

## MNA Disaster Response

### Volunteer Mobilization Process:



- 1. REGISTER:** Each individual who plans to serve **MUST** register as a disaster response volunteer. **Volunteers must register individually even if they are planning to serve on a team.** Please go to our website [www.pcamna.org](http://www.pcamna.org) to register. The registration includes a background screening which **CLEARs** the volunteer to serve; it does not **COMMIT** them to serve.
- 2. DECIDE WHO AND WHEN:** Determine how many will be on your team and what dates you would like to serve. Bedspaces are limited at each site and are made available on a *'first come, first serve'* basis. We anticipate needing volunteers for quite some time, so there will be lots of time to serve.
- 3. CONTACT MNA DISASTER RESPONSE FACILITATOR:**
  - If you are serving on a team: The Team Leader **ONLY** needs to contact the MNA Disaster Response Facilitator. Once you know how many will be on your team (*and they have completed registration including the background screening*) and the dates you want to serve, simply contact the MNA Disaster Response Facilitator at [slanier@pcanet.org](mailto:slanier@pcanet.org) and you will be placed on the schedule for that site based on bedspace availability. If the site is full on your requested dates we will work with you to help determine an alternate date to serve.
  - If you are serving as an individual: Contact the MNA Disaster Response Facilitator at [slanier@pcanet.org](mailto:slanier@pcanet.org) with requested dates to serve. You will be placed on the schedule for that site for your requested dates based on bedspace availability. If the site is full on your requested dates we will work with you to help determine an alternate date to serve.
- 4. CONFIRMATION EMAIL:** When you are officially on the schedule you will receive a confirmation email that will include a Team Roster and a Volunteer Release Waiver with instructions for both, along with a Site Fact Sheet.
  - **Site Fact Sheet** – information about where you will be staying, what to bring, and the estimated scope of work.
  - **Team Roster** - The Team Leader will complete the Team Roster, scan and email a copy of the completed roster to the Site Manager and the MNA Disaster Response Facilitator at [slanier@pcanet.org](mailto:slanier@pcanet.org).
  - **Volunteer Release Waiver** – The Team Leader will copy the Volunteer Release Waiver and have each member of the team sign a copy; then the Team Leader will collect those from the team members. The Team Leader will attach the completed Volunteer Release Waivers to a hard copy of the Team Roster and give that packet (*hard copy of the Team Roster and the completed Volunteer Release Waivers*) to the Site Manager upon check-in at the site.