

Thank you for partnering with Samaritan's Purse (SP) as we minister to families in New Bern, NC whose homes were damaged by Hurricane Florence in September 2018. Far beyond the physical help you will extend to the homeowners, the spiritual and emotional support you offer to them is even more important. We hope your volunteer experience is rewarding and life-changing.

Hurricane Florence was referred to as the "storm of a lifetime" for the Eastern North Carolina region. When the hurricane made landfall in North Carolina on September 14, 2018 it brought sustained 90 mph winds and heavy rainfall which resulted in many flooded homes. Our rebuild volunteers will be making construction repairs to homes.

In this document you will find Pre-Trip Information that will be valuable in preparing for and experiencing a fulfilling trip. You will learn "What to Expect On-Site" and what you need to do "Before You Arrive". You will also find icons to guide you through specific categories for quick referencing. These include:

	<b>Site Information</b>		<b>Schedule</b>
	<b>Lodging/Meals</b>		<b>Policies/Procedures</b>
	<b>Volunteer tasks/responsibilities</b>		<b>What to Pack</b>



**\*\*Team/Schedule Changes:** If you want to add team members after you initially schedule your team, please call Volunteer Coordinator, Karen Chase, at (336-818-4023) to discuss. We cannot guarantee that we will have room for additional volunteers, due to housing and meal limitations.

## SITE INFORMATION

### Port City Community Church

2840 Neuse Blvd.

New Bern, NC 28562

Phone Number

252-515-4601

## DAILY SCHEDULE

7:00 AM – Breakfast & Devotions

8:00 AM – Depart for Work Site


5:30 PM – Dinner & Share Time

9:45 PM – Be Inside Sleeping Quarters

10:00 PM – Lights Out

## BEFORE YOU ARRIVE

 Review Volunteer Policies and Guidelines online at:  
<http://spvolunteernetwork.samaritanpurse.org/volunteer-policies/>

 Complete all Volunteer Forms online: Both adult and youth volunteers will need to take time to complete a series of online forms. Your team leader should also send you a link, by email, to access these forms. Once your forms are completed, each volunteer will receive a confirmation/approval code email that should be printed and taken to the site. Once your forms are submitted, if you do not receive this email in 1-2 business days, please contact our office for assistance.

PLEASE NOTE: Email addresses are the unique identifier for each individual's volunteer account. Each volunteer will need to enter an email address that is not already in use by another volunteer/user. If you share an email address with someone who is already in the system, please create a new email address and complete your forms using that unique address. Failure to do so will result in overwriting the original volunteer's information. If you have questions about this process, please contact our office.

1. **Volunteer Criminal History:** All overnight volunteers, over the age of 18, must undergo a Background Check before they volunteer; this is part of the online Volunteer Forms process. Volunteer applicants who have been convicted of crimes against minors or sexual offenses are prohibited from volunteering on any North American Ministry project. Other felony convictions that involve crimes against persons or crimes that, in the sole discretion of Samaritan's Purse, indicate the volunteer applicant is unsuited for this ministry opportunity will require a clean record for at least five (5) years after the conviction or release from prison, whichever is later. Samaritan's Purse reserves the right to restrict or deny volunteer opportunities to any applicant who Samaritan's Purse reasonably believes may jeopardize the safety and security of its volunteers, homeowners, partners or staff.
2. **Youth Volunteers:** Team members must be 14 years of age or older at the time they serve. If 14 or 15 years old, a parent/legal guardian/grandparent must work with the child on site (unless they are part of a Youth Group). Team members 16 or 17 years of age need either a parent/legal guardian/grandparent present or an assigned adult chaperone who is 21 years of age or older from their team (unless they are part of a Youth Group). Youth volunteers will also need to complete the following in addition to the online forms:
  - **Youth Volunteer Release and Waiver of Liability:** (All persons under 18) complete attached form and present it at check-in.
    - Parent signature is required.
    - If the parent will not accompany the youth, the parent signature must be notarized.
  - **Youth Covenant:** (Youth Group Team Coordinator only) Complete attached form and return to the Volunteer Coordinator two weeks prior to your scheduled trip to Tammie Shepherd by Fax: 336-818-4001 or email to: [kchase@samaritan.org](mailto:kchase@samaritan.org) . You may also mail it to PO Box 3000, Boone, NC 28607. This form will also outline our Youth Group policy.

📍 **Transportation:** Volunteers must provide their own transportation. SP does not provide transportation to/from the airport; therefore, a rental vehicle is advised if flying to the location.

🏢 Review Volunteer Safety Information online at:


<http://spvolunteernetwork.samaritanpurse.org/volunteer-safety-information/>


🏢 **Safety:** Your safety is very important. Below are a few key things to keep in mind. SP Staff will also have an orientation and safety briefing with you soon after your arrival.


- Know your limitations, take frequent breaks, and always remember to keep hydrated.
- Be aware of your surroundings. Whenever off church property walk with a buddy or group.
- Youth should never be left alone at a work site or be allowed to leave the site without parent/legal guardian/grandparent/chaperone/youth leader.
- Adults must never be alone with an individual youth, unless the adult is a family member of the youth. This applies to all volunteers, SP staff, host church staff, host church members, homeowners, etc.
- While on the worksites, please be sure to wear appropriate work clothes, work boots/shoes with thick soles, hat or cap, sun block and insect repellent.
- Personal Protection Equipment (PPE) will be provided. Volunteers are expected to wear safety equipment as directed.
- Each team member should be current on their Tetanus Vaccination.
- Report all injuries immediately to the Samaritan's Purse Staff.
- SP is not responsible for lost or stolen items. We ask that valuables be left at home and recommend that you do not store valuables in a parked vehicle.



## WHAT TO EXPECT ON-SITE

 **Arrival:** Check-in is on Sunday at 7:30 PM. Meals are not provided on Sunday. Teams need to eat prior to arrival.


 **Departure:** Friday at the end of the workday. Dinner is not provided on Friday.

 **Parking:** Parking is available for volunteer cars and pick-ups. Due to local restrictions, New Bern NC Rebuild is not able to provide RV or trailer parking or hook-ups at the host church site. Please inquire with the on-site Volunteer Coordinator (252-515-4601) regarding near-by camp site information and near-by parking for RVs and trailers.

### **Lodging/Meals:**


**Church:** Please take off dirty work boots before entering the church buildings.

**Sleeping Quarters:** Volunteers are housed in a local church. Bunk beds are provided.

 Volunteers should bring a sleeping bag or twin size bedding.

- Sleeping quarters are not the place for visiting.
- Common areas are available for socializing. A youth leader should be present in these areas when their youth are present.
- Lights out will be enforced.
- Male and female sleeping areas are separate. Males are not allowed to visit in the female sleeping area and vice versa.
- Do not leave any valuables in your rooms.

**Showers:** Showers are available in SP Shower Trailer.

 Volunteers should bring towels, hygiene items, and shower shoes.

- Please limit your shower time and make sure to secure the shower door when in use.

**Meals:** Breakfast and dinner will be served at the church. We will provide you with food to pack a bagged lunch to take to the worksite. Snacks will also be provided. Please note: We are not able to accommodate special dietary needs.

- Please be willing to assist with dining room clean-up, garbage collection, etc.
- Please wait until everyone has been served at mealtimes before going back for seconds.

**Phone/Internet:** Cell phones may be used to communicate while on worksite and with family. Wireless internet will be available.

**Laundry:** Volunteers will not have access to laundry facilities. Bring enough clothes for the duration of your stay.

### **Worksite and Base-Camp:**

While serving as a volunteer, you represent Samaritan's Purse and, more importantly, Jesus Christ. Therefore, the following policies apply. Please review this information.

**Tools:** SP provides all the tools needed for this site. Volunteers are required to wear appropriate Personal Protective Equipment (PPE).

 Volunteers should bring work gloves, work boots or other sturdy closed toe shoe and safety glasses.



**Age Requirements:** Youth are *never* permitted to work standing on a window sill, outdoor ladder, scaffolding or similar equipment, use power tools or machines (electric or gas), operate motor vehicles, be an outside helper on motor vehicles, or do any work on or about a roof.

- **Youth Ages 14 & 15:** Are allowed to participate in the following activities only: waterproofing foundations, cleaning and polishing equipment/vehicles, clearing lots, debris removal, painting, landscaping and site clean-up, gift bag preparation, folding t-shirts, restocking vehicles with t-shirts and Bibles, office clerical work, and other similar tasks.
- **Youth Ages 16 & 17:** Are permitted to participate in general construction tasks which may include working on a short ladder indoors.

**Alcohol, Illegal Drugs & Tobacco:** We ask that you do not use tobacco products (including e-cigarettes), alcohol, or drugs while serving with Samaritan's Purse. These products or their use are not permitted at the volunteer housing site, in Samaritan's Purse vehicles, or within the homes or neighborhoods of families being served by Samaritan's Purse. Those who cannot abide by this policy will be asked to leave.

**Devotions / Share Time:** Devotions are conducted every morning by staff or volunteers. Immediately following dinner volunteers will have the opportunity to share their day's experiences with the entire volunteer group during Share Time. You will have free time for the remainder of the evening. We encourage you to bring your Bibles. Journals will be provided. Attendance is required.

**Language:** Please do not use foul language or tell unclean jokes.

**Animals:** Accommodations will be made for ADA Service Animals, if possible. We are unable to accommodate pets or comfort animals that do not provide an ADA service. Please Note: Each project site will be evaluated for suitable and safe work for volunteers with service animals.

**Photography:** Taking photos at the job site is allowed as long as you obtain prior permission from the homeowner. Please remember this is their home and having sensitivity to what they are going through is of utmost importance.

**Conflict Resolution:** If you have a conflict with another team member, go directly to that team member or to your Team Leader to work things out. If you fail to resolve the issue, both parties and the Team Leader should go to the Program Manager for guidance.

## Stay Informed

**Facebook:** To follow the progress, visit our Facebook page: [www.facebook.com/SPdisasterresponse](http://www.facebook.com/SPdisasterresponse)

**SP Website:** For more information about all the ministries of Samaritan's Purse, visit our website: [www.samaritanpurse.org](http://www.samaritanpurse.org)

**Volunteer Opportunities:** If you're interested in learning about future volunteer opportunities visit: [www.spvolunteer.org](http://www.spvolunteer.org)



## CLOTHING GUIDE

While serving at a project site, volunteers should wear appropriate clothing at the worksite and in the living quarters. Climates vary from site to site; therefore, you may want to check the weather forecast for the location where you are serving.

 The following is recommended for the worksite:

- SP T-shirt & Hat (provided)
- Long Pants
- Long Sleeve Shirts (as needed)
- Work Boots or Sturdy Tennis Shoes
- Rubber Boots (as needed)
- Work Gloves
- Safety Glasses
- SP Provided Personal Protective Equipment
- Jacket/ Raincoat

 Inappropriate to wear:

- Shorts at Worksite
- Sandals and Flip-Flops at Worksite
- Shirts that are tight/revealing or contain inappropriate language or design
- Tank Tops at Worksite
- Partial clothing when travelling from sleep areas, bathrooms, or showers (you should be fully dressed when entering and exiting any of these areas)

### What to Pack – Check List

The following is a suggestion, but is not comprehensive. We discourage you from taking excessive cash or personal valuables due to risk of damage or theft. SP doesn't provide insurance for lost or damaged property.

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|--|---|
| <input type="checkbox"/> Bible (Journal will be provided)                | <input type="checkbox"/> Toiletries   |
| <input type="checkbox"/> T-shirts & Long Pants                           | <input type="checkbox"/> Medications  |
| <input type="checkbox"/> Work Gloves & Safety Glasses                    | <input type="checkbox"/> Cell Phone & Charger   |
| <input type="checkbox"/> Work Boots or Sturdy Tennis Shoes               | <input type="checkbox"/> Insect Repellent   |
| <input type="checkbox"/> Shoes to wear at base camp                      | <input type="checkbox"/> Sunscreen  |
| <input type="checkbox"/> Jacket or Coat                                  | <input type="checkbox"/> Small Flashlight & Batteries   |
| <input type="checkbox"/> Rain Gear                                       | <input type="checkbox"/> Signed Youth Volunteer Release & Waiver of Liability (if applicable) |
| <input type="checkbox"/> Pajamas (appropriate for communal sleeping)     | <input type="checkbox"/> Rubber Boots (if applicable)   |
| <input type="checkbox"/> Small Backpack (to carry to worksite)           |   |
| <input type="checkbox"/> Trash Bag (for contaminated clothing)           |   |
| <input type="checkbox"/> Water Bottle                                    | Optional:   |
| <input type="checkbox"/> Pillow/Twin Size Sheets/Blanket or Sleeping bag | <input type="checkbox"/> Tool Belt  |
| <input type="checkbox"/> Earplugs and/or Sleeping Mask                   | <input type="checkbox"/> Small Hand Tools   |
| <input type="checkbox"/> Bath Towels                                     | <input type="checkbox"/> GPS  |
| <input type="checkbox"/> Shower Shoes                                    | <input type="checkbox"/> Camera   |
| <input type="checkbox"/> Shower Caddy                                    | <input type="checkbox"/> Snacks (for special dietary needs)                                   |