

WHAT YOUR TEAM NEEDS TO KNOW AS YOU PLAN FOR YOUR MISSION JOURNEY TO PUERTO RICO

Dear Friends,

On behalf of the people and Methodist Church of Puerto Rico, we thank you for your willingness to respond and serve in this ministry of recovery. Please find a basic check list of information and forms needed for your team and journey. This document will help you begin your planning process and is contingent upon verification of date availability. This document should be used in conjunction with the Volunteer Guidelines document.

The Volunteer Mainland office is located with the New York Annual Conference Missions office. Our goal is to assist you as best we can in the development of your recovery team and trip. All questions or forms may be directed to puertoricovols@umcor.org or 914- 615-2248.

In addition to the information below, **all teams should follow the guidelines and requirements for disaster response and mission travel as established by their Annual Conference and Jurisdiction**, including medical information or liability releases. This information can be maintained by the team or Conference Missions office.

This response effort has moved from a relief to recovery phase. All work is essentially repair and rebuild. There is a priority need for roof work. However, there is also considerable siding and finish work as well. While the MCPR will provide an experienced foreman for each site, they request that each team have at least one skilled/experienced construction/rebuild person for every 5 persons.

Volunteer Guidelines

These guidelines and basic information are established by the Methodist Church of Puerto Rico "3R" response for all teams intending to serve as part of the MCPR-UMCOR-UMVIM Maria response effort. Please share this with your individual team members, as it will answer most questions and allow you to begin the process of planning for your trip.

Team Skills Sheet

This is a priority! This sheet is essential in providing the MCPR Volunteer and Construction Coordinators with the information needed to determine team assignments. It is requested that it be completed as soon as possible, but at least 6 weeks out. The form also includes flight information and a confirmation of team Background Checks and Safe Sanctuaries trainings. When completed, forms should be sent to puertoricovols@umcor.org.

Proof of \$50,000 (per person) Travel Medical Insurance: Travel medical insurance is for travelers who are leaving their home country. It provides coverage for medical emergencies and evacuations. Depending on the company selling it, it is sometimes called International Medical Insurance, International Travel Insurance, or Worldwide Medical Insurance. Usually this insurance can be purchased through UMVIM Jurisdictional offices. Checking this off on the skill sheet is verification these requirements were completed. Here is a link that explains this type of insurance more fully: <http://www.travelinsurancereview.net/plans/travel-medical/>

Safe Sanctuaries and Background Check Verification for your team.

Please follow the guidelines established by your Annual Conference for Safe Sanctuaries training and Background Check Verification. Checking this off on the skill sheet is verification these requirements were completed.

Power of Attorney Form: This form is required for all persons 18 to 21. The form can be brought to Puerto Rico and given to the Site Host.

MCPR Participant Liability Release Form 1: This form should be given to the MCPR Site Host upon arrival and filled out with them.

MCPR Medical Information for Individual Volunteers Form2: This sheet should be given to the MCPR Site Host upon arrival

Check for “balance due”: Please submit to the MCPR and payable to Rehace Inc.

Estimated Team Expenses: Are included in the “Guidelines” to help with your preparation plans. The Team Leader will receive an invoice from Rehace for your balance a week before your arrival.

Volunteer Hours: While on-island please record team volunteer hours and homes worked on. Volunteer hours are often a key to a program receiving additional support so, your reporting is a critical part of this recovery process. You will be asked to provide this information as part of a feedback form.

Additional Info: Teams do not need to bring money/funds for construction materials. All construction materials will be provided. There should also be an adequate supply of tools at the job site but you can bring your own if want. If you do, you may want to consider donating your tools to the work site to be used by other groups in the reconstruction of Puerto Rico. Donations can be given to ReHace, Inc. onsite.