

# HOPE VILLAGE

Souris Valley Flood Recovery

## Volunteer Information & Registration Packet

Hope Village  
c/o Our Savior Lutheran Church  
3705 11<sup>th</sup> Street SW  
Minot, ND 58701  
Site Phone Number: 701-240-1495  
info@hopevillagend.org  
www.hopevillagend.org

**Registration Phone Number: 1-855-720-9804** (toll free)

*All volunteers must register through this phone number prior to sending forms in*



## ***When a disaster strikes, one's faith may be all that's left to cling to.***

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The Souris River Flood of 2011 devastated communities, homeowners, and farmers across 30 miles of northwestern North Dakota. On June 26, 2011, the river crested at 1,561.72 feet above sea level. Before 2011, the record crest of the river was 1,558 feet above sea level in 1881. In North Dakota's fourth largest city, with a population approaching 40,000 residents, over 11,000 Minot residents were evacuated at the time of the 2011 flooding. The river flooded a quarter of the city, devastating 4,815 homes, churches, schools, and businesses.

Thank you for your interest in helping the people devastated by the Souris River Valley 2011 flood. At such times, one may wonder where God is in all this chaos and destruction. God knows the suffering, pain and seemingly insurmountable task that lie ahead of reconstructing homes and lives.

*You can be His visible hands as you rebuild homes and in the process, bring healing and hope in seemingly hopeless situations.*

*Then I told them of the hand of my God which was good upon me...*

*And they said, "Let us rise up and build."*

*So they strengthened their hands for this good work. Nehemiah 2:18*

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### **Hope Village:**

- Combines the organizational strengths of multiple faith-based organizations while allowing each to retain its unique corporate identity and disaster recovery specializations
- Provides volunteer housing, meals and fellowship
- Assigns projects and matches volunteer skills
- Supplies tools and equipment necessary for the job
- Serves as the central volunteer management point for the City of Minot and Ward County

### **Hope Village Volunteers may serve in the following areas** (dependent on skill level):

- Demolition of interior and/or exterior building structures
- Building repairs such as porches, steps, ramps, structural damage
- Rebuild Construction - ***Note: It is important that no member of any group attempt to engage in any activity for which a skilled license is required by state or local government i.e. plumbing, electrical, HVAC. Volunteers with such licenses from other states are encouraged to note such on the registration form.***

### **Youth Groups**

Due to the nature of rebuild, Youth Group Volunteers are accepted only if teams consist of at least one adult supervisor of 21 years of age or older for each 5 youth volunteers. Larger groups should be broken down with each team consisting of no more than 5 youth and adult supervisor(s). ***The supervisor and at least 50% of the youth members of each team must be skilled*** in rebuild tasks according to the Construction Team Information. The other members of the youth team should be willing to learn. All youth must have completed the 9<sup>th</sup> grade unless accompanied by parent who will directly supervise that child.

# Planning Guidelines

The ideal team consists of 4 -10 persons; however, larger groups can be split into smaller units. Each team should have a team leader, a spiritual leader and someone with first-aid experience. Having some skilled people in the building trades will be essential. Each team should bring a designated “go-fer” who can go for supplies and/or tools that the team needs. Individuals are encouraged to apply; they will be grouped into work teams or added to existing teams if agreeable to both parties. Individuals without a team should supply a letter of reference from their local pastor or other community person prior to arrival. Persons with certain skills may be used for special individual assignments. **Please refer to Form A – Construction Team Info for additional information regarding building a team.**

## **PRIORITIES**

Hope Village assists homeowners who are unable to recover on their own. This list includes the most vulnerable persons: the low income, the disabled, elderly, documented medical needs, uninsured, under-insured, single parents and others that will have the hardest time recovering. The process of case management identifies those who are in greatest need and will receive our help based on a priority system.

Teams are asked to be flexible and willing to do what needs to be done, even if it is different from what they expected. Even under ideal conditions, you may encounter lack of supplies, delay of inspections, and inclement weather in your response to disaster. Please be patient – the homeowner has been waiting longer than you and *truly appreciates all you are able to do!*

## **IMPORTANCE OF COOPERATION**

Since building and repair codes vary from community to community, in disaster response, local codes need to be followed to prevent jeopardizing the value of people’s homes or their insurance and FEMA claims.

## **CONFIRMING A DATE**

Since preparation time is needed by the Hope Village staff, the earlier you **confirm** your volunteering dates, the easier it will be for the staff. Considerable coordination is required which takes time. Your application and confirmation of the mission assures proper planning in responding to the disaster and the best experience possible for the client, staff and you as a volunteer. **Register early** to assure housing is available for the dates you are available.

## **SAFETY AND PEOPLE ISSUES**

- If you have not had a tetanus shot in the last 5 years, we recommend that you receive a new one.
- Take time to LISTEN to the stories of the people. Homeowners are more important than the work and listening is a key element to their recovery as well.
- **CHECK WITH YOUR PHYSICIAN** if you have problems with heart, allergies, asthma, upper respiratory or diabetes. Also ask if Hepatitis A and B shots are needed. Please note any limitations on your application that may influence the kind of work you are able to do. (bad knees = no roofing, etc.)

***DO NOT MAKE PROMISES*** to homeowners! If further work is needed when you must leave, let the appropriate person know so that another team can begin where you have ended. ***The appropriate person is the person who directed you to the work site or the job site supervisor!***

## **Prior to Arrival**

- Send completed registration forms at least 45 days before arrival
  - Construction Team Information – A (send this as soon as possible)
  - Group Volunteer Registration Form - B
  - Individual Volunteer Form for each team member - C
  - Participant Liability Release Form for each team member – D
  - Hope Village guidelines sign off – E
- Submit Required Fee
  - \$50 non-refundable registration fee per group\* payable to **Hope Village** at the above address

*\*The group registration fee will be applied to the group's daily charge upon arrival and is required for each separate trip*

## **Upon Arrival**

- Check-in with Village Coordinator at pre-determined time
- Pay fees for entire group - \$20 per individual per night which includes room and board less the \$50 registration fee sent with the registration forms. Example: group of 6 staying 5 nights

$$\$20 \times 6 \times 5 = \$600 - \$50 = \$550 \text{ due upon arrival}$$

***Please pay with 1 check to cover the entire group to expedite check-in***

- Receive housing assignment
- Attend general orientation

## **What to Bring**

- TOWELS & WASH CLOTHS**
- PERSONAL TOILETRY ITEMS** (shampoo, toothbrush, toothpaste etc.)
- Personal medications
- Work shoes (steel toes are best)
- Work gloves
- Safety goggles
- Sturdy pants (jeans or canvass)
- Long sleeve shirts (layers are best)
- Insect repellent/sunscreen (in warm months)
- Warm clothes (temperatures vary even in summer)
- Hat or bandana, sunglasses
- Cooler & ice packs (if desired for lunch storage on job site)
- First aid kit
- Flashlight or headlamp
- Photo ID**
- Insurance ID card**
- Medical information in case of emergency**

## **Daily Schedule**

*Situations change daily or sometimes hourly. Thank you for your spirit of flexibility, open-mindedness, and ability to adjust!!*

7:00 am	Breakfast
8:00 am	Sign-In, Job Assignments, and Tool Check-Out
8:30 am	Leave for Job Site
Noon - 1:00 pm	Lunch (on Job Site)
4:30 pm – 6:00 pm	Sign-Out, Job Debrief, and Tool Check-In
6:30 pm	Dinner and Cleanup followed by Short Devotion *Groups are encouraged to find time to meet, share, debrief, etc.
10:00 pm	Hope Village Quiet Time

### **Driving Directions to Hope Village in Minot, ND**

Exit Hwy 2 at Broadway/Hwy 83

Go South

Turn west (right) on 37<sup>th</sup> Street SW, at Wal-Mart

Our Savior Lutheran Church/Hope Village grounds are on the left

*Set your GPS/MapQuest to 3705 10<sup>th</sup> St SW, Minot ND (not the actual address as that will not work correctly)*

## **Medical Facilities**

Trinity Hospital – **Emergency Room**

1 Burdick Expressway W

701-857-5000

Sunday-Saturday, 24 Hours

Medcenter One Walk-In Clinic

801 21<sup>st</sup> Ave SE

(701) 839-5902 Toll-free: (866) 595-8267

7 days/week 8 am – 9 pm

## **Pharmacies**

CVS Pharmacy

1520 20<sup>th</sup> Ave SW

701-852-4068

Mon-Fri 8-10, Sat 9-7, Sun 12-6

White Drug Stores

1015 S Broadway

701-852-4181

Mon-Fri 9am-9pm, Sat 9-6, Sun 12-5

# Construction Team Information (Form A)

As we move into the second year after the devastating Mouse River flood, the jobs in the flooded homes require that most teams consist of teams and/or individuals with a certain level of skill in rebuild. *If you have experience in remodeling your home, you have the skills we need.*

A "team" is defined as:

- one Team Leader who can do a good job and can guide/teach others
- at least 50% of other team members who can do a good job by themselves
- the remaining members of the team may not know how but willing to learn
- the recommended team size ranges from 4-6 members
- individuals with rebuild skills are needed too - call 701-500-5206 for more information

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To help you gauge whether your team is a team for Carpentry or Drywall, please indicate the skill level for each volunteer on your team using the following chart:

0 = I am unable to do or am not interested in this skill  
 1 = I don't know how but am willing to learn/try  
 2 = I have done it before but still need help to do  
 3 = I can do a good job by myself  
 4 = I can do a good job and can guide/teach others

<u>Skill Level</u>	<u># Vol with Skill</u>	
_____	_____	Carpenter – rough
_____	_____	Carpenter - finish
_____	_____	Construction Layout / Scopes
_____	_____	Contractor.... license in the state of _____ License# _____
_____	_____	Drywall Hanger
_____	_____	Drywall Finisher (tape mud texture)
_____	_____	Egress Window install
_____	_____	Electrician.... license in the state of _____ License# _____
_____	_____	Flooring – Carpet
_____	_____	Flooring – Tile
_____	_____	Flooring – Underlay
_____	_____	Flooring – Vinyl
_____	_____	Framing
_____	_____	Heating/cooling HVAC
_____	_____	Insulation
_____	_____	Jobsite Supervisor
_____	_____	Painter
_____	_____	Plumbing
_____	_____	Roofing
_____	_____	Tile Countertops Walls

**Using the above assessment of the team members, please register in these team categories:**

\_\_\_\_\_ Carpentry Team (consists of some or all of these tasks)

- Framing – finishing
- Installing windows and doors
- Installing cabinets
- Siding
- Subfloor

\_\_\_\_\_ Drywall and Finishing Team (consists of some or all of these tasks)

- Hang drywall
- Finish drywall (tape, mud, texture)
- Prime and paint

\_\_\_\_\_ Non-construction skills/tasks

- \_\_\_\_\_ Cook/Kitchen help
- \_\_\_\_\_ Food Distribution
- \_\_\_\_\_ Tasks around Hope Village grounds
- \_\_\_\_\_ Landscape
- \_\_\_\_\_ Warehouse worker for building materials

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### HVAC, Plumbers, Flooring and other Specialty Skills

- ***There is always a need for specialty teams/individuals***
- These teams/individuals are managed separately

For specific information, call 701-500-5206 (LDR at Hope Village) or email [LDRvolunteer@lssnd.org](mailto:LDRvolunteer@lssnd.org).

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In the coordination of the homeowners’ needs and the volunteer teams, we cannot guarantee jobs in advance. Jobs change as work is completed by a prior group but we will do our best to match your skills with the jobs.

Please send this Form A to [LDRvolunteer@lssnd.org](mailto:LDRvolunteer@lssnd.org) or Hope Village Volunteer Coordination (at the address listed on the front page) as soon as you designate which area your team will work in. This will allow us time to plan your work.

Group Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Group Contact Name: \_\_\_\_\_ email: \_\_\_\_\_

Arrival Date (approx): \_\_\_\_\_ Departure Date: \_\_\_\_\_

# Hope Village Group Volunteer Form (B)

Group ID \_\_\_\_\_ Vol ID \_\_\_\_\_

*Group members will be housed together if space allows but this is not guaranteed*

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Group ID # \_\_\_\_\_

**Group Name** \_\_\_\_\_ **Church Denomination** (if applicable) \_\_\_\_\_

**Contact Name** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

### **Trip Details**

**Arrival date** \_\_\_\_/\_\_\_\_/\_\_\_\_ (Time: \_\_\_\_ ) **Departure date** \_\_\_\_/\_\_\_\_/\_\_\_\_ (Time: \_\_\_\_ )

Parking needed for: \_\_\_\_ cars/trucks \_\_\_\_ vans \_\_\_\_ bus **Need to rent vehicle?** Yes / No

\_\_\_\_ # Adult Males \_\_\_\_ # Adult Female \_\_\_\_ # Youth Males \_\_\_\_ # Youth Females

**Village Housing?** Yes / No Night arriving \_\_\_\_/\_\_\_\_/\_\_\_\_ and departing on \_\_\_\_/\_\_\_\_/\_\_\_\_

**Village Meals?** Yes / No (3 meals/day = \$10) \_\_\_\_ # Breakfasts \_\_\_\_ # Noon Lunches \_\_\_\_ # Evening Meal

Dietary Restrictions (i.e. lactose intolerant, gluten allergy, peanut allergy, vegetarian/vegan, etc) include#  
\_\_\_\_\_

### **Experience**

Skilled Team Leader(s)? Yes / No Name(s) \_\_\_\_\_

Overall Group Skill Set (circle): SKILLED IN:  Carpentry  Drywall/Finishing

HVAC  Plumbing  FOOD  WAREHOUSE

**Previous Disaster Experience** \_\_\_\_\_

#### **Office Use Only**

Group ID # \_\_\_\_\_ follow up email sent \_\_\_\_/\_\_\_\_/\_\_\_\_

Trip Details Confirmed \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_

Housing Scheduled \_\_\_\_/\_\_\_\_/\_\_\_\_ Hope Village, Y / N ? If no, where? \_\_\_\_\_

Individual Volunteer forms attached Yes No \_\_\_\_/\_\_\_\_/\_\_\_\_

Paid Group Fee \_\_\_\_/\_\_\_\_/\_\_\_\_ of \$ \_\_\_\_\_ check# \_\_\_\_\_ payable to Hope Village





# Hope Village Participant Liability Release Form (D)

(To be completed by each participant)

**Please read before signing, as this constitutes the agreement as a volunteer and the understanding of your working relationship as a volunteer with Hope Village.**

I, \_\_\_\_\_, acknowledge and state the following: I have chosen to travel to North Dakota perform cleanup or construction work designed to rebuild homes due to flood damage.

1. I understand that this work entails a risk of physical injury and often involves hard physical labor, heavy lifting and other strenuous activity, and that some activities may take place on ladders and building framing other than ground level. I certify that I am in good health and physically able to perform this type of work.
2. I understand that I am engaging in this project at my own risk. I assume all risk and responsibility as well as related costs and expenses for any damage or injury to my property or any personal injury, which I may sustain while involved in this project. I understand that all medical expenses are my responsibility. I hereby release Hope Village and partners of all liability which may arise from accident or illness while I am participating in an event and all its related activities.
3. In the event that Hope Village arranges accommodations, I understand that they are not responsible or liable for my personal effects and property and that they will not provide lock up or security for any items. I will hold them harmless in the event of theft, or for loss resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations may be in effect for the accommodations at that time.
4. I understand the need for confidentiality and will not discuss, photograph or otherwise disclose identifying information about the occupants of the house I am working in without prior permission from Hope Village and the family. This includes any reference to names, addresses, or other identifiable information. I also grant permission to Hope Village and its participating partner organizations to release information and photographs regarding my volunteering.
5. By my signature, for myself, my estate, and my heirs, I release, discharge, indemnify and forever hold Hope Village, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my participation in this project, including travel or lodging associated therewith, or any damages which may be caused by their own negligence.

## PLEASE PRINT

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Best Phone to use \_\_\_\_\_ Alternate phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian in case of minor \_\_\_\_\_ Date \_\_\_\_\_

## Hope Village On-Site Guidelines (Form E)

- Volunteers will provide their own transportation to/from Hope Village and to/from job sites
- Volunteers may bring their own personal tools and equipment and are responsible for their security and identification markings *(This is not required as there are tools available for volunteer use on a daily basis)*
- If you bring construction materials with you, please notify our volunteer coordinator prior to arrival
- Hope Village identification badges will be required for meals, the Hope Village grounds and showers at the YMCA (if used)
- **No alcohol, illegal drugs/drug paraphernalia, or illegal substances** are allowed on the village grounds or any work site. Failure to comply with this policy will result in being asked to leave the premises at your own expense. Prescribed medications must be contained / stored in a legal prescription container with all required nomenclature. *Failure to comply with these policies will result in being asked to leave the premises at your own expense.*
- Volunteer teams are responsible for their own first aid
- Volunteers must inform staff of any personal injuries as soon as possible on Hope Village grounds or at work sites. **Treatment should not be delayed pending this notification.**
- Volunteers are expected to leave the Hope Village grounds and work sites in a clean and neat condition
- Village daily upkeep duties will be assigned by Hope Village Coordinator
- **Cigarette smokers are asked to use only the designated areas and receptacles provided**
- Please respect the worksite homeowner's privacy as well as that of long-term volunteers and staff - written permission must be obtained before taking pictures/video or using names/addresses
- Refer any suggestions or concerns regarding the Hope Village grounds to Village Coordinator
- Hope Village is not responsible for personal property. Secure valuables, lock vehicle on grounds and at worksite
- No Pets

By my signature, I acknowledge that I have read and will adhere to these policies.

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Signature of volunteer

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Date