

Low-Income Housing Coalition of East Kentucky, Inc.

Phone: 606-285-9777 / Fax: 606-285-9775

Email: bdavis@linkshousing.org

Dear 2012 Volunteer Group,

LINKS would like to thank you for considering our organization for your next volunteer efforts. We have included a lot of information for you to read over. You may copy it for your group members or send them to our website and look for the volunteer page. This packet will help you to understand our organization and the community we come from. It also includes all the forms necessary to apply to volunteer with LINKS and some forms that are for your group's personal use if needed.

If you have any questions, feel free to call us at 606-285-9777.

The items below are necessary for your application process and group arrival.

Volunteer Application Form: Send by March 31, 2012 with group deposit to officially reserve your week. All work weeks are on a first come, first serve basis.

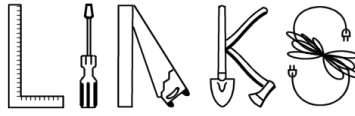
Group Deposit: Send one-half of total by March 31, 2012. The balance will be due the first day of your arrival.

Risk Agreement, Emergency Medical Care Permission Form, & Permission Slip: Send two weeks prior to your arrival date. Please keep a copy and bring it for your records.

We hope you have a great year and we hope to see you this summer.

Sincerely,

Brett Davis
Executive Director



Low-Income Housing Coalition of East Kentucky, Inc.

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VOLUNTEER PACKET

VOLUNTEER INFORMATION

Contact Staff Member– Brett Davis

E-mail – bdavis@linkshousing.org

Registration – A telephone call or email to LINKS can determine if a particular week is available, and if so, can tentatively reserve that space. The Volunteer Application form and one-half of the total group fee, a NON-REFUNDABLE / NON-TRANSFERABLE deposit must be then received by LINKS to officially reserve a week. All deposits must be received by March 31, 2012. Make all checks payable to LINKS, Inc.

Materials Needed– Before arrival your group will need to send the Risk Agreement and Emergency Medical Care Permission forms for each participant and Permission Slip forms if applicable. Insurance information and sample medication forms are available for your use as well. All forms are found on the website.

Lodging– Volunteer quarters are like large camp sleeping. Two of the three volunteer quarters are heated and air-conditioned. Showers are available. Each person should bring bedding and toiletries.

Meals– Kitchen facilities are provided; groups buy and prepare all meals.

Transportation – Groups must provide their own automobile or van transportation to and from the shelter and daily work sites. Large buses are not ideal for mountain roads.

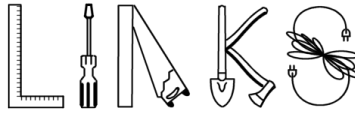
Fees – Participation fee is \$200 per person per week, with a 10% discount for returning groups. Please designate one person to be the contact person and take care of all the financial dealings with LINKS. To help us, please designate on your check, money order or traveler's check the name of the group and the dates you will be with us. One-half of fee will need to be sent to LINKS by March 31, 2012 to reserve your week and the other half of the group fee will need to be given to us the day of your arrival, no exceptions.

* It is imperative that you get your deposit to us by the deadline given to assure that your group gets the week they requested. If we have not heard from you by the designated time, your slot may be given to another group. Once we have received your deposit, a confirmation letter will be sent to you.

Emergency Contact Numbers:

606-285-9777 (LINKS Office)

606-791-6778 (Construction Manager, Phil Jones)



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ABOUT LINKS

The Low Income Housing Coalition of East Kentucky, Inc. is a 501 (c) 3 non-profit corporation that exists for the purpose of providing safe, decent and affordable housing to low-income people. We are funded by federal, state and local agencies and receive donations of money from private individuals, groups and businesses, all of which are essential to the achievement of our stated purposes.

We go by the name “LINKS” as we attempt to link people in need with the resources available to help with the rehabilitation and construction of their homes. LINKS has touched the lives of hundreds of men, women, and children in the Big Sandy area of eastern Kentucky, in addition to the lives of those volunteers who have given of their time and money to make the work possible.

LINKS incorporated on January 19, 2000. Our program includes new construction, minor home repairs including the building of ramps, making low-interest loans and homeownership counseling.

Each year LINKS and its partners coordinate the efforts of volunteers from around the country to do new construction and minor repairs on homes

LINKS VOLUNTEER CAMPS

LINKS volunteer camps provide opportunities for individuals, churches, college or university groups and others to live out their faith or convictions in service to those less fortunate. In our five county area, the unemployment rate is one of the highest in the state and each of the counties is considered a distressed county by the Appalachian Regional Commission, so the need for efficient affordable housing is an ever increasing struggle.

Hearts and minds of participants are strengthened as they find that they actually receive much more than they give. The people of Appalachia themselves and their way of life will inspire you. The gifts they offer are sometimes hard to see. Some are quite tangible like the best green beans you’ve ever eaten - grown, cooked and served by the woman whose home you are constructing. Others can only be felt, like the value she places on time spent talking with friends and family, her warm hospitality and the quiet pleasure she takes in improvements to her home.

As you consider working in Appalachia, you will certainly have personal reasons. Perhaps you enjoy the idea of going to the mountains, or helping someone else, or being with a group of friends, or just getting away from home. You need to spend some time thinking about what these reasons might be so that you know your own motivation, commitments and expectations. The Appalachian culture and its many values will enrich those who bring with them a respect for diversity and willingness to learn.

LOCATION

Appalachia can be the most beautiful place on earth. In Spring, the mountains are dressed in varying shades of green, ranging from the palest to the deepest. Redbuds, dogwoods, tulip, service, cherry, apple and pear trees add their glorious blooms to dress the hills in their spring finery. Birds such as the Blue Jay, Cardinal, Mountain blue bird, Goldfinch, Red-tailed Hawk, Hummingbird and Crow can be seen in the trees and sky. Summer brings deeper shades of green to the hillsides while most of the trees blooms have been replaced by the various berries or nuts they produce. Both Summer and Fall mornings bring out the jewels of dew caught on spiderwebs. Fall is again a glorious time. The hills look like a quilt with colors ranging from bright yellow to rust interspersed with the green of the pine, rhododendron and cedar. Then, as temperatures drop at night, frost covers the trees on the mountain tops. Winter brings ice and snow which is wonderful to see, but causes treacherous travel. These mountains are the greatest testimony to the existence of GOD!

Additionally, Floyd County is home to Jenny Wiley State Park, which offers a variety of activities, including nature walks, swimming, and an open air theater. The Mountain Arts Center in Prestonsburg offers concerts and other entertainment opportunities. Of course, there are local movie theaters and restaurants for anyone interested.

HOUSING QUARTERS

We have two sites that are available to our volunteers in 2012.

The first is called Norma's Nest. LINKS has recently renovated an old house with the help of volunteers approximately 7 miles outside of Prestonsburg. It has both heat and air conditioning for year long volunteer groups. It has shower stalls and toilets for both men and women with an additional handicap accessible bathroom. This site can hold approximately 32 people. Campers will be sleeping on bunk beds, but will still need to bring sleeping bags and pillows. A kitchen and eating room is also available. It has plenty of room to play volleyball, soccer, etc. outside. Norma's Nest is located on LINKS North Way next to four new homes, all built by LINKS' volunteers.

The second one is called Safe Harbor and is located in Wheelwright, KY, in an old school building. This shelter is approximately 35 miles outside of Prestonsburg. Part of Safe Harbor has been remodeled for a local Health Department. The other part is available to LINKS to house volunteers throughout the year. The shelter can hold 35 people (20 cots) and is air conditioned. Its facilities include two showers for men and two for women. There is one bathroom downstairs in the sleeping quarters. A gymnasium is located upstairs, which can be opened for activities upon request, as well as an additional bathroom. A kitchen is available for meal preparation. A church is next door and groups may have access to their picnic shelter. The community park and pool (no charge for volunteers) are within walking distance.

ALTERNATE LODGING ARRANGEMENTS

There are, at the present time, four motels in Floyd County: Heritage House (\$81-\$89), Comfort Suites (\$80) Micro-tel (\$57-\$67) and Super 8 (\$54). Jenny Wiley State Resort Park can be reached at 1-800-325-0142 to inquire about seasonal rates.

GROUP COMPOSITION

LINKS volunteers can be age 14 or above (unless the parent or legal guardian is present or special permission is given by LINKS), of any denomination or creed, and of any skill level, so long as they have a desire to serve, learn, and work hard. Most volunteer groups stay with us for one week (required in the summer months unless special permission is given by LINKS), arriving Sunday and departing Saturday morning. We also welcome those who wish to come for two, three or four days (during the rest of the year). With particular work assignments prearranged, we can accommodate up to 180 volunteers weekly. During the Spring, Fall and Winter months, group sizes may vary and dates would be available in advance on a first come, first served basis.

Adults, as well as youth groups are encouraged to participate in LINKS' program. Safety is very important to us, therefore, a minimum of one adult for every five to seven youth is required.

LINKS expects all volunteers to follow the rules and guidelines given. Please read over carefully. We also require that all volunteers sign a Liability Release Form. The orientation on the first evening will cover more safety rules, expectations, safety considerations, etc. Any questions or concerns that you may have will also be addressed at this time.

WORK SCHEDULES / ASSIGNMENTS

Groups should plan to work Monday – Friday 8:00 AM to 4:30 PM. We encourage groups to work a half day on Wednesday so as to take the rest of the day to visit sites here in our area. A speaker may be available one evening of the week to speak to groups about Appalachia's social and economic justice, if requested. Other activities may be arranged upon request and if available. Groups are requested to arrive on Sunday afternoon (orientation will be Sunday evening) and leave Saturday morning.

LINKS provides opportunities for a wide variety of skill levels. While we appreciate skilled workers, we also love those who come here with high spirits and little previous skills. There are many opportunities to improve or gain new skills here, and there will be plenty of challenges for everyone. Work can be anything from framing a house, to roofing, drywalling, siding, insulating, landscaping, etc.....the jobs are endless!

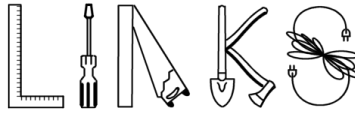
Depending on various factors such as the weather, available personnel, emergency situations, etc., LINKS may switch a group's work site mid week, placing them to meet a more urgent need or to fulfill a request for specific services. **Sometimes groups are so large that we may split members into two or three groups to complete more work (no more than 7 volunteers per site, unless your group has ten or fewer volunteers).** Groups need to be flexible enough to roll with these things. Patience will also be needed. Life runs at a different pace here in Appalachia. People may not always be on time, and materials may not be available as quickly as expected. If you have free time, please relax and use the time to get to know the people you are serving, and/or those who are working with you, including your carpenter(s). This can be one of the best parts of your experience in eastern Kentucky.

LINKS recognizes that meeting and talking with the client or family provides a great amount of learning satisfaction for volunteers. We require our clients to visit the site periodically throughout the week, unless there is an emergency, work schedule conflict or other unforeseen

circumstance. Unfortunately, while we make every attempt to facilitate a meeting, there is no way to absolutely guarantee that volunteers will see or meet the client.

If volunteers do interact with clients, there are several things to keep in mind.

- It can be overwhelming for anyone to have a large group of strangers around, in and out of his or her house. Be considerate and understanding of client's space and privacy.
- Use appropriate language and courtesy in talking and dealing with clients.



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WHAT TO BRING

Besides the usual clothing items, please remember to bring the following:

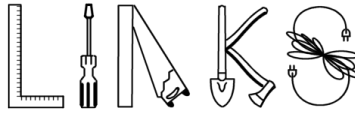
- Long Pants
- Old Shirts
- Light Jacket
- Rain Coat
- Flash Light
- Pillow
- Sleeping Bag
- Sheet
- Towels
- Toiletries
- Work Gloves
- Insect Repellant
- Sun Screen
- Camera
- Musical Instruments (optional)

Leaders, please remember to bring first aid stuff, medication permission forms, copies of insurance and Devotional materials.

WHAT NOT TO BRING

- TV's
- Jewelry
- Entire music collection
- Anything of value
- Alcohol, weapons, or Non-Prescription drugs of ANY kind, will not be tolerated.

Most importantly, come with an open mind and caring heart, ready to make a difference!



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RULES AND GUIDELINES

It is important that group leaders cover these rules and guidelines with the entire group prior to arrival. The rules and guidelines are simple. All we ask is that you follow them.

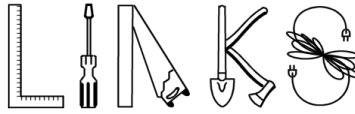
- 1) Absolutely NO DRUGS, weapons, or alcohol are allowed! If any one person, including leaders, is caught with any of the above, the ENTIRE group will be asked to leave with no second chances or refunds!
- 2) NO PDA. (Public Display of Affection) Hand Holding, Hugging, or Kissing
- 3) No smoking inside the buildings. Anyone under age 18 will need the consent of their parent or legal guardian to smoke under any circumstance.
- 4) Each person or group needs to respect the property and each other.
- 5) Park only in designated areas.
- 6) Make sure that the cleaning lists are followed daily. A clean premises is a must before your group leaves on Saturday.
- 7) Keep fires in designated areas.
- 8) Only go into the mountains if you are at a park.

Other boundaries and possible rules will be covered during orientation upon the night of your arrival.

DRESS CODE

It is important that group leaders cover the dress code with entire group so that they can bring the appropriate clothing.

- 1) No spaghetti strap, halter-top, or belly shirts are allowed to be worn at the camp or on the work sites. You can wear tank tops, but they must be wide strapped, cover your chest and meet the belt line.
- 2) Shirts must be worn at ALL times on the work site and at camp. This goes for both guys and girls. It does get very hot and sticky here in the mountains, so I encourage you to bring light material clothes.
- 3) You can wear shorts, but they must be a modest length for everyone.
- 4) No sandals of any kind can be worn by a participating volunteer on the worksite. We recommend a tennis shoe or work boot.



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ASSUMPTION OF RISK AGREEMENT AND RELEASE

I understand that by volunteering to assist Low Income Housing Coalition of East Kentucky, Inc. (LINKS), that I do so at my own risk.

In consideration of being permitted to assist in cleanup and construction, I further agree the Low Income Coalition of East Kentucky, Inc. (LINKS) shall not be liable for any damages arising from personal injuries sustained by me at or about the work site, or in traveling to and from the location.

I further fully and forever release and discharge Low Income Housing Coalition of East Kentucky, Inc. (LINKS), its directors, employees, and agents from any and all claims, demands, damages, or causes of action, present or future, whether the same be known, anticipated, resulting from or arising out of my service in this program.

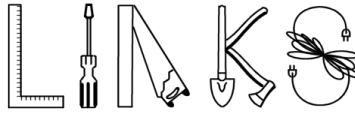
I have read and understand and sign the foregoing Assumption of Risk and Release this _____ day of _____, 20__.

Printed Name

Address

Phone Number

Signature (Parent or Legal Guardian if volunteer is a minor)



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EMERGENCY MEDICAL CARE PERMISSION

I grant permission for the administration of first aid to myself / my child:
_____ and for any necessary referral to qualified physicians for treatment of illness or injury. I understand that participation in activities during this trip may result in sickness, serious injury and even death. I hereby give permission to a qualified physician to secure proper treatment, and to order injection, anesthesia, or surgery if deemed necessary for my child. It is hereby understood that any contact person will be promptly notified in the event of any serious illness and prior to any surgery, but in the event contact is impossible, appropriate treatment can be administered.

Print name of Participant _____

Signature of Participant/Guardian _____ Date _____

Is the participant allergic to any medications? Is so, please list:

CONTACT INFORMATION

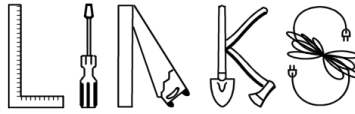
Home Address _____

Home Phone _____ Other Phone _____

Emergency Contact Person _____

Relationship _____ Phone _____

Address _____ Other Phone _____



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MEDICAL CONDITIONS

List any medical conditions which might inhibit this person from volunteering to participate in housing repairs or other activities during the course of this mission trip:

DOCTOR INFORMATION

Family Doctor's Name _____

Telephone # _____

Address _____

After hours telephone# _____

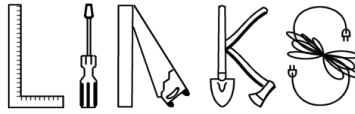
INSURANCE INFORMATION

Name of Insurance Company _____

Policy is in name of _____ Policy # _____

Policy Owner's Birth date _____

Policy owner's Soc. Sec. # _____



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PERMISSION SLIP

I give permission for my child, _____, to volunteer with the Low Income Housing Coalition of East KY, Inc. from the date of _____ to _____.

I hereby release Low Income Housing Coalition of East KY, Inc. (LINKS) of Prestonsburg, KY, its staff and any volunteers from any and all liability arising from claims of any kind or nature whatsoever from my child's participation as a volunteer. I understand my child will be responsible for following certain rules and regulations while volunteering LINKS, as follows:

- 1. NO SMOKING, DRINKING, OR CHEWING PERMITTED IN THE BUILDINGS.**
- 2. NO ROUGHHOUSING PERMITTED IN THE BUILDINGS OR ON PROPERTY.**
- 3. PARK IN DESIGNATED AREAS ONLY. DO NOT BLOCK DRIVEWAYS.**
- 4. PROMPTLY LEAVE DESIGNATED AREA AS SCHEDULED.**
- 5. ABSOLUTELY NO ALCOHOLIC BEVERAGES NON-PRESCRIPTION DRUGS ON THE LINKS PROPERTY OR IN THE BUILDINGS.**
- 6. LINKS ASSUMES NO RESPONSIBILITY FOR LOST, STOLEN, OR MISPLACED ITEMS.**
- 7. LINKS ASSUMES NO RESPONSIBILITY FOR ACCIDENT OR INJURY WHILE USING BUILDINGS OR ON THE PROPERTY.**

(Print Volunteer Name)

(Volunteer Signature)

(Address)

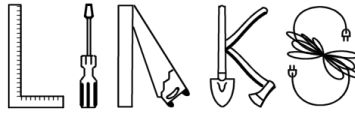
(City, State and Zip)

(Telephone # 1)

(Telephone # 2)

(Signature of parent/guardian)

(Date)



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Medication Permission Slip

[Note: This is a SAMPLE and should be altered according to the legal requirements of the individual organization.]

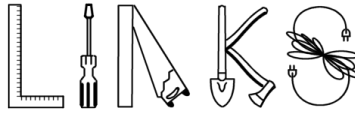
Name of Volunteer _____ Age _____

I hereby give permission to any of the Core Team Leaders or Volunteer Nurse to provide minor first aid treatment to the above named volunteer.

The above named volunteer is carrying the following prescription and over-the-counter medicines with them and has my permission to self-administer these medicines.

| Medication | Dose | Frequency |
|------------|------|-----------|
|------------|------|-----------|

Note: All medications should be properly labeled with administration information, as well as person's name.



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VOLUNTEER GROUP INSURANCE

Before a volunteer work group comes to the project, LINKS would like to stress that each group obtain their own liability insurance and provide proof of that insurance upon their arrival. Most churches have policies that permit special, temporary add-on policies for such a situation at a very low premium cost. If the church or college does not have such a rider available, the group should check with their local insurance agent to find a low cost policy to cover travel and any accidents that may occur while on the work site. Insurance is not mandatory to work on with us, but highly recommended.

Additionally, the volunteer group should be informed that the project does not have medical insurance coverage and is not responsible for the costs incurred for medical attention. Each volunteer should have proof of insurance coverage and, in the case of minors, a completely filled out Emergency Medical Care Permission Form.