

# NYC VOLUNTEER GROUP HOUSING PROGRAM

## VOLUNTEER GROUP HANDBOOK







Dear Volunteer Group Leaders,

Thank you for serving the people of New York City in their time of need. Your work to coordinate volunteer efforts in rebuilding after Superstorm Sandy is invaluable. One of the great gifts the nonprofit sector offers our society is volunteer labor. Without this service, much of the rebuilding work that needs to be done could not, and would not happen. Through the work of volunteers, vulnerable populations will collectively save hundreds of millions of dollars in rebuild costs, needs that would otherwise not be met. By volunteering, you are making the lives of individuals affected by Superstorm Sandy whole again.

This Volunteer Group Handbook is designed to give volunteer groups a comprehensive introduction to volunteer housing in New York City and the knowledge you need to have a successful service project. While any volunteer group will find this handbook informing, volunteer groups working in New York City on repair and rebuild projects in response to Superstorm Sandy are the primary audience.

New York is a complex city, and volunteering here offers unique challenges and rewards. One of the greatest challenges faced by volunteer groups is finding appropriate and affordable lodging. New York Disaster Interfaith Service's (NYDIS) Volunteer Group Housing Program (VGHP) is designed to relieve volunteer group leaders and coordinators of this burden. By offering a comprehensive, central listing of all the volunteer housing opportunities in New York City, we empower volunteer group leaders to locate the housing which best meets their group's requirements.

If you have questions about information covered in this Handbook or about volunteering in New York City, please contact the Volunteer Group Housing Program at New York Disaster Interfaith Services. Staff can be reached through email at [volunteerhousing@nydis.org](mailto:volunteerhousing@nydis.org), or by telephone at 212-669-6100.

Sincerely,  
The NYDIS Board and Staff



## II. CONTENTS

Volunteers play a crucial role in helping communities recover from disaster, and New York City is grateful for the support of volunteer groups from across the country. This packet contains resources and practical guidance for volunteer group leaders planning a disaster recovery service trip to NYC.

I.	Cover Letter	<i>page 3</i>
II.	Table of Contents	<i>page 5</i>
III.	Introduction to Response and Recovery Structures	<i>page 7</i>
IV.	How to Begin Volunteering	<i>page 8</i>
	1. Is there a need for volunteers?	
	2. How do we find volunteer opportunities?	
V.	Volunteer Housing	<i>page 9</i>
	1. Volunteer Housing Overview	
	2. How do we find housing?	
	3. How do we apply for housing?	
VI.	The Volunteer Group Housing Program Registration Process	<i>page 11</i>
VII.	Pre-Arrival	<i>page 13</i>
VIII.	Rules and Safety Guidelines	<i>page 14</i>
IX.	Volunteering in New York City	<i>page 16</i>
X.	Attachments	
	1. Good Faith Agreement	<i>page 19</i>
	2. Volunteer Group Form	<i>page 27</i>
	3. Individual Volunteer Form	<i>page 29</i>
	4. Individual Indemnity and Waiver of Liability	<i>page 31</i>
	5. Sample Volunteer Packing List	<i>page 33</i>

**MISSION STATEMENT:** THE NEW YORK CITY VOLUNTEER GROUP HOUSING PROGRAM WORKS TO ENSURE THE AVAILABILITY OF HOUSING FOR VOLUNTEER GROUPS SERVING NYC THROUGH SUPERSTORM SANDY NONPROFIT REPAIR AND REBUILD PROJECTS.



Oftentimes, there is a misconception that volunteer efforts are haphazardly thought out and slapped together at the last minute. Nothing could be further from the truth. The nonprofit sector is highly organized, professional, and efficient. This section will give you a brief outline of the local and national nonprofit disaster response and recovery structures and how your volunteer group fits into this structure.

**National Voluntary Organizations Active in Disaster (VOAD)** is a nonprofit, nonpartisan, membership based organization that serves as the forum where organizations share knowledge and resources throughout the disaster cycle—preparation, response and recovery—to help disaster survivors and their communities.<sup>1</sup>

**New York City Voluntary Organizations Active in Disaster (NYC VOAD)** is a member of NY State VOAD.<sup>2</sup>

**New York Disaster Interfaith Services (NYDIS)** is a 501(c)(3) faith-based federation of service providers and charitable organizations who work in partnership to provide disaster readiness, response, and recovery services to New York City.<sup>3</sup>

**The NYC Volunteer Group Housing Program (VGHP)** is administered by NYDIS. The VGHP works to ensure the availability of housing for volunteer groups serving NYC through Superstorm Sandy nonprofit repair and rebuild projects.

**Local Long Term Recovery Organizations (LTROs)**, also called Groups or Committees, are location specific and differ in exact services provided, based on local need. Generally, LTROs strengthen area-wide disaster coordination in the affected area by sharing information, simplifying resident access to services, and jointly resolving cases with disaster-caused recovery needs.<sup>4</sup>

By becoming familiar with and engaging these structures, you will become part of a comprehensive service community aspiring to meet the needs of those affected by Superstorm Sandy in the most efficient manner possible. Contact these organizations for more information on how your volunteer group will complement the recovery work already happening in NYC.

**NOTE THAT VOAD ORGANIZATIONS DO NOT OFFERS SERVICES, BUT THEIR MEMBER ORGANIZATIONS DO. VOADs ARE A SOURCE OF SECTOR-WIDE COMMUNICATION AND COORDINATION OF DISASTER RELIEF AND RECOVERY EFFORTS.**

<sup>1</sup> <http://www.nvoad.org/>

<sup>2</sup> <https://sites.google.com/site/nycvoad/>

<sup>3</sup> <http://www.nydis.org/>

<sup>4</sup> Sample LTRO Mission Statement provided by United Way.



### Is there a need for volunteers?

The absolute first thing to do when discerning where or how to volunteer is to find out if your services are needed. Volunteers are almost always welcome, but depending on what level of disaster recovery an area has achieved, there will be different volunteer labor needs. In the weeks and months directly following a disaster, volunteers of all skill levels and abilities are needed. In the later months after a disaster, preference is given to volunteers who have mastery of a specific skill set – electricians, carpenters, roofers, etc. Contact the LTRO where you are thinking about serving and find out what type of volunteers they need. Alternatively, you may want to contact volunteer coordination organizations, or a rebuild organization directly.

#### New York City LTROs:

- Brooklyn Long-Term Recovery Group: <http://brooklynltrgroup.wordpress.com/>
- Staten Island Community and Interfaith Long-Term Recovery Organization: <http://sisandyhelp.org/>
- Rockaways and Broad Channel Long Term Recovery Group (Queens): <http://queensrecovery.org/wordpress/>

#### Volunteer Coordination Organizations in NYC:

- World Cares Center: <http://www.worldcares.org/>
- New York Cares: <http://www.newyorkcares.org/>
- NYC Service: <http://www.nycservice.org/#s>

### How do we find volunteer opportunities?

Once you find out if your volunteers are needed, the next step is to look for a volunteer work project. Most volunteer host sites require volunteers to have a work project before requesting housing. How do you figure out with whom your group should serve?

#### Existing Partnerships:

Many volunteer groups belong to a larger national-level organization. Check to see if your national-level organization has existing partnerships with rebuild organizations – it is easier to use existing relationships than to build new ones. Most faiths have national-level disaster service agencies. Check to see if your faith has a disaster services organization, they may already be serving where you are interested in volunteering.

#### New Partnerships:

If your group does not have a link to groups already working on the ground, contact the LTROs, or volunteer coordination groups listed above. Generally, LTROs will have either a Volunteer Coordination Committee or a Rebuild or Reconstruction Committee. Contacting either of these Committees will give you direct access to volunteer and rebuild opportunities in the area you want to serve. Another way to find work is to email the VGHP at NYDIS ([volunteerhousing@nydis.org](mailto:volunteerhousing@nydis.org)) and ask to be connected to rebuild organizations in NYC.



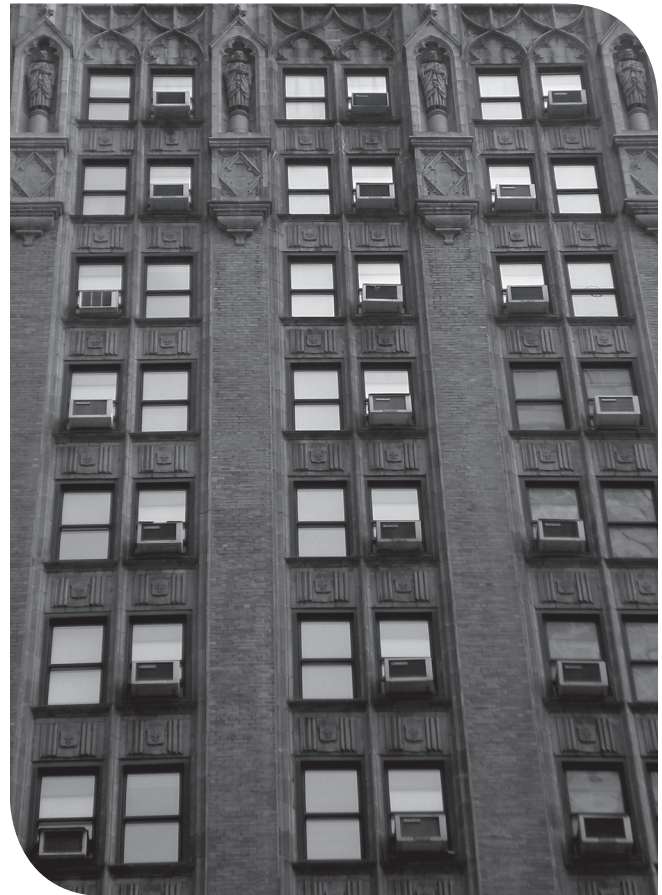
## V. VOLUNTEER HOUSING

New York City is a vast urban space; its five boroughs combine to form 468 square miles of cityscape. For those unfamiliar with New York City geography, finding volunteer housing is a daunting task. The most important thing to take into consideration when searching for volunteer housing sites is proximity to your work site. Traveling through New York City can be time consuming, so try to find housing as close as possible to your work site.

### Volunteer Housing Overview

Although many different types of organizations house volunteers, their programs are often very similar. Here are a few programmatic items that are similar between organizations:

- Many of the organizations offering volunteer group housing are faith-based. Within your religious practices (if applicable), we ask that you be as flexible as possible to being housed in another faith's facilities.
- Most organizations charge a small fee for volunteers, usually no more than \$30-\$35 a night. This is to cover the costs of housing volunteers, such as utilities, facility, meals, wear and tear, and replacement of expendables (toilet paper, cleaning products, etc.).
- Often, sleeping arrangements are in a group setting, separated by gender. This usually means bunk beds or cots on a gymnasium floor. Rarely are volunteers housed in a facility where everyone has their own room, shower, or bathroom.



NEW YORK IS A UNIQUE, EXCITING AND DIVERSE CITY. BEING OPEN TO CULTURAL AND RELIGIOUS TRADITIONS DIFFERENT FROM YOUR OWN WILL ENRICH YOUR EXPERIENCE TREMENDOUSLY AND FACILITATE LEARNING AND GROWTH.

### How do we find housing?

#### Existing Partnerships:

If you were able to find work through a larger national partner, you may also be able to find housing through this same partnership.

#### NYC Volunteer Group Housing Program:

Administered by New York Disaster Interfaith Service (NYDIS), the VGHP specializes in volunteer group housing. Visit their website at [www.nydis.org/volunteerhousing](http://www.nydis.org/volunteerhousing) and browse a central listing of all the volunteer housing options available in New York City.

### How do we apply for housing?

The application process for housing differs between agencies. Some VOAD agencies have their own reservation management services, so check and see if your umbrella agency handles their own booking.

If your umbrella agency does not have booking services, NYDIS' Volunteer Group Housing Program will assist you with finding lodgings for your service trip. The following instructions detail how to access these services.



## VI. REGISTRATION PROCESS

### Browse the website:

The first step for volunteer group leaders searching for housing is to visit the VGHP website: <http://www.nydis.org/volunteerhousing/>. Click the Host Site Directory tab and you can view all the facilities currently housing volunteers. Each facility has its own profile page so you can search through the offerings and find out which housing site meets your group's needs. Every facility profile page also has a reservation calendar detailing when the facility is fully booked, partially available, or entirely available.

### Request housing:

Once you have decided on what facility is right for your volunteer group, click on the “Request Housing” tab of the VGHP website. There is a list of requirements for groups requesting housing. If you are having trouble meeting these requirements or you are unsure if you meet the requirements, please contact the VGHP.

At the bottom of the page is a Request Housing Form. Fill in as much of the requested information as you have and submit your application. In the “Additional Notes” box make sure to notate any special requirements your volunteer group has, such as:

- **Dietary restrictions:** Please provide as much information as possible. Due to potential limits in meeting dietary expectations, groups with Kosher, Halal, or vegetarian kitchen requirements may have to seek off-site meal options. VGHP staff can support you in exploring alternatives.
- **Allergies/health restrictions:** Host sites may have animals and/or environmental factors that could affect the health of some of your volunteers. We ask that you indicate any allergies or/and health issues your volunteers may have.
- **Access and functional needs:** It is the responsibility of the Volunteer Group Leader to ensure that their requested host site is suitable for all of their volunteers. This is particularly important in cases of access and functional needs. Please provide information about specific needs to assist the Program Coordinator in identifying an appropriate site for your group. The accessibility information of each site will be available on the VGHP website and in their Host Site Profile.
- **Gender accommodation requirements:** If your group requires separate sleeping areas for different genders, please indicate this and any other specific accommodation needs. VGHP respects the religious and cultural practices of all volunteer groups, and will work to match you with an appropriate site.

IF YOU HAVE ANY QUESTIONS ABOUT THE RESERVATION PROCESS, PLEASE CONTACT THE VGHP AT [VOLUNTEERHOUSING@NYDIS.ORG](mailto:VOLUNTEERHOUSING@NYDIS.ORG).

### Contact the reservation service for your site:

The number to call for reservations will be indicated on the Host Site Profile page. Some site's reservations are managed by a VOAD agency, others are managed by NYDIS, and some are self-managed. Call or email the contact as soon as possible to ensure you receive housing; volunteer groups are encouraged to apply for housing at least a month in advance. If you have any questions about the reservation process, please contact the VGHP at [volunteerhousing@nydis.org](mailto:volunteerhousing@nydis.org).

### Group Paperwork:

After obtaining housing, you and your volunteers will be required to fill out a set of paperwork. The forms and content will differ from site to site, depending on what organization is coordinating the reservations. Below are a list and short explanation of documents that the VGHP uses for volunteer group intake:

- Good Faith Agreement (Attachment 1) – Similar to a Letter of Agreement.
- Volunteer Group Form (Attachment 2) – Provides the host site with information about your volunteer group.
- Individual Volunteer Form (Attachment 3) – Provides the host site with information about the individual volunteers in your group.
- Individual Indemnity and Waiver of Liability (Attachment 4) – A standard waiver.

Beyond these basic forms, host sites may ask for information for which they cannot provide you with a form. Most commonly this would be a Certificate of Liability Insurance. Request these items from your organizational leadership as soon as possible to prevent delays.

**This should mark the final point of the process, hereby securing a volunteer housing site for your volunteer group.**

**CANCELLATION NOTIFICATION: VOLUNTEER GROUPS SHOULD NOTIFY THEIR HOST SITE IMMEDIATELY IF YOU NEED TO CANCEL YOUR TRIP SO THE SITE CAN BE MADE AVAILABLE TO OTHER VOLUNTEER GROUPS.**



### Communication With Your Host Site

Building a relationship with your hosts can be one of the most rewarding aspects of your volunteer trip. This should start with clear communication prior to your team's arrival. Clear communication will prevent misunderstandings and build trust. Here are some tips for communicating effectively:

- Ensure direct contact – don't just leave messages.
- Confirm your group's arrival/departure date and time.
- Make sure that each of you has the other's emergency contact information in case of last-minute changes.
- Double check the details. Confirm all items on the Facility Profile, especially:
  - a. Amount of space available and accommodations for gender restrictions
  - b. Type of bedding volunteers should bring
  - c. Accommodations for all dietary restrictions
  - d. Shower access
  - e. Laundry access
  - f. Parking and transportation (see more information below)
  - g. House rules
- Get to know each other! Find out about the neighborhood and community you will be staying and working in. The more you know, the more personal and enriching the experience becomes for everyone.

### Arrival At Your Host Site

- Upon your group's arrival, you will be greeted by a Host Site Representative. The Volunteer Group Leader will be provided with a key and/or told how to access the facility throughout your stay.
- The Host Site Representative will review the house rules with your group. Ensure that a copy is posted in the sleeping area for your group.
- Verify the emergency contact information and review it with your group.
- Participate in a walk-through of the facility to identify the areas to which the group will have access.
- Participate in a full fire drill the first evening of your stay.

### Respecting Your Host

The majority of volunteer housing sites are owned by faith-based organizations, and all volunteers must be respectful of this. Some site kitchens may have restrictions based on their religious traditions; this information will be clearly listed in the Host Site Manual. Please review this information carefully. If you feel that you will be unable to meet these restrictions, or if any members of your group have certain dietary restrictions, please be sure to clearly indicate these on the Housing Request Form, Group Information Form, and Volunteer Information Form.

Each host site has its own house rules. Most sites ask groups to assist with chores during their stay. Make sure to discuss house rules, including curfews (if applicable), with your host site. Keep in mind that you are guests; each group is responsible for helping to maintain a clean, safe, and comfortable place for their volunteers while they are housed there.

**NO ALCOHOL OR NON-PRESCRIPTION DRUGS ARE ALLOWED IN ANY HOST SITE. SMOKING IS PROHIBITED IN ALL PUBLIC BUILDINGS. PLEASE CHECK WITH YOUR HOST SITE TO LOCATE A DESIGNATED SMOKING AREA. ANY VIOLATION OF THESE POLICIES OR THE HOST FACILITY'S POLICIES MAY RESULT IN DISCIPLINARY ACTION, INCLUDING EXPULSION FROM GROUP HOUSING.**

### Youth Groups

Typically, group members must be 16 years of age or older to participate in group housing. In order to participate in volunteer group housing programs, youth groups must have at least one adult over the age of 25 for every 5 group members under the age of 18. Host sites and specific volunteer projects may have their own age restrictions. Any project involving rebuilding, mold remediation, or muck out is restricted to volunteers 18 years of age or older. This is for the health and safety of the volunteers. There are a number of opportunities available for younger volunteers. The VGHP Coordinator will work with groups with younger volunteers to ensure an appropriate fit.

## Host Site Fire Safety

The VGHP takes fire safety very seriously. All host sites are required to follow certain safety guidelines approved by the New York City Fire Department. That said, most houses of worship were not built for overnight stays and therefore require extra precautions. The program requires the following:

- The host site will review all safety procedures with Volunteer Groups upon their arrival and a fire drill will be conducted the initial night of stay.
- Volunteer Groups must have a Safety Lead.
- A guide to ensure fire safety will be provided to you.

## Food Handling

Food safety is especially important during warm weather. Groups should review safe food handling procedures and ensure they are posted at your site. One good resource can be found at: [http://befoodsafe.org/sites/befoodsafe.org/files/BFS\\_BROCHURE\\_Color.pdf](http://befoodsafe.org/sites/befoodsafe.org/files/BFS_BROCHURE_Color.pdf)

## Safety at Your Work Site

Groups and their members engage in activities at their own risk. Training and safety procedures are the group's responsibility. It is important to carefully assess the capabilities of each member. Make sure you communicate with your Work Site Representative about the physical demands, safety requirements, and guidelines for your project before you leave for your trip. Share this information with your group and ensure that all members meet the requirements for safe work. Review all safety guidelines again with your Work Site Representative when you arrive. Post safety reminders and ensure that all members follow them throughout your stay.





### Transportation

The Metropolitan Transit Authority (MTA) has a website with information on subways, buses, tolls, smart phone applications, trip planners, and more: <http://new.mta.info>

**Public Transportation:** New York City has an extensive public transportation system in most boroughs, and in general it is much faster to travel by public transportation than by personal vehicle, especially during rush hours. Again, discuss public transportation options with your host site and work sites prior to your arrival.

**Parking:** Parking is a challenge throughout New York City and varies greatly by area. Please keep this in mind as you make travel plans. On-street parking is very difficult to find in many areas, and there may be fees associated with parking. Many New York City garages are underground and cannot accommodate large vans. Make sure you communicate with your host and work sites regarding parking options. Explain what type of vehicle(s) you have and what you plan to do with them. One alternative is to park vehicles immediately outside of the city and take public transportation to and from your host and work sites.

**Bridges and Tunnels:** New York City is studded with bridges and tunnels and many require tolls. When you are planning transportation and budgeting, please keep this in mind.

### Climate

Make sure to check the extended weather forecast and plan accordingly. New York City has all four seasons, and a moderate amount of precipitation.



## Population/Demographics

New York City is rich with cultural, linguistic, and ethnic diversity. Each neighborhood is unique in its population and amenities. When you learn where you will be staying and working, make sure to talk to your host site and work sites about their neighborhoods. Do some independent research as well. This link to the NYC Department of City Planning provides a terrific interactive map that links you to demographic and other information by borough, district, and neighborhood.

[http://www.nyc.gov/html/dcp/html/neigh\\_info/nhmap.shtml](http://www.nyc.gov/html/dcp/html/neigh_info/nhmap.shtml)

## Things to Do in NYC

The services that you are providing to New York City's communities are vitally important and make a real difference in people's lives. While you are in the city, make some time to explore and take advantage of some of the wonderful experiences the City has to offer. <http://www.nycgo.com/> offers a wide variety of information on all there is to do in New York City, including free and inexpensive events and activities. <http://www.nycgo.com/maps> offers an online map, as well as free maps you can order before your trip.

## Volunteer Enrichment Opportunities

Many volunteers have requested that activities, presentations, and outings be made available to them during their stay. The VGHP is developing some suggested activities, reference materials, and training sessions to enrich volunteers' experience in New York. Program categories may include 'Faith in Action,' 'NYC Cultures and Communities,' 'Emergency Management Basics,' and 'Spirit of Volunteerism.' Please contact VGHP staff if your group is interested in participating.

Additional and more extensive resources are available by borough on the "Resources For Visitors" tab of the VGHP website: [www.nydis.org/volunteerhousing](http://www.nydis.org/volunteerhousing).

---

NYDIS would like to thank our partner organizations for their input and advice in producing these documents for the unique needs of New York City, some elements of which were adopted from their resources and tool kits: the American Red Cross, the Disaster Response Office of the Metropolitan New York Synod, ELCA; Presbyterian Disaster Assistance, the New York City LTRGs and their Volunteer and Rebuild Committees, and the members of the New York City Volunteer Group Housing Task Force.



These materials were originally produced, in part, by a grant from the American Red Cross.

## NOTES

# NYC VOLUNTEER GROUP HOUSING PROGRAM



## GOOD FAITH AGREEMENT

The purpose of this form is to document the good faith agreement between the Host Site and the Volunteer Group. It details the intent and reasonable expectations of both parties, and is monitored by a third party.

Host Site: \_\_\_\_\_

Volunteer Group: \_\_\_\_\_

Third Party: \_\_\_\_\_

Duration/Dates of Stay: \_\_\_\_\_

### SECTION 1: HOST SITE AND VOLUNTEER GROUP STIPULATIONS

*The Host Site is happy to welcome and house the Volunteer Group in a warm and hospitable environment. This agreement, to be completed by both the Host Site and Volunteer Group Representatives, is intended to facilitate such and thereby commits both parties to meet their noted responsibilities.*

**1. Non-discrimination** – All parties will treat each other with respect, regardless of age, race, gender, sexual orientation, access and functional needs, religious beliefs, and cultural background.

**2. Arrival and Departure** – You, as the Volunteer Group, confirm the following arrival and departure dates and times, and guarantee that the Host Site Representative will be immediately informed of any changes or delays:

i) Arrival date and time: \_\_\_\_\_

ii) Departure date and time: \_\_\_\_\_

#### **3. Work Expectations**

a) *We, as the Host Site*, expect the Volunteer Group to have already secured volunteer work projects for the duration of their stay, with one designated day off for worship or recreation for every six days of work.

b) *You, as the Volunteer Group*, will have secured a work project for the duration of your stay allowing for one day off, if desired, for every six days of work.

## GOOD FAITH AGREEMENT

### 4) Suggested Donations –

a) *We, as the Host Site*, suggest the following donations to allow us to continue hosting volunteers and offset the numerous costs we incur (utilities, disposables, wear and tear, etc.).

i) Requested donation: \_\_\_\_\_

ii) Requested meal donation (refer to Section 1, Item 11): \_\_\_\_\_

iii) Other: \_\_\_\_\_

iv) Donation total: \_\_\_\_\_

b) *You, as the Volunteer Group*, agree to the Host Site's requested donation amounts, and will donate in full, through the method indicated, at least two weeks prior to arrival.

5) **Donation Method** – *We, as the Host Site*, expect all donations to be made in full at least two weeks prior to the Volunteer Group's arrival, in the manner described below:

i) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 6) Point of Contact –

a) *We, as the Host Site*, will provide a Point of Contact for the Volunteer Group who will be available to provide assistance for the duration of the Volunteer Group's stay.

b) *You, as the Volunteer Group*, will provide a Volunteer Group Representative who will serve as a Point of Contact for the Host Site during your stay.

7) **Volunteer Group and Individual Information** – *We, as the Volunteer Group*, attest that all information detailed on the Volunteer Group and Individual Information Forms are accurate and current. The Volunteer Group Representative will contact the Host Site Representative immediately if there are any changes.

## GOOD FAITH AGREEMENT

**8) Youth Volunteers** – *We, as the Volunteer Group*, are solely responsible for the behavior of our youth volunteers. We guarantee that all youth volunteers have the permission of a legal guardian to stay at the Host Site, and that there is at least one adult over the age of 25 for every 5 members under the age of 18.

**9) Facility and Amenities** –

- a) *We, as the Host Site*, attest that all information we have submitted to the Volunteer Group is accurate, comprehensive, and current.
- b) *You, as the Volunteer Group*, attest to have read the literature provided by the Host Site. You are aware of facility access, Host Site Rules, sleeping arrangements, kitchen access, shower availability, parking options, and other details provided in this literature.

**10) Access** –

- a) *We, as the Host Site*, will provide the Volunteer Group with access to the facility in the manner described below:

- i) Access provided by:

---

---

---

- b) *You, as the Volunteer Group*, agree to remit all access to the facility at the end of your stay.

**11) Meals** –

- a) *We, as the Host Site*, will provide the following meals for the Volunteer Group:

- i)

---

---

---

- b) *We, as the Host Site*, will provide the Volunteer Group with access to a kitchen at the following days and times:

- i)

---

---

---

## GOOD FAITH AGREEMENT

**12) Showers** – *We, as the Host Site*, will make showers available to the Volunteer Group as described below:

- i) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**13) Chores** –

a) *We, as the Host Site*, expect the Volunteer Group to perform the following chores during their stay:

- i) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) *You, as the Volunteer Group*, agree to perform the aforementioned chores listed by the Host Site.

**14) Special Accommodations** – We, as the Host Site, will meet the following expectations for gender separation, dietary restrictions, access and functional needs, or other volunteer needs, as agreed with the Volunteer Group Representative:

- i) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**15) Facility Walk-Through** – We, as the Host Site, will conduct a facility walk-through to familiarize the Volunteer Group with the site on the first day of their stay.

**16) Fire Safety** –

- a) *We, as the Host Site*, are in compliance with local fire safety codes for volunteer group host sites, and will conduct a fire safety drill on the first night of the Volunteer Group's stay. The Volunteer Group is responsible for conducting a nightly fire watch, if necessary.
- b) *You, as the Volunteer Group*, agree to comply with all fire safety codes including the first night fire drill and a nightly fire watch if necessary.



## GOOD FAITH AGREEMENT

### 17) Grievances –

- a) *We, as the Host Site*, will promptly and respectfully communicate any relevant concerns to the Volunteer Group Representative. In the event that an understanding cannot be reached in a timely manner, we agree to seek and abide by mediation conducted by the aforementioned Third Party.
- b) *You, as the Volunteer Group*, will promptly and respectfully communicate any relevant concerns to the Host Site Representative. In the event that an understanding cannot be reached in a timely manner, you agree to seek and abide by mediation conducted by the aforementioned Third Party.

**18) Transportation** – We, as the Volunteer Group, are responsible for arranging our own transportation to and from the Host Site and our work site unless otherwise agreed upon.

### 19) Insurance –

- a) *We, as the Host Site*, are insured and have notified our insurer that we are housing volunteers in our facility.
- b) *You, as the Volunteer Group*, attest that all volunteers traveling with your group are insured to an acceptable level for your volunteer activity, either individually or through a group plan, and will not be an encumbrance upon the Host Site.

### 20) Cancellation –

- a) *We, as the Host Site*, will give the Volunteer Group Representative at least two weeks' notice if it is necessary to cancel your reservations. In the event of cancellation, any donations made will be refunded.
- b) *You, as the Volunteer Group*, will give the Host Site at least two weeks' notice if it is necessary to cancel your reservations. In the event of timely cancellation, any donations made will be refunded.

### 21) Addendum –

---

---

---

---

---

**2) Addendum –**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**SECTION 3: SIGNATURES**

By signing below, the **Host Site Representative, Volunteer Group Representative, and Third Party Representative** each acknowledge responsibility for the above agreements on behalf of their respective organizations, formally recognize the limits and extent of the other parties' obligations, and pledge to uphold this agreement in good faith. Please note that the signature of both the Volunteer Group Representative and a representative of the volunteer group's organizational leadership are required (please sign twice, even if it's the same person).

**Host Site Representative**

Name:	Title:
Signature:	Date:

**Volunteer Group Representative**

Name:	Title:
Signature:	Date:

**Volunteer Group Organizational Leadership Representative**

Name:	Title:
Signature:	Date:

**Third Party Representative**

Name:	Title:
Signature:	Date:

NYDIS would like to thank our partner organizations for their input and advice in producing these documents for the unique needs of New York City, some elements of which were adopted from their resources and tool kits: the American Red Cross, the Disaster Response Office of the Metropolitan New York Synod, ELCA; Presbyterian Disaster Assistance, the New York City LTRGs and their Volunteer and Rebuild Committees, and the members of the New York City Volunteer Group Housing Task Force.

## NOTES

# NYC VOLUNTEER GROUP HOUSING PROGRAM



## VOLUNTEER GROUP FORM

This form provides information about the volunteer group to the host site.

Volunteer Group Leader: \_\_\_\_\_

Date: \_\_\_\_\_

### VOLUNTEER GROUP INFORMATION

Organization Name: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Office Email: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

#### Organization Address:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

#### Point of Contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

#### Group Overview:

Number of Adults (Men): \_\_\_\_\_

Number of Adults (Women): \_\_\_\_\_

Number of Youths (Boys): \_\_\_\_\_

Number of Youths (Girls): \_\_\_\_\_

Total Number of Volunteers: \_\_\_\_\_

Special Instructions/Requests: \_\_\_\_\_

Volunteer Group Leader Signature: \_\_\_\_\_

Date: \_\_\_\_\_



These materials were originally produced, in part, by a grant from the American Red Cross.

## NOTES

# NYC VOLUNTEER GROUP HOUSING PROGRAM



## INDIVIDUAL VOLUNTEER FORM

This form provides information about the volunteers to the host site. Please provide accurate, long-term information for each volunteer to ensure that emergent concerns may be addressed even after a work trip has ended.

Volunteer Group Name: \_\_\_\_\_

Trip Dates: \_\_\_\_\_

### INDIVIDUAL VOLUNTEER INFORMATION

Volunteer Name: \_\_\_\_\_

#### Details:

Gender: \_\_\_\_\_

Age: \_\_\_\_\_

Liability Waiver Submitted? \_\_\_\_\_

#### Permanent Address:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Emergency Contact:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Legal Guardian (if under 18):

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Applicable Skills:

\_\_\_\_\_  
\_\_\_\_\_

#### Notes (Dietary restrictions, allergies, etc.):

\_\_\_\_\_  
\_\_\_\_\_

#### Volunteer (or Legal Guardian if under 18):

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



These materials were originally produced, in part, by a grant from the American Red Cross.



## NOTES

# NYC VOLUNTEER GROUP HOUSING PROGRAM



## INDIVIDUAL INDEMNITY AND WAIVER OF LIABILITY

I, \_\_\_\_\_, (the Undersigned or Volunteer Group Participant), as a member of \_\_\_\_\_ (hereafter known as the Volunteer Group), will be participating in various

projects for the restoration and recovery of New York City resultant from Superstorm Sandy. As a Volunteer Group Participant, and in consideration of being permitted to reside in a Volunteer Group Housing Site, I understand and agree to the following:

I will be residing at a Volunteer Group Housing Site and participating in the above stated projects, of my own free will, as a volunteer, and at my own risk and responsibility. I understand and agree that all coordinating parties and their partners are not responsible or liable in the event of an accident, injury or illness, including death, occurring to me. In that regard I remise, release, indemnify, and forever discharge and hold harmless for myself, my heirs and assign all coordinating parties and their partners, members, volunteers, and/or employees from any liability, claim, suit, cause of action, or judgment whatsoever, arising out of or involved with my participation in the Volunteer Group and/presence upon the facilities of the Volunteer Group Housing Site.

I hereby state that I am in good health and have all the medications necessary to treat any known allergic or chronic conditions, and I am able to administer such medications without assistance. If at any time during my participation I require emergency medical care and am not able to give consent due to my physical or mental condition, I authorize the leaders of the Volunteer Group to make emergency medical care decisions on my behalf and to authorize treatment by a licensed physician or other medical professional in regard to my care. I specifically release the Volunteer Group Housing Site and the leaders of the Volunteer Group in making those emergency medical care decisions, from any and all liability associated with said decisions, even if injury or death is the result of the decision.

I understand that as a Volunteer Group Participant I will be performing certain tasks that could result in serious injury and/or death, including, but not limited to, debris removal, sorting and packaging relief supplies, and/or assisting in the repair and/or construction of personal residences, structures, and other project activities. I further understand and voluntarily assume any and all risks associated with any tasks I may perform as a Volunteer Group Participant.

The execution of this Agreement by the Undersigned further constitutes a waiver of any and all affirmative defenses which may be available by virtue of statute and as per the New York Rules of Civil procedure. The Undersigned shall be responsible for any and all damages to host site property, directly resultant from activities of the Undersigned, while said premises are being used for by the Undersigned for the specified activities. The host site reserves any and all remedies at law to collect any damages which may result from the use of said premises by the Undersigned.

The execution of this Agreement by the Undersigned further constitutes a waiver of any and all affirmative defenses which may be available by virtue of statute and as per the New York Rules of Civil procedure.

I agree to participate fully in the projects that are planned as well as in the Volunteer Group's activities and responsibilities. I understand that the use of tobacco products, alcohol, and drugs, not prescribed for me by a licensed physician, are prohibited on Volunteer Group Housing Site property. Finally, I also understand that violations of Laws or Ordinances of the City of New York or the State of New York will not be tolerated. If I fail to comply with these policies, I understand that I will be sent home immediately at either my Volunteer Group's or my family's expense.

The Undersigned expressly warrants that this Individual Indemnity and Waiver of Liability Agreement is to be binding upon his/her executors, successors, and administrators. It is further warranted by the Undersigned that no promise or inducement has been offered, except as herein set forth, and that the Undersigned or the Undersigned Parent or Legal Guardian is of legal age, legally competent to execute this Agreement and agrees to all the terms of this Agreement, making all warranties herein set forth and accepting full responsibility there for, and this Agreement is a full and final release of all claims known and unknown, anticipated and unanticipated.

The Undersigned has read this Individual Indemnity and Waiver of Liability Agreement and fully understands the same. The Undersigned agrees that his Agreement shall be governed by and interpreted in accordance with the laws of the State of New York. The Undersigned further agrees that in the event that any clause or provision of this Agreement shall be held to be invalid by any court of competent jurisdiction, such invalidity shall not otherwise affect the remaining provisions of the Agreement which shall continue to be enforceable.

We the Undersigned, individual(s) and/or as parents/guardians of the above named Volunteer Group Participant acknowledge that the above named Volunteer Group Participant will be staying at a Volunteer Group Housing Site and participating in a project or projects at his/her and my/our own risk. I/we on my/own behalf, hereby remise, release, indemnify and forever discharge and hold harmless for myself, my heirs and assigns the Volunteer Group Housing Site, its ministers, elders, session, members, volunteers, and employees from all liabilities for damage, injury, or illness including death to the Volunteer Group Participant or his/her property during his/her participation in or travel to or from any volunteer project or related event. We also understand and agree to all representations, commitments and warranties made herein.

Further, I/we authorize the Leaders of the Volunteer Group on my/our behalf and at my/our account to take such measures and arrange for such medical treatment by a licensed physician and hospital treatment as the Leaders of the Volunteer Group may deem advisable for the health and well-being of the Volunteer Group Participant without the need for further consent.

In Witness Whereof the Undersigned have executed this Release and Indemnity Agreement on the date or dates indicated.

Volunteer Group Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## NOTES

---

NYDIS would like to thank our partner organizations for their input and advice in producing these documents for the unique needs of New York City, some elements of which were adopted from their resources and tool kits: the American Red Cross, the Disaster Response Office of the Metropolitan New York Synod, ELCA; Presbyterian Disaster Assistance, the New York City LTRGs and their Volunteer and Rebuild Committees, and the members of the New York City Volunteer Group Housing Task Force.

# NYC VOLUNTEER GROUP HOUSING PROGRAM



## SAMPLE VOLUNTEER PACKING LIST

This list consideration giving to personal safety and comfort during their stay as well as ensuring the security of the host site. Please refer to the packing list below as guidance for all individuals within the volunteer group.

### SUGGESTED VOLUNTEER PACKING LIST:

- Sturdy work clothes (heavy pants and long-sleeve shirts)
- Work boots with ankle support and steel toes
- Sweatshirts
- Work gloves
- Dust masks
- Safety goggles
- Sunhat or safety helmet
- Sunglasses
- Water bottle
- Sunscreen
- First aid kit
- Insect repellent
- Hand sanitizer
- Personal medications
- Personal toiletry items
- Phone and phone charger
- Sleeping bag or a set of single sheets and pillows
- Towels, wash cloths, and shower shoes
- Sufficient debits cards, credit cards, or cash

### OPTIONAL ITEMS:

- Tool belt
- Trade tools
- Pad lock for storage locker
- Books

### PROHIBITED ITEMS:

- Firearms
- Alcohol
- Illegal drugs
- Prescription drugs which have not been officially prescribed.

NYDIS would like to thank our partner organizations for their input and advice in producing these documents for the unique needs of New York City, some elements of which were adopted from their resources and tool kits: the American Red Cross, the Disaster Response Office of the Metropolitan New York Synod, ELCA; Presbyterian Disaster Assistance, the New York City LTRGs and their Volunteer and Rebuild Committees, and the members of the New York City Volunteer Group Housing Task Force.



These materials were originally produced, in part, by a grant from the American Red Cross.

NYDIS would like to thank our partner organizations for their input and advice in producing these documents for the unique needs of New York City, some elements of which were adopted from their resources and tool kits: the American Red Cross, the Disaster Response Office of the Metropolitan New York Synod, ELCA; Presbyterian Disaster Assistance, the New York City LTRGs and their Volunteer and Rebuild Committees, and the members of the New York City Volunteer Group Housing Task Force.



These materials were originally produced, in part, by a grant from the American Red Cross.

# NYC SUPERSTORM SANDY RECOVERY

✓ **FIND HOUSING FOR YOUR VOLUNTEER GROUP**

✓ **SIGN UP YOUR HOUSE OF WORSHIP AS A HOST SITE**

**CONTACT THE NYC VOLUNTEER GROUP HOUSING  
PROGRAM STAFF:**

212.669.6100

OR

[VOLUNTEERHOUSING@NYDIS.ORG](mailto:VOLUNTEERHOUSING@NYDIS.ORG)

**FOR MORE INFORMATION VISIT THE PROGRAM WEBSITE AT:**

[WWW.NYDIS.ORG/VOLUNTEERHOUSING](http://WWW.NYDIS.ORG/VOLUNTEERHOUSING)



\*NYDIS a 501(c)(3) faith-based federation of service providers and charitable organizations who work in partnership to provide disaster readiness, response, and recovery services to New York City. NYDIS and its members seek to mitigate human suffering caused by catastrophes and serve the most vulnerable and under-resourced households and communities affected by disaster.

---

NYDIS would like to thank our partner organizations for their input and advice in producing these documents for the unique needs of New York City, some elements of which were adopted from their resources and tool kits: the American Red Cross, the Disaster Response Office of the Metropolitan New York Synod, ELCA; Presbyterian Disaster Assistance, the New York City LTRGs and their Volunteer and Rebuild Committees, and the members of the New York City Volunteer Group Housing Task Force.



These materials were originally produced, in part, by a grant from the American Red Cross.