

# St. Clare Recovery

## Volunteer Guidelines

The following are guidelines or suggestions created by the St. Clare Recovery Core Committee to help you have a safe and meaningful experience working with the people of Waveland and Bay Saint Louis, Mississippi.

Please prayerfully consider these guidelines as you plan your trip.

God Bless!!! ...and Just Do Your Best!

◆ CONDUCT: As our guest, please follow these simple rules:

- Alcohol Free Area,
- Dress modestly,
- No smoking in Center,
- Cooking only in Kitchenette or outside, and
- Observe quiet hours from 10 pm to 6 am.

◆ AGE AND SKILL LIMITS: Recommended age limit is 18 years or older. Youth ages 16-17 must be accompanied by their parents or youth group chaperones. Suggested ratio of skilled volunteers to unskilled volunteers is 1:2, with each group including as many skilled laborers as possible.

This guideline is intended to ensure that proper adult/skilled persons are available to oversee the work being done. Everyone should be mindful that we are helping the residents rebuild their homes. Therefore, we should make every attempt to do a quality job and this begins with proper supervision of unskilled volunteers.

◆ VIRTUS TRAINING: Every group with youth ages 16-17 must complete a [Waiver for the Bishop of Biloxi](#) certifying that all chaperones are VIRTUS trained and background checked. Also, each youth sleeping room must have at least two VIRTUS trained adult chaperones of the same sex.

VIRTUS is a safe environment training program available through the Catholic Church and now required by the Bishop of Biloxi. Please contact your parish office for training information. Chaperones of non-Catholic youth groups must have a background check at minimum, and are encouraged to complete a safe training program through their own congregation if it is available. If you have any questions, please contact us.

◆ REGISTRATION: All groups should register at least 10 days in advance through the website. The Group Leader should be in phone or e-mail contact with the St. Clare Volunteer Trip Coordinator and complete paperwork for the entire group before leaving. Guests who have not provided a 10-day advance notice will be accommodated only as long as space is available. Work coordination services may not be available for walk-ins due to time constraints.

◆ The purpose of this guideline is to provide the coordinators in Waveland adequate information and time to arrange the proper work for the skill levels of your group, thus assuring the most rewarding outcomes possible for both the volunteers and the residents. Unscheduled arrivals may result in the lack of appropriate housing or adequate work, so please plan ahead!

- ◆ **LIABILITY WAIVER:** MUST be completed by all volunteers before work begins.

This document is required by us as well as your home parish or organization. Please download it from the website and return it to St. Clare Recovery at the address given on the form.

- ◆ **WORK TIME:** Ideally, trips will run from Sunday to Saturday, with work time Monday-Friday. Sunday is a day of rest at St. Clare.

This guideline is somewhat flexible and can be adjusted to meet individual group needs. However, experience tells us that working during the week and traveling over the weekend will help ensure that materials and supplies can be acquired more easily, making your trip more productive and meaningful.

- ◆ **ARRIVAL:** Groups are encouraged to arrive in time for Sunday Church Services at St. Clare and have the afternoon to get oriented. Please call, our Coordinator of Local Volunteers, at 228424-8771 or 2284673296, one hour in advance of your arrival.

This guideline is intended to give the volunteer a good opportunity to meet the Waveland community residents in a welcoming and positive way. All volunteers are encouraged to attend these Church Services regardless of personal religious affiliations. The work being done in Waveland is truly nondenominational and has no religious boundaries, and this begins with worship services.

- ◆ **HOUSING:** The St. Clare Volunteer Center provides short term housing to relief volunteers willing to work under the supervision of the Onsite Coordinator. Advance 10day registration through the website is recommended.

All rooms are air conditioned/heated and include five single beds. Please bring your own bedding. Hot showers, washers and dryers are also available. Internet access is available at the St. Clare Recovery Office. It is not recommended to bring personal laptops unless required for business use.

- ◆ **FEES:** A fee of \$10.00 per person per night covers costs to maintain the St. Clare Volunteer Center (utilities, air conditioning, paper products, internet access, etc.).

Fees should be paid in advance to: **St. Clare Recovery, P.O. Box 500, Waveland, MS 39576**

- ◆ **FOOD PREPARATION:** No meals are provided. You may either bring your food or purchase it at the Waveland Super Wal-Mart to prepare in the Volunteer Center kitchen or on the grill, or perhaps enjoy some of the many restaurants that are now open.

A grill, two stoves and several microwaves are on site for volunteers to prepare food. There are refrigerators for you to store your food. Please clean your unused food from the refrigerators and the area before you leave.

- ◆ **OTHER EXPENSES:** Volunteers should be prepared to pay for their own meals and travel arrangements.

Cost of building materials may be financed in part through donors or homeowners, but this should be discussed with the Volunteer Trip Coordinator before the trip.

◆ **TOOLS & EQUIPMENT:** Volunteers are encouraged to bring their own basic tools for the work projects they are assigned in advance. Other tools should be signed in and out on the Tools Usage Sheet at the St. Clare Recovery Office.

Some tools and equipment may be provided, so please read our website listing of tools and check with the Onsite Coordinator before your trip. If you have tools to donate, please tell the Coordinator before you leave, so that they can be inventoried.

◆ **WORK ASSIGNMENTS & MATERIALS:** Our Onsite Coordinator will help coordinate your daily work schedule.

The Coordinator needs to know your skills and abilities in order to best match you to a job. At least 10 days are needed prior to your arrival to coordinate with a homeowner to get approvals and secure financing for materials. Since many homeowners are not able to haul materials to their home, one of your tasks may be to pick up materials and take them to the home. You may also need to take the homeowner with you to the lumber store to have them pay for the materials.

◆ **ST CLARE VEHICLE USE:** All volunteers who wish to use one of the trucks must be over 21 years, have a valid drivers license and proof of insurance, sign a waiver in the St Clare Recovery Office, and return keys to office at the end of each day.

The pickup trucks are the property of St Clare Parish, and we request your respect and cooperation if you drive them.

◆ **PRAYER SUPPORT:** Registered volunteers are "assigned" to others who pray for their safety, for the specific homeowners they are assisting, and for the success of their trip with St. Clare Recovery.

This is one way for us to remember that the spiritual rebuilding is as important to our mission as the physical repair.

◆ **SAFETY:** Be sure to read the safety documents on this website.

This information should be seriously considered as your Health and Safety guidelines. There are many hazards in this area such as black mold, asbestoses, broken glass, sharp jagged metal, etc. The beaches should also be considered hazardous as debris is still washing back onto the beach every day. While the beach is beautiful and a very nice place to sit and watch the sunset, everyone should use extreme caution when entering the water or not enter at all. These documents can help you prepare for your trip and make it a safe and enjoyable experience for all.

**CLEAN UP OF THE VOLUNTEER CENTER:** The volunteer center, sleeping quarters, kitchens and restrooms need to be cleaned by our volunteers. Please set aside time each day, and before you leave, to help clean the center.

**Log of Volunteer Hours:** Please be sure to fill out the Volunteer Hours Log sheets **BEFORE** leaving at the end of your stay. Leave the sheets in the designated area at the Volunteer Center. These logs assure that the next volunteers can pick up where you left off.

OTHER: There will be specific posted times for minors to use the showers. Please respect those times by scheduling your showers for times other than when the minors will be using them.

When minors and youth groups are on the property, housing may be limited due to Diocesan Rules concerning minors. Please let us know if you have been background checked or if you have had VIRTUS training.

CHECK IN – CHECK OUT: Please be sure to check in and check out at the Volunteer Center by signing the registry both upon arrival and upon departure. This is very important to scheduling our volunteer housing

**Thank you for reading the Volunteer Guidelines.**

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