



# Blue Mountain Region Long Term Recovery Group Team Leader Checklist

## Early planning

- Read BMRLTRG COVID Volunteer Guidelines, COVID-19 Volunteer Awareness and BMRLTRG Volunteer Information.
- Participate in a Team Leader training event.
- Continue to communicate with your Volunteer Coordinator.
- Identify needs for the site/project. (project specifications)
  - What is the goal?
  - What is the work to be done?
  - How many people can the site accommodate? (following COVID-19 guidelines)
  - What are the skills needed?
  - What equipment is provided?
  - What equipment do you need to provide?
  - What is the expected cost? Prepare a budget.
  - Are rest rooms available and hand hygiene available?
- Secure date/s.
- Form a team. Maximum of 6; physical space dependent.
  - Everyone Registers on-line.
  - If youth are on the team, distribute Parental Release and Consent Form and Medical Release Form for Minors.
- Complete the Team Registration, submit to your Volunteer Coordinator.
- Meet with your team. (following COVID-19 guidelines)
  - Why go on this mission?
  - Brief overview of the disaster and how many were affected.
  - Team building.
  - Identify safety protocol; to include COVID-19 guidelines, strictly followed.
  - Identify projects.
  - Identify team jobs:
    - Safety Officer.
    - Spiritual guide/s.
    - Does anyone have a current First Aid card?
    - Other??
  - Review information about the long-term recovery and projects.
  - Identify costs and how that will be divided by the group. Fundraising, personal donations, etc.

- Prepare First Aid kit.
- Safe Sanctuary training/review.
- Background checks are required.
- Each team member/family will provide their own transportation.
- Each team member brings prepared lunch, snack and water.
- Collect copies of insurance cards and driver's license.
- Let people know about the mission. Involve your congregation/community.
- Scan insurance cards and driver's license of all team members to send to Volunteer Coordinator.
  - If a volunteer does not have medical insurance, they can purchase insurance from United Methodists Volunteers in Mission at <http://www.umvimwj.com/insurance> or through private resources at least 2-weeks prior to the mission trip.
- Provide proof of Liability Insurance for the team.

### Days before leaving

- Confirm all preparations with your Volunteer Coordinator.
- Finalize projects and team jobs.
- Collect all supplies. Team members will provide their own personal tools/equipment.

### While on site

- Review and follow safety protocol and COVID-19 guidelines.
  - Frequent hand washing, wearing masks, and physical distancing.
- Meet site/construction manager. Orientation of work site.
- Organize tools and supplies.
- Remember the why.

### Returning home

- [Team Member Evaluation](#) Form.
- Check on team members. Schedule celebration and/or reunion.
- Tell the story.

### ***Contact Information:***

Louise Kienzle | Oregon sites | [umvim@umoi.org](mailto:umvim@umoi.org)

David Lopez | Washington sites | [David.Lopez@wallawalla.edu](mailto:David.Lopez@wallawalla.edu)

[Phone | 509-529-1183](tel:509-529-1183)