PDA HOSTING

Disaster Occurs:

- PDA is invited by Mid-Council to respond

- Associate deploys team(s) that includes at least one hospitality ministry team member

- Original team(s) evaluates and reports the need for volunteer hosting/housing and quietly identifies potential host sites and work partners

- Once possible hosting sites have been determined, the hosting team, including at least one member from the original deployment team (preferably the hosting team member), assesses potential host sites. NRT requests having 2 or 3 people from the church present, perhaps clergy, a member of the church property committee, and a current elder. NRT leaves a copy of the assessment and of the *Overview of Church-Based Host Sites and Appendix.*

- Assessments, which include viability for future use as a host site, are sent to staff.

- As volunteers begin e-mail the NCC to ask about potential host sites, NCC manager establishes a waiting list to use when/if site opens

- If an organization is actively working with and housing volunteers in the area, the NCC can refer teams planning to do immediate response.

Setting up a host site:

- Phone call between Associate, NCC Mission Specialist for Volunteer Ministries, and team lead (TL) to decide which site(s) we want to nurture.

- Select one site to nurture; if that one discerns negatively, go to #2. Or if we need multiple sites, add others for nurturing.

- Send all sites that were assessed a form letter to thank them for their interest and their commitment to disaster response.

- Delegated team member that assessed the host sites should set reminders to follow up with potential host sites and be their point of contact until the church decides whether or not to go forward with hosting. This may include follow-up deployments.

- NCC makes contact with the host site, sets up a site visit, and helps site representatives develop handbooks and other forms necessary for receiving volunteers

- Host site receives a PDA banner and tee shirts from Nell.

- NCC offers to send experienced hosting team member(s) to be at site when 1st work team arrives

- NCC begins booking teams if managing calendar for the site.

Communication between host site and PDA:

- NRT Team Lead (TL) or delegated team member serves as initial Point of Contact (POC) for the potential host site (umbrella for response); TL or initial team member continues to stay in touch throughout the recovery.

- The National Call Center becomes the POC once the site is selected as a host site.

- Disaster coordinator connects the host site w/local work partner(s) prior to and including arrival of volunteers.

Registering a team:

- NCC has a conversation with the volunteer work team leader and determines which site meets their needs and helps to manage their expectations.

- Ordinarily the NCC records the work team's information; two documents are sent to the work team:

  o A confirmation letter, with appropriate forms and handbook, which is sent to the work team leader

  o A team summary, which is generated so the host site coordinator, work partner and NRT assigned to follow up can contact the volunteer work team leader.

- From time-to-time host sites will register teams directly. When this occurs the NCC will develop a plan with the host site to share information on scheduling and work team information.

Calendars:

- The NCC and host sites will maintain up to date calendars of booked work teams scheduled for each host site.

Website Update:

- On a quarterly basis, the NCC staff contacts every site listed on the PDA website to verify the posted information is current and collect quarterly volunteer numbers. NCC emails any updates to Associate of Constituent Relations.

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