

**St. Mark's Episcopal Church**  
**Tornado Rebuilding / Springfield**

Dear Volunteer:

In a continuing effort to respond to the needs in the Springfield area following the June 2011 tornado St. Mark's will once again host a recovery weekend on February 18th, 19th, & 20th over the Presidents Day Weekend. We invite those interested to come Friday night, February 17th so that our work project can begin at 9AM on the 18th. Meals, beginning with supper at 6:30 on Friday evening will be provided. Anyone wishing to stay overnight at the church will be accommodated. We have upgraded our facility to make it a more accommodating environment for overnight guests.

St. Mark's will need a number of volunteers to make this weekend possible. We will need help in the kitchen, help with registration, and help with the physical work project. We ask that all volunteers be age 16 or older.

Tools to bring will be the basic hand tools for construction and a list is enclosed in this packet. There will be some tools available through Springfield Christian Ministries (the organizing agency with whom we are working throughout this rebuild event). Every effort will be made to have the special tools required to do specialized tasks.

If this is your first mission trip you are bound to be anxious and that is normal. The people that you may be working with have experienced a very emotional event in their lives and the volunteers do much to bring healing to their lives. And you will find yourself going home with a different meaning to life. One of the most important parts of this experience is building a relationship with the people you are assisting. Spend time getting to know them and hearing about their experience of the tornado. This work is just as important as the rebuilding efforts you are undertaking. Each evening following our physical work, we will share dinner and reflections of the day.

Personal items you should bring include sleeping bag or sheets and blanket, pillow, towel, and toiletries. Be sure to pack flexible work clothing which is appropriate for cooler weather. The noonday meal will be a packed lunch that will be delivered and can be eaten on the job site. Other meals will be prepared for you and served at St. Mark's.

Thank-you for your interest in a mission to the Springfield area. There is so much to be done. Volunteers are Jesus' hands, feet and face in the time of need and a true blessing and miracle to those who have suffered loss from the tornado. Registration forms are available on the church website: [www.stmarksma.org](http://www.stmarksma.org). If you have any questions please contact Linda Taupier or the church office (413) 524-6341.

God's Blessings,

*Linda Taupier, Registration Coordinator*  
*3 St. Joseph Drive*  
*East Longmeadow, MA 01028*  
[Taupier1@yahoo.com](mailto:Taupier1@yahoo.com) (413)525-4679

## **CHECK LIST OF ENCLOSED DOCUMENTS**

Cover letter to volunteer

Individual Volunteer Application (to be filled out by all participants)

Participant Liability Release Form (to be filled out by all participants over 18)

Parental Release Form (to be filled out by all participants under 18)

Tool List

Please feel free to make copies of forms to be filled out by participants and we ask that you print all information on the forms other than the signatures.

## INDIVIDUAL VOLUNTEER APPLICATION

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone no:** \_\_\_\_\_ **Work number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_ **Can we contact you at work? Yes No**

**Arrival date:** \_\_\_\_\_ **Departure date:** \_\_\_\_\_

### SUMMARY OF CONSTRUCTION SKILLS

To use your time and talents to the greatest benefit while you are volunteering, please indicate which of the following skills you have and also the level of skill you have using the following chart:

Levels:

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

- \_\_\_\_\_ Concrete-forming/pouring/finishing
- \_\_\_\_\_ Masonry-block/brick
- \_\_\_\_\_ Electrical
- \_\_\_\_\_ Heating/cooling HVAC
- \_\_\_\_\_ Rough carpentry-framing and repairs
- \_\_\_\_\_ Finish carpentry-doors, install cabinets, trim etc
- \_\_\_\_\_ Roofing
- \_\_\_\_\_ Hanging drywall (sheetrock)
- \_\_\_\_\_ Finishing drywall (tape/float)
- \_\_\_\_\_ Siding-vinyl, aluminum, wood
- \_\_\_\_\_ Painting
- \_\_\_\_\_ Plumbing
- \_\_\_\_\_ General handyman
- \_\_\_\_\_ Floor coverings (carpet, linoleum, vinyl)
- \_\_\_\_\_ Equipment operator-specify \_\_\_\_\_
- \_\_\_\_\_ Other-specify \_\_\_\_\_

**Please return as soon as possible to:**

**St. Mark's Episcopal Church  
President's Day Weekend 2012 Mission Trip**

**PARENTAL RELEASE FORM  
(FOR VOLUNTEERS BETWEEN 16 AND 18 YEARS OF AGE)**

**Name of volunteer:** \_\_\_\_\_

I hereby give permission for my child to serve in repair/rebuilding or clean-up of homes with St. Mark's Episcopal Church. In the event of an emergency during the duration of the trip, I hereby give consent to a licensed physician to hospitalize, secure proper treatment, anesthesia and or surgery for my child named above.

I understand that I am responsible for his/her own medical insurance and will not hold the with St. Mark's Episcopal Church liable for any injury or damage to my child while engaged in the disaster response project.

Parent/Guardian Signature: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Your relationship to participant: \_\_\_\_\_

Insurance company: \_\_\_\_\_

Does your child have any physical limitation that might affect his/her work? \_\_\_\_\_

List any allergies/medications: \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_

Special needs if any: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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**PARTICIPANT LIABILITY RELEASE FORM**

(Please read before signing, as this constitutes the agreement as a volunteer and the understanding of your working relationship with the St. Mark's Episcopal Church:

I, \_\_\_\_\_, acknowledge and state the following; I have chosen to travel to the work site to perform cleanup/construction work in disaster response.

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.

I understand that I am engaging in this project at my own risk. I understand that this is a "grass roots" activity to support individuals adversely affected by the disaster. I assume all risk and responsibility for any damage or injury to my property or any personal injury, which I may sustain while involved in this project.

In the event that St. Mark's Episcopal Church arranges accommodations, I understand that they are not responsible nor 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 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 the time.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold **St. Mark's Episcopal Church** together with their officers, agents, servants, and employees, harmless from any and all causes of action arising from my participation in this project, and travel or lodging associated therewith, including any damages which may be caused by their own negligence.

Date of last Tetanus: \_\_\_\_\_

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

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

Person to contact in case of emergency: \_\_\_\_\_

Telephone or means of contacting them: \_\_\_\_\_

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**TOOL LIST**

**Every one should have**

Utility knife  
Tape measure  
Hammer  
Straight screwdriver  
Philips screwdriver  
Work gloves  
Dust masks  
Safety glasses or goggles

**Please let us know if you have:**

Circular saw  
Framing square  
T-square  
Electric drill  
Battery drill  
Caulk line  
Reciprocating saw  
Ladder(s) 6' or 8'  
Cell phone  
Chain saw  
GPS

**Personal Items**

Long pants  
Long sleeved shirt  
Sweatshirt  
Hat  
Work shoes or boots  
Jacket  
Work gloves  
Soap  
Shampoo  
Wash cloth and towel  
Sheets, pillow, blanket (depends on housing arrangements)