

### **National Office**

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**Shawnee, KS 66203**

**1-866-466-6237**

**Gary Hatcher, Chairman**

**NOMADS Disaster Rebuilding Committee**

**256-601-8329**

## **Application and Instruction Package** (Sept 2016)

### **Inviting United Methodist NOMADS to Help with Disaster Rebuilding Efforts**

**It is the mission of United Methodist NOMADS to assist our church communities and others in time of need, including in times of disasters.**

Since most NOMADS are not trained to be First Responders, we do not deploy to a disaster area with the 'first wave.' Likewise, with our age profile, we do not deploy in the 2nd wave for demolition and clean-up. However, since NOMADS have high skill levels in building and rebuilding tasks, our leaders have determined that NOMADS teams will only be sent into disaster areas when it is time to begin the rebuilding effort.

Traditional NOMADS projects were most always scheduled for three weeks. Because disaster building requires a much longer commitment to be effective, the Revolving Team Project (RTP) concept was designed with two particular goals in mind: first, to provide a means for staffing a project on a longer-term basis in one location, and secondly to allow NOMADS' members the flexibility in setting their own schedule as far as timing of their work and number of weeks worked.

Once the time period of the project has been announced, any member of NOMADS can sign up to work at the project for any number of weeks they choose, with the only requirement being that their work period be in one-week increments, starting on Monday. As with other NOMADS projects, teams work Monday – Thursday, taking Friday – Sunday to rest and relax, since most members will work multiple weeks

### **When Do NOMADS Send a Disaster Rebuilding Team?**

It is only natural to want to respond immediately when we hear of a disaster and people in need. However, through our experience, we have determined that the following criteria must be met prior to sending a NOMADS team into a disaster area.

**First**, we must be invited to bring a team to the disaster area by a Sponsoring Agency, such as a United Methodist church, Conference, or UM-related agency capable of providing the basic needs of a NOMADS team while on site.

**Second**, there must be someone or some agency qualified to perform casework management services and provide work assignments to the NOMADS teams.

**Third**, there must be funding available to pay for materials needed to accomplish the rebuilding tasks we are asked to perform.

**Fourth**, there must be RV hook-ups provided by the host agency. When we send teams to disaster areas, we generally plan to be on site for a number of weeks or months. This requires that our members have adequate RV parking, with water, electric, and some method to dispose of sewage. While our units are self-contained, we cannot go for long periods without these basic necessities. If needed, the NOMADS organization is able to supply both financial and physical assistance in establishing and maintaining RV sites.

Many factors can delay the start of the rebuilding phase beyond what would seem desirable. NOMADS must work within those parameters to become a partner with the local community. The NOMADS Disaster Rebuilding Committee (DRC) will determine when and if the time is right.

### **The Application Process**

Initial inquiries or requests for NOMADS help can come to the NOMADS office from various sources. Once received, however, the information is forwarded to the Chair of the NOMADS Disaster Rebuilding Committee for follow-up. At this point, the following steps will need to be taken to complete the process of placing NOMADS teams on site.

1. Someone from the DRC will contact the person initiating the inquiry or request. During that conversation, it will be determined who at the disaster site has the authority to submit an application to NOMADS.
2. An *Application and Instruction Package* will be sent to this person in authority, along with a copy of *NOMADS RV Parking Guidelines for Disaster Rebuilding Projects*. Please note that we realize it **may not be possible for you to provide all of the requested information on the forms initially**, but we will work with you to develop and obtain it.
3. Once the application is received, the NOMADS DRC will assign a member to be your direct contact and work with you to answer questions and complete the application process.
4. If possible, the DRC will also ask a member to come to your site to survey the situation and help and facilitate the application process.
5. At this point, the DRC will review the application to determine the suitability of the project, from the standpoint of both NOMADS and the agency applying.
6. If approved by the DRC as a project, steps will then be implemented to put the plan in motion and recruit the necessary leaders and volunteers.

## **Specific Instructions for Application Form**

The Application and Invitation form is comprised of three separate sections of information:

- 1. General Information of Proposed Sponsoring Agency**
- 2. Host Site / RV Parking Location Information**
- 3. Specific Work Site Location**

Each disaster situation is different. We identify three distinct levels for which we need information. Usually in major wide-spread disasters, the three represent different personnel in charge. In smaller disaster areas, two or more of these may be combined:

**Sponsoring Agency** – Generally the Methodist-related agency in charge overall. This is often the Annual Conference for the affected area.

**Host Agency** – The local church or agency who will host the NOMADS teams and who will provide the facilities for RV parking.

**Work Site** – The area in which NOMADS will be assigned to work.

In major wide-spread disasters, several Host Agencies and Work Site locations may exist under one Sponsoring Agency umbrella. In such cases, we will need separate Host Agency forms and Work Site forms for each separate area into which teams are to be sent.

**1. General Information of Proposed Sponsoring Agency.** All information on this page should be completed when submitting your original application.

**2. Host Site / RV Parking Location Information.** You will need to identify a potential site or sites that might work for parking of RVs. When possible, it is preferable to be at or near a local United Methodist Church. Our teams like to become involved in church life during their stay. When our representative makes a visit to your site, we can help with recommendations, but you need to have potential sites in mind before that visit. Please study the separate document, *NOMADSRV Parking Guidelines for Disaster Rebuilding Projects*, when looking for sites.

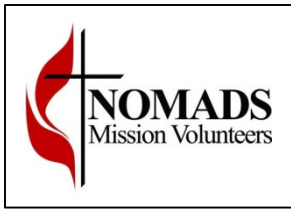
Most likely, initially you will not be able to complete all of the information requested on this form, but all must be completed and available before final approval can be given.

**3. Specific Work Site Location.** Please fill out this form to the best of your ability at this time. We realize that the specifics of the work itself will be constantly changing, even after the team arrives. However, it is helpful to our members to have detailed information.

Send or e-mail completed application to:

**Carla Kinsey, Administrator**  
**United Methodist NOMADS**  
**P O Box 3508**  
**Shawnee, KS 66203**

**Email: [director@nomadsumc.org](mailto:director@nomadsumc.org)**



Application and Invitation to  
United Methodist NOMADS

PART 1

for

NOMADS Disaster Rebuilding Teams

**GENERAL INFORMATION OF PROPOSED SPONSORING AGENCY**

Agency Name \_\_\_\_\_

Primary Contact Name/Title \_\_\_\_\_

Agency Affiliation with UMC \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Physical Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

Web Site Address \_\_\_\_\_

Type of disaster for which you are requesting help from NOMADS' teams:

\_\_\_ Hurricane \_\_\_ Tornado \_\_\_ Flood \_\_\_ Other \_\_\_\_\_

Describe scope and general area where disaster occurred: \_\_\_\_\_

Location of Work: \_\_\_\_\_

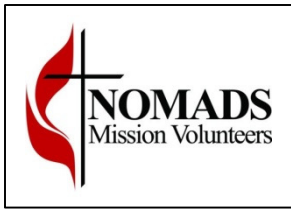
Please complete a separate Specific Work Site Location form and Host Site/RV Parking Form for each different location where teams will be parked and working.

Will Background Checks be required for NOMADS working on project? \_\_\_\_\_

**Waiver of Liability – Agreement and General Release**

- 1) In applying for future team(s) of The United Methodist NOMADS, I/we assure NOMADS that we fully understand the nature and difficulty of the work that we will be asking NOMADS to perform.
- 2) I/we also hereby acknowledge that where permits, licenses and inspections will be needed, our organization takes full responsibility.
- 3) GENERAL RELEASE: In consideration of any work to be performed by NOMADS, we hereby indemnify and hold NOMADS, its members, officers, directors, and agents harmless from any and all liability and costs (including attorney's fees) related to or arising out of the work performed by NOMADS. This indemnification and hold harmless agreement will survive the completion of any current or future projects by NOMADS.

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



Application and Invitation to  
**United Methodist NOMADS**

**PART 2**

for  
**NOMADS Disaster Rebuilding Teams**

**SPECIFIC WORK SITE LOCATION**

It is important to provide as much information as possible about the work you are requesting of NOMADS. Attach additional sheets, news articles, etc., that will give NOMADS a better understanding of your situation and allow us to evaluate your project and recruit volunteers accordingly.

Name of Agency Person responsible  
for assigning work to NOMADS \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Agency Construction Manager \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

To the extent possible at this time, describe the location of  
the actual work site(s) in relation to the RV parking area. \_\_\_\_\_

Describe the method of case management being used \_\_\_\_\_

\_\_\_\_\_

Case managers trained by UMCOR \_\_\_\_\_, Red Cross \_\_\_\_\_, Other \_\_\_\_\_

Please describe the primary source(s) of your funding for this disaster work, the level of UMCOR  
funding, if any, and the adequacy of this funding for the work you are requesting of NOMADS.  
Also, will any recipients of help be purchasing their own materials?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When will you be ready to receive NOMADS' teams? \_\_\_\_\_

Number of NOMADS' workers you are requesting? \_\_\_\_\_

Estimate length of time for which you are requesting NOMADS' involvement? \_\_\_\_\_

**SPECIFIC WORK SITE LOCATION – continued**

To the extent possible at this time, describe the types of work and/or specific tasks for which you are requesting NOMADS' help. This will allow volunteers to come better equipped with correct tools.

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Describe how NOMADS will receive the needed materials at the work site and who will be responsible for getting the materials to the work site \_\_\_\_\_

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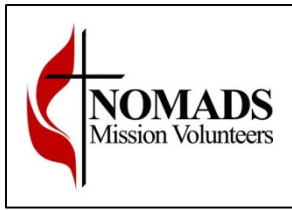
Describe the situation with local permitting. For example, will NOMADS be permitted to work on electrical, plumbing, HVAC, and other work that might otherwise require licensed professionals?

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Please include or attach any additional information you feel would be helpful for NOMADS to receive in advance of arriving for work.



Application and Invitation to  
**United Methodist NOMADS**

**PART 3**

for

**NOMADS Disaster Rebuilding Teams**

**HOST SITE / RV PARKING**

Name of Host \_\_\_\_\_

Primary Contact at Host \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Secondary Contact \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Physical Address where RVs will be parked \_\_\_\_\_

Forwarding Address NOMADS may use to receive mail \_\_\_\_\_

Is location adjacent to or in close proximity to Host church or other agency? \_\_\_\_\_

Is this location properly zoned or permitted for RV parking? \_\_\_\_\_

Are there any security concerns for NOMADS parking at this location? \_\_\_\_\_

Is there a meeting room available for NOMADS use at this location? \_\_\_\_\_

Showers available? \_\_\_\_\_ Toilets available? \_\_\_\_\_ Laundry facilities on site or nearby? \_\_\_\_\_

Is there any available housing for NOMADS without RVs at or near this location? \_\_\_\_\_

Phone available for NOMADS use? \_\_\_\_\_ Internet/WIFI? \_\_\_\_\_

Are pets permitted if confined to RVs or kept on leash, but not at work site? \_\_\_\_\_

**RV PARKING:**

Maximum number of RV sites existing or planned? \_\_\_\_\_ Maximum length of RV \_\_\_\_\_

Electric Connections: Number of 30-amp, 120-volt \_\_\_\_\_ Number of 50-amp, 240-volt \_\_\_\_\_

Water Connections: Number of individual water faucets \_\_\_\_\_

Sewer Arrangements: Individual sewer connections for each RV? \_\_\_\_\_ Number? \_\_\_\_\_

Accessible dump station? \_\_\_\_\_ OK for Grey water on the ground? \_\_\_\_\_

**(PLEASE ATTACH sketch or drawing of proposed RV parking area, showing dimensions, proximity to church or other buildings, access entrance to area, location of utility hookups, and any other information that might be important. Please see separate document entitled *NOMADS RV Parking Guidelines for Disaster Rebuilding Projects.*)**