

Dear Prospective Individual or Team,

Thank you for your compassionate heart and desire to come down and assist those that have been affected by Hurricanes Katrina, Rita, and Gustav. It has been nearly 4 years since the devastating hurricanes hit the gulf coast and many areas are still not inhabitable. Many of those included in the repopulation numbers are living in travel trailers in their front yards many months or even years away from actually living in their homes. The greatest need still remains: volunteers willing to give one week of their life to assist those that have lost everything. By coming down you give these people hope and let them know that they are not forgotten.

HisHands2Go was created shortly after Hurricane Katrina to facilitate the continued need for volunteers. HH2G will arrange your housing and food, and coordinate work projects for your team. Teams working through HisHands2Go are assisting in putting people back in their homes. Teams are assigned duties based on experience and will work on all aspects of the relief effort.

As you consider and prepare for your missions trip to New Orleans the following policies and information will help you have a great trip.

1. Team members under 13 and younger must be accompanied by a parent or legal guardian and will not be allowed on worksites where mold or other safety hazards are present.
2. Team members 14-18 must be accompanied by an adult leader (maximum ratio 5 youth to 1 adult).
3. All team members must be current with their tetanus shots. Hepatitis A & B are suggested, but not required. Anyone with asthma or other breathing disorders should consult their doctor before coming down to assist.
4. Your Team will be lodged at St. Luke's AG or New Orleans East AG Churches or other locations as required. Team members need to bring twin size bedding, towels and possibly an air mattress. There are two showers and modern restrooms at both facilities (East now has a shower trailer).
5. There is a fee of \$150 per person per week to cover your accommodations which includes breakfast every day, lunch Mon-Fri and an evening meal Mon-Fri. Teams are on their own for food Sat & Sun.
6. If you are flying to the area you will need to rent vehicles of the appropriate size to transport your team.
7. With several reconstruction job orders it is very helpful if you have some members with basic construction experience and can bring tools to support that experience.
8. During the summer months it will be very hot with high humidity, it is extremely important that everyone on your team stay properly hydrated. We provide bulk filtered drinking water; other bottled drinks if desired are the teams responsibility. **SODA AND ENERGY DRINKS ARE NOT PERMITTED DURING WORDAY.**
9. During Hurricane season, if your team is scheduled to arrive and a hurricane watch has been issued, we may request that you reschedule your trip. If you are already here and a hurricane watch is given, an evacuation plan will be in effect. We realize that this could involve very short notice at times, but your safety is of utmost importance and we ask for your understanding and cooperation in this matter.
10. Please complete the TEAM INFORMATION sheet as soon as possible and return it via US Mail, along with your reservation deposit. This information is very important to ensure that we are properly prepared for your arrival.
11. The Personal Info, Assumption of Risk, and Parental Consent forms (minors) will be required from each team member upon arrival, along with the full accommodation payment (minus \$100 deposit).

Thank you for your interest and we look forward to working with you.

HisHands2Go

TEAM SCHEDULE

6:30-7:15AM (All workdays) BREAKFAST

7:15-7:30AM (All workdays) gather in or travel to chapel

7:30-8:00AM (All workdays) morning chapel

8:00AM-NOON Working on projects

NOON-1:00PM LUNCH time may vary depending on the jobsite

1:00-5:00PM Working on projects

6:00PM Evening meal served

8:00-? PM Thursday evening chapel

10:00PM All workdays curfew you should be inside the buildings at this time.

11:00PM LIGHTS OUT on all work days.

We ask that all volunteers be respectful of the quiet times, while it may not be a work day for your team it may be a work day for another team staying at the same location.

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HisHands2Go

Team Information and Code of Conduct

Introduction:

Thank you for your interest in serving the people of New Orleans. We hope that this information will answer most of your questions regarding your upcoming trip to HisHands2Go New Orleans.

Safety:

The safety of the groups staying with us is a major concern so we will start there. This is a city being plagued by crime, this crime is taking place between drug dealers and street gangs. We haven't had any problems with the groups staying at our facilities and make every effort not to have any problems in the future by enforcing some basic rules.

- * Do not walk around any neighborhood by yourself, there is safety is in numbers.
- * People should NEVER walk around after dark - alone or with groups.
- * If you visit the city day or night be aware of your surroundings and stay together in a group.
- * Always have at least one male in each group.
- * Do not leave valuables in vehicles.
- * Curfews - please be back to the church by 10:00pm. The building curfews are in place so that we can rest assured that you are accounted for at the end the of the day.
- * Lights out is at 11:00 PM
- * The group leader will be given a key to the facility your team is staying at.
- * Traffic– Do not trust any stop light, and watch for low stop signs on the left hand side of the road. Use extreme caution at all times driving in New Orleans.
- * Drink at least 1 gallon of water every day in the summer months.
- * NO ENERGY DRINKS ARE ALLOWED and keep sodas to a minimum.

Schedule:

- 6:30 AM breakfast consisting of cereal, milk & juice will be available in the dining area.
- Your day will start with a morning devotional chapel at 7:30 AM Monday-Friday.
- Your team will be given its work assignments and head to the work sites after chapel.
- You will break for lunch around noon. (lunch provided Mon-Fri)
- You will resume working after lunch until late afternoon
- The evening meal will be served at 6:00 PM (meal provided Mon-Fri)
- We have an evening worship service on Thursdays at 8:00 PM
- Your group is welcome to use our facilities for additional worship activities at other times.
- 10:00 PM Curfew groups should be back on Church property by 10:00 PM
- Lights out is at 11:00 PM

This page acknowledged by _____ Title _____ Date ___/___/___

House Rules:

- * Air/heating units - are to be adjusted only by one of the staff or interns staying at each location. We will make every effort to find a middle ground for the whole group.
- * Dress code:
 - * Modest dress is expected at all times!
 - * Shorts and skirts must be longer than your fingertips with your hands at your sides
 - * Men are to keep shirts on at all times.
 - * YOU MUST BE FULLY DRESSED WHEN GOING IN AND COMING OUT OF THE SHOWERS! NO BATHING SUITS OR TOWELS!
- * Others Property:

If something is broken out of irresponsibility, horseplay or malice the responsible person or persons will be held accountable for its replacement. Accidents do happen, please tell staff ASAP.
- * Musical Instruments:

The musical instruments are either church property or someone's personal property, these instruments are strictly off limits to anyone without permission.
- * Dogs and other animals:

Some of our long term volunteers have pets. We ask that you do not feed any of them table scraps, also do not feed any stray dogs or cats that may come by. Use extreme caution around stray animals.

Cleaning/Food:

- * We do not have a janitorial staff so all teams will be assigned cleaning duties.
- * Food:

Please do not have food in your sleeping areas. We have refrigerators available at both locations that are just for volunteer groups. All snack foods must be kept in the plastic containers provided.
- * Showers:

Please bring everything with you to the shower and take it back when you are finished with your shower. There is not enough room for you to leave anything in the shower.
- * ALL ITEMS LEFT IN THE SHOWERS WILL BE PLACED IN THE TRASH AT LIGHTS OUT!
- * Sleeping Areas:

Please keep your belongings picked up, neat and orderly, keep suit cases and other items under your bed if possible.
- * Washing Machine:

The washing machines at each location are small home grade units, they will simply not stand up to the demands of large groups. Their intended uses are to take care of the laundry of the staff and the facility. A Laundromat is nearby if you need to do team washing.
- * Shoes:

No work shoes are to be worn in the building, there is a plastic box provided for shoe storage.

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Behavior:

- Please keep in mind that you are representing your home ministries and HisHands2Go while you are here in New Orleans.
- We ask that you exhibit a Christian like behavior on Church property and while at various work sites.
- Please do not take pictures of homeowners in distress.
- We are all here to serve the community and each other.
- Do not make promises to homeowners. We have over 200 work orders so it could be a long time before new projects are assigned.
- Please do not bring displaced persons or animals back to the Church. There are other organizations to help with those needs.
- Groups are not to do any media interviews, all media should be directed to the office for assistance.
- If someone offers a donation please refer them to a HH2G staff member.
- If someone in your group wishes to make a donation to a homeowner please have them do so through HH2G.
- If someone in your group is interested in financially supporting one of our long term volunteers or interns please discuss that desire with the Pastors.

Things to bring along:

- Towels, twin size bedding, sleeping bag, pillow.
- Solid toe work shoes or boots.
- Work gloves.
- Safety glasses
- Dust masks (N92, N93, N94 or N95 rated) 1 per person per day. (depending on job assignments)
- Any special food requirements or medications.
- Hand tools are helpful (hammers, cordless drill/drivers)
- Reusable water bottle
- Air mattress (only if requested by HH2G)

Financial and Paperwork

- The team information sheet, this code of conduct and your \$100 deposit must be completely filled out, signed by the team leader and returned via US Mail to reserve your requested date.
- All of the Personal Info, Assumption of Risk, and Parental Consent forms along with your full payment of \$150 per person per week less the \$100 deposit must accompany your group or have been received by HH2G prior to your arrival.

I have read and agree to the information contained on pages 1-3 of this document

Acknowledged by _____ Title _____ Date ___/___/___