



Know Before You Go

UMCOR SAGER BROWN

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



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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 recognize in order to continue to provide a true mission experience we must always be finding 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 & 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 made changes to some of our policies**, 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
 UMCOR Disaster Relief Supplies Director

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 sq. ft. 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, serving in the sewing room, 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; and 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 hook-ups, 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 a 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 they must be on a leash at all times and are not allowed in any buildings on campus.**

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 Freedman'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, La.

Very early in the life of the orphanage, a large monetary gift given by William Gilbert of Winsted, CT, 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, there were no buyers. The property sat vacant for fourteen 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 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 servicing 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, La.,--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.

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 5 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. There must be 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.

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 thru Friday except Wednesday and Friday, when there is no evening meal. **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.

There is a non-refundable, processing fee required for each volunteer. Until the processing fee is paid, there is 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 agrees 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.

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 non-refundable payment. This is to insure sincere commitment by the team and allow us to better plan for your arrival and mission experience.

The remaining one-half of the total bill be due on arrival, to be paid by the team leader on Monday to the Director of Volunteer Services. We accept cash or checks, and checks should be payable to UMCOR Sager Brown.

Important Note: In the event a team member is unable to 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, ¼ of the total amount of the mission trip will be refunded.

Processing Fee

\$25.00 per person

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 58 beds. Towels and linens are provided.
Dixon-Rabb Hall	A self-contained dormitory facility that sleeps up to 30 people. Towels and lines are provided.
Peck Hall	Contains two long-term apartments and 6-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 to 4 p.m., with a lunch break from 12 to 1 p.m. On Friday, work in the depot ends at 3 p.m.

Teams will have an opportunity to do some sight-seeing 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.**

We conclude the week 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 & 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 inseam or longer. 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 under garments, 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 is unable to fulfill these activities due to health or physical limitations, please call the Director of Volunteer Services or the Volunteer Service Manager.

Background Checks

In an effort to provide a “safe space” for all persons 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 check may seek assistance through your church or your UMVIM Jurisdictional Coordinator. Also, your local law enforcement office may be able to assist with this.

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

Required Application Forms

Team Application

This form 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 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** since this information is used to assign rooms, print name badges, certificates, room tags, and meal information for the kitchen. Special needs and concerns should include any individual volunteer's dietary or health conditions.

Mission Team Special Skills Summary

This form is completed by the **team leader** and is designed to provide UMCOR Sager Brown with a list of specific team members that 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 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 Sager Brown, be sure the problem is listed 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.**

Persons 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 is completed by the **team leader** and constitutes an understanding of the working relationship as a volunteer and team leader with UMCOR Sager Brown. It sets out particular responsibilities assumed by the team leader and holds UMCOR Sager Brown 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 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 19 years of age must have a parent/guardian signature.

Youth Team Policy and Covenant

This form is for team members under the age of 19. Each youth under the age of 19 and their team leader must read and sign this policy attesting agreement to its contents.

Back Ground 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 has to be signed by the Secretary and the Senior Pastor of the church.**

Team Bill

This document is completed by the Associated Director of Volunteer Services and 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.

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 JCs 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/>

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

Schedule for Planning a Mission Trip

Making a Reservation

Once you decide to volunteer at UMCOR Sager Brown, determine your team size and select at least three desired dates for the trip. **Reservations for the next year can be made beginning the second Wednesday in January at 10 a.m.**

Contact the UMCOR Sager Brown Volunteer Services Manager at 337-923- 6238, extension 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 in the processing fee and team application form within four weeks from 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.

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

Three Months before Arrival Date

The team leader will mail all team paperwork including one half of the total team bill.

Required Paperwork

These 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.” Forms begin on page 12.

1. Mission Team Roster (1)
2. Mission Team Special Skills Summary (1)
3. Medical Release (one for each team member) with proof of medical insurance attached.
4. Liability Release for Team Leader (1)
5. Liability Release for Short Term Volunteers (one for each team member)
6. Youth Team Covenant (one for each youth team member)
7. Background Check (one for each team members age 18 or older)

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. 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 on-going 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 depotdirector@sagerbrown.org	337-923-2032
337-940-4220	Volunteer Services Emergency Contact	

Mailing Address:

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

TEAM APPLICATION
UMCOR SAGER BROWN MISSION TRIP
Mail to: P.O. Box 850, Baldwin, LA, 70514

Arrival Date Booked: _____

Leader's Name: _____

Address: _____
Street City State Zip

Daytime Phone: _____ **E-Mail 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 \$25.00 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 (\$25.00 per person). The estimated number for your team is used by UMCOR Sager Brown to 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 PERSONS:

Adults: (19 years and older) _____ (Total Number) Male: _____ Female: _____

Youth: (up to age 18) _____ (Total Number) Male: _____ Female: _____

One adult must accompany every five youths (**ages 12-18**).*

MISSION TEAM ROSTER

Name of Church:	Team Total #	Male #	Female #
Team Leader:	Day Phone #	Cell Phone #	
Church Address:	City:	State:	Zip Code:
Arrival Date/Time at Sager Brown:	Departure Date/Time:		

Full Name For Name Tag—Please Print!	Home Mailing Address/City	ST	Zip	Age	M/F	Special Needs/ Concerns	Releases		Youth Covenant	Meals Yes/No
							Liability	Medical		

Please make as many copies as necessary of this form

MISSION TEAM SPECIAL SKILLS SUMMARY

Team Leader:		Phone:
Mission Trip Dates:	Arrive:	Depart:
Church:	City:	State:

There are many diverse volunteer job assignments available at UMCOR Sager Brown. These opportunities require various levels of skills. Many job assignments require no special skills—just a willingness to serve God as led. These include assembling kits, maintenance of grounds, housekeeping, depot labor, painting, and helping skilled positions as directed.

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

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

If you have questions, please do not hesitate to call UMCOR Sager Brown at (337) 923-6238

MEDICAL RELEASE FORM

Name:		Age:	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 19*******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 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 Sager Brown is relatively safe and non-strenuous, 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 Sager Brown to verify these items are accurate.

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, 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 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 Sager Brown is relatively safe and non-strenuous, 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.

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, 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 19**

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 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 dirty 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), 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) will not be tolerated. All prescribed medications brought on campus must be in their original containers. Each team will have a designated adult chaperone 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 Sanctuary Policy and all volunteers will receive training.

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

In order for everyone to work and fellowship at their best, quiet times of 10:00 p.m. to 6:00 a.m. and lights out at 11:00 p.m. will be strictly enforced. All team members are to be in their assigned sleeping room by 11:00 p.m.

Youth teams may be sent home at the discretion of the Executive 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.

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

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

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

BACKGROUND CHECK
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 following team members have passed a background check through _____ prior to arriving on the UMCOR Sager Brown campus. The background checks have been run within 3 years of the visit 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: _____