

Forms, Fees, and Deadlines

After receiving your application, Jane Rose will contact you to confirm the dates of your stay and to start planning your trip. Closer to your arrival date, she will contact you again to confirm and go over any changes. A tentative worksite plan will be provided the week before you arrive in Hazard.

Below is a list of forms that must be turned in and their due date.

Volunteer Application	Volunteer Deposit (\$50 per person)	The application has a rolling deadline. The deposit to hold your spot is 3 months before your volunteer date.
Info & Consent Form	Each person must read and sign a copy of this form.	Turn in upon arrival
Remaining volunteer fee	\$175 (\$225-\$50 deposit)	Due upon Arrival
Construction Information Form (CIF)	This will help us match your groups' comfort level to the best of our ability.	1 Month before you arrive
Pre-trip communication form	The contact person must have this form filled out and finalized <u>1 month</u> before your trip. The Volunteer Coordinator will contact you to go over your final trip information.	1 month before you arrive
List of All Adults and cell phone numbers	We use this to contact you in case of emergencies, and for updates during the work week.	Due upon Arrival
Worksite Rules	Each volunteer must sign a copy of the Worksite Rules	Due Upon Arrival

In the event of a conflict, this date can be negotiated. Please contact Janie, the Volunteer Coordinator at janie@housingdevelopmentalliance.org or (606) 436-0497 with questions or concerns.

How Fees Are Used

- ◆ Your Housing! We give First Presbyterian a small donation to cover overhead costs at the church.
- ◆ The Volunteer Department! Another portion goes back into the volunteer program to continue making the volunteer experience the best it can be.
- ◆ The Families we serve! Most importantly, the majority of your fee goes into the cost of materials and carpenter time that make helping families possible. Your commitment of time and fees, allows the Housing Development Alliance to serve families who could otherwise not be assisted.

Before Your Volunteer Date

- ♦ **Share the information contained in this guide** with the members of your group throughout the planning of your mission trip. Feel free to contact Janie with any questions you may have.
- ♦ Make sure each participant/guardian has completed and signed the Volunteer Consent Form.
- ♦ Thoroughly review the worksite rules with each member of the group. Each member will be asked to sign a copy of the Worksite Rules before he/she is allowed on the worksite.
- ♦ Review Volunteer Expectations with your group
- ♦ Review packing list with your group members.
- ♦ **You will also need to bring any Volunteer Fee balance that may be due.**

One week before your arrival, the Volunteer Coordinator will contact you to go over your Pre-Trip Communication form 1 more time.