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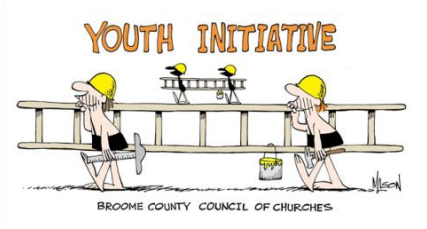

FAITH IN ACTION
A program of Broome County Council of Churches

Spring, 2017

Dear Friends:

Preparations are underway for the 2017 Ramp It Up Build Season with many changes that will make your job as Team Leader less time consuming. For those of you that are new to the program, my name is Bob Bundy and I serve as the Ramp It Up Coordinator and as a Site Supervisor/Builder. I am a retired educator, having served as an Industrial Arts Teacher, Coach, and Administrator over my 36 years of employment with New York State Public Schools. I have great enthusiasm for the Ramp It Up program and the opportunity it provides to young people to meet the needs of others in a hands-on way. Together we can make a difference and serve our community!

The program has made a tremendous difference in the lives of ramp recipients. Please allow me to share with you a couple of quotes taken from thank you letters that have been received.

"They did an excellent job and I am extremely happy. I now can get out of the house easily and even sit on the ramp and enjoy it".

"Thank you all so very much for my wonderful ramp! My life has become so much easier and safer because of your kindness and generosity. It's great to know that there are still people in this world who care for others".

It is, indeed, heartwarming to read the testimonials and to know that we can once again make a positive impact on people's lives through our efforts. Building materials are costly, some ramp recipients are able to contribute to the cost of their ramps, but most are not. For this reason, we ask you to consider involving your build team in fund-raising activities, if you are not already doing so, to help with the cost of materials. The average cost of a ramp is $2,000. We would welcome any amount your group would be able to contribute towards your project, with the Ramp It Up Program.

The following changes have been put in place for the 2017 build season. It is hoped that these changes will help make the program more sustainable, make your job as Team Leader less time consuming and allow the program to reach more of the community.

STRUCTURE: Ron Wenzinger, former Ramp It Up Coordinator, and Bill Austin, Bill worked with me during 2016 season, have joined the team as Site Supervisors/Builders, along with myself. Our function is to coordinate the build with you, order materials, plan the build, coordinate the preparation of the site for your arrival with your team, supervise the ramp construction and coordinate the build with the client. It is our goal to construct 20 ramps during 2017 and repair and remove ramps as needed.

BACKGROUND CHECKS: An efficient and cost effective method of performing background checks was implemented mid-year during 2016. The detailed personal information required in the past is no longer necessary. On the team registration form simply provide the first and last name of your adult, 18 years of age and older, volunteers. It's that simple! If you have questions or concerns about our vetting process, please give me a call to discuss.

REGISTRATION FEE: Due to the change in the background check procedures it is no longer necessary to offset this cost through this fee. That's correct the $100.00 fee is no longer required. The council will also provide T-shirts at no cost to the build teams.

FUND RAISING: During 2016, 25 individuals in Broome County received a ramp, had a ramp repaired, or had a ramp removed. The average cost of ramp construction in 2016 was $2,225.00. We would encourage you as Team Leader to incorporate funding raising into your project. Fund raising resources are available from the Council by contacting Erik Jensen, Director of Development @ 724-9130 x 306 or by emailing at ppatterson@broomecouncil.net.

VOLUNTEER APPLICATIONS:

ADULTS: In the past adult volunteers provided information on the Team Registration, Broome County Council of Churches Volunteer Application, Authorization for Background Investigation, and the Volunteer Liability Release. This year the Broome County Council of Churches Volunteer Application and the Authorization for Background Investigation have been eliminated. Adults will still be required to complete and return the Volunteer Liability Release.

YOUTH: For each youth participating in the project a Ramp It Up Youth Volunteer Application will need to be completed along with a Volunteer Liability Release. The Liability Release requires the signature of the parent or guardian. Please avoid the "day of the build rush" and submit all of your paperwork at least 3 weeks prior to your build.

VOLUNTEER TEAMS: Ideal team size is 12 volunteers consisting of 8 youth, 13-18 years of age, and 4 adults. This ratio and total number provides adult supervision opportunities to

keep the youth involved and safe. If you are blessed with a body of volunteers larger than 12, consider staggering arrival and departure times. If your total volunteer group is 6 or less please give me a call as many times additional volunteers are available.
BUILD SCHEDULE: Build projects require approximately 1 ½ consecutive days to complete the build.

FIRST DAY: The build team gathers on site at 4 p.m. to receive material, review the build, prepare materials, build and install the first section of ramp frame (Transition piece from the entrance of the house). The first day concludes around 7 p.m. If youth are available you are encouraged to bring them along!

SECOND DAY: The day begins at 8 AM. The Site Supervisor/Builder will orient the Adult/Youth team by reviewing safety guidelines and assigning tasks. The day concludes upon completion of the ramp, the site being cleaned up and the client joining the team for a photo and fellowship.

Please note, builds are not limited to Friday's and Saturday's as they were in the past. Pick any two consecutive days that work best for your team.

Also please be reminded that refreshments, lunch, and canopy's are the responsibility of the volunteer group. If it rains we make every effort to conclude the build. If there is a chance of rain its best to bring along rain gear.

I look forward to seeing you once again or meeting you for the first time and working with you to improve the quality of life for our ramp recipients. Please contact me with any questions or concerns.
Sincerely,

Bob Bundy
Ramp It Up Coordinator
rbundy@broomecouncil.net 607-724-9130 ext. 323

Enclousers:
Team Leader Checklist of Required Paperwork (1)
Team Registration (1)
2017 Ramp It Up Probable Build Dates (1)
Pastor/Officer Letter of Commitment (1)
Ramp It Up Youth Volunteer Application (8)
The Broome County Council of Churches Inc., Volunteer Liability Release form (12)
Team Suggestions (1)

RAMP IT UP

TEAM LEADER CHECKLIST

REQUIRED PAPERWORK

Please submit paper work to:

Bob Bundy, Ramp It Up Coordinator
Broome County Council of Churches
3 Otseningo Street
Binghamton, New York 13903

or: rbundy@broomecouncil.net

SUBMITT AS SOON AS POSSIBLE:

☐ Team Registration

☐ Pastor/Officer Letter of Commitment

SUBMITT ***AT LEAST*** 3 WEEKS PRIOR TO YOUR BUILD DATE:

☐ Volunteer Liability Release Forms
For each member of your team that will be on site during the build dates.

☐ Ramp It Up Youth Volunteer Application

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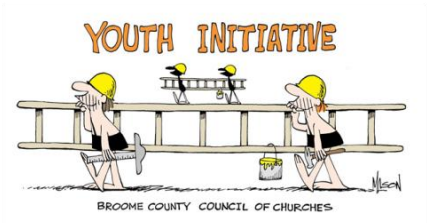

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TEAM REGISTRATION

Youth Group: General Information

Team Name: _____

Organization Team is Associated with:_____

Team Leader:_____

Address: _____

Email: _____

Phone Numbers: _____

Will you be acting as a volunteer on the job site? _____

Registration Date: _____

Adult Volunteers : *please print:*

Carpentry skills are a plus, but not necessary. We can teach you everything you need to know!

1..Name: _____

Phone Numbers: _____

E-mail: _____

Carpentry skill level: ☐ I'm employed in the building trades ☐ I'm comfortable operating power saws

☐ All around handyman ☐ Ready to learn

Shirt Size ☐ 4X ☐ 3X ☐ 2X ☐ XL ☐ Lg ☐ Med ☐ S

☐ I can use mine from previous years.

2..Name: _____

Phone Numbers: _____

E-mail: _____

Carpentry skill level: ☐ I'm employed in the building trades ☐ I'm comfortable operating power saws

☐ All around handyman ☐ Ready to learn

Shirt Size ☐ 4X ☐ 3X ☐ 2X ☐ XL ☐ Lg ☐ Med ☐ S

☐ I can use mine from previous years.

3..Name: _____

Phone Numbers: _____

E-mail: _____

Carpentry skill level: ☐ I'm employed in the building trades ☐ I'm comfortable operating power saws

☐ All around handyman ☐ Ready to learn

Shirt Size ☐ 4X ☐ 3X ☐ 2X ☐ XL ☐ Lg ☐ Med ☐ S

☐ I can use mine from previous years.

4..Name: _____

Phone Numbers: _____

E-mail: _____

Carpentry skill level: ☐ I'm employed in the building trades ☐ I'm comfortable operating power saws

☐ All around handyman ☐ Ready to learn

Shirt Size ☐ 4X ☐ 3X ☐ 2X ☐ XL ☐ Lg ☐ Med ☐ S

☐ I can use mine from previous years.

Projects require two consecutive days.
The evening before, (4:00-7:00 p.m.) and the following day, (8:00 a.m. – Completion). Please refer to the enclosed Ramp It Up Probable Build Dates Form and provide three choices below.

	Dates	Choice	Name of Group	Days of the Week
Example:	May 8-13	1st	Three Amigo's	Wed Evening/Thursday

Every effort will be made to provide you with your first choice.

Number of projects willing to help with during this build season: _____

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YOUTH INITIATIVE
BROOME COUNTY COUNCIL OF CHURCHES

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Ramp It Up – 2017

Probable Build Dates

Dates	Dates Selected	Team	Client	Builder
4/17–4/22				
4/24–4/29	Fri-29/Sat-29	Twigs		
5/1–5/6				
5/8–5/13				
5/14--5/20				
5/30–6/3				
6/5–6/10				
6/12–6/17				
6/19–6/24				
7/5–7/8				
7/10–7/15				
7/17–7/22				
7/24–7/29				
7/31–8/5				
8/7–8/12				
8/14–8/19				
8/21–8/26				
9/5–9/9				
9/11–9/16				
9/18–9/23				
9/25–9/30				
10/2–10/7				
10/9–9/14				

Pastor/Officer Letter of Commitment

I_____being the Pastor/Officer for

_____ of the _____

Title of the Build group *Name of Group/Congregation or Organization*

Agree to and understand that the conduct, behavior and actions of any adult brought by or allowed by our Group, Congregation or Organization to be on the premises of our assigned Ramp It Up worksite is the sole responsibility of myself and our above mentioned Group, Congregation and Organization. I understand further that the Broome County Council of Churches has required a criminal background check performed by Broome County Council of Churches of all adult participants over the age of eighteen and that any and all individuals on the worksite over that age who have not been background checked are onsite without permission or awareness of Broome County Council of Churches.

Signed:_____

Pastor/Officer

Date:_____

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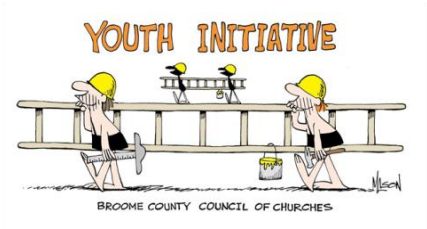

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RAMP IT UP YOUTH VOLUNTEER APPLICATION

Thank you for expressing an interest in volunteering in the Broome County Council of Churches' Ramp It Up Program.

_____
Printed first and last name

_____ _____
Street Address City, State and Zip Code

_____ _____
Phone Number E-Mail

_____
Date of application ☐ Please check box if you will be 18 years of age on the date of your build.

_____
Print the name of the group or organization you will be working with.

Shirt Size ☐ 4X ☐ 3X ☐ 2X ☐ XL ☐ Lg ☐ Med ☐ S

☐ I can use mine from previous years.

Please use the cost of my shirt for future Ramp It Up initiatives.

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YOUTH INITIATIVE
BROOME COUNTY COUNCIL OF CHURCHES

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Volunteer Liability Release Form

I would like to volunteer for the Broome County Council of Churches Inc. I understand that I am responsible for my own medical insurance and will not hold Broome County Council of Churches Inc. liable for any injury or damage to myself, or my property, while volunteering at the Broome County Council of Churches.

TITLE PRINTED NAME OF VOLUNTEER EMAIL ADDRESS PHONE NUMBER

ADDRESS CITY, STATE, ZIP

DATE OF BIRTH LAST 4 DIGITS OF SS# PROGRAM (CHOW, FIAV, JAIL, HOSPITAL...) GROUP AFFILIATION (if any)

TODAYS DATE VOLUNTEER'S SIGNATURE

MAY WE USE/TAKE PHOTOGRAPHS AND/OR VIDEO THAT WE MAY HAVE OF YOU WHILE YOU WERE VOLUNTEERING FOR THE BROOME COUNTY COUNCIL OF CHURCHES FOR PROMOTIONAL PURPOSES? (CIRCLE ONE) YES / NO

EMERGENCY CONTACT INFORMATION

ANY KNOWN ALLERGIES EMERGENCY CONTACT NAME PHONE NUMBERS

ADDRESS CITY, STATE, ZIP

PARENTAL CONSENT (If participant is under the age of 18)

I give permission for my child to serve as a volunteer for the Broome County Council of Churches. In the event my child requires any medical care while serving with the Council, and I am unavailable,

(PARENT/GUARDIAN WHO IS AUTHORIZED TO CONSENT TO MEDICAL CARE OF THIS MINOR),

authorizes any doctor or hospital to provide such treatment as that individual determines would be appropriate to care for the condition with which the minor presents to said doctor or hospital. The Broome County Council of Churches shall not be liable for any health care, which its representative authorizes, as long as such care is recommended by the hospital or the doctor.

I understand that I am responsible for this minor's own medical insurance and will not hold the Broome County Council of Churches Inc., or any of its agents, liable for any injury or damage to this minor while volunteering for the Council.

PRINTED NAME OF PARENT/GUARDIAN RELATIONSHIP TO MINOR PHONE NUMBERS

ADDRESS CITY, STATE, ZIP

INSURANCE COMPANY POLICY NUMBER

DOES THIS MINOR HAVE ANY PHYSICAL LIMITATION THAT WE NEED TO BE AWARE OF? (USE REVERSE SIDE IF NEEDED)

PLEASE LIST ABOVE ANY ALLERGIES OR MEDICATIONS YOUR CHILD HAS (USE REVERSE SIDE IF NEEDED)

I GIVE PERMISSION FOR ABOVE NAMED MINOR TO USE POWER DRILLS: (CIRCLE ONE) YES NO

DATE PARENT/GUARDIAN SIGNATURE

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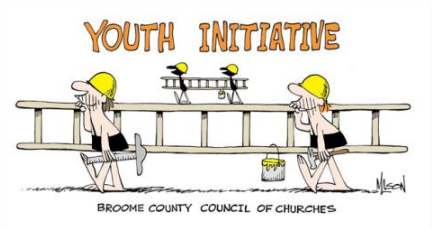

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Team Suggestions

1. ASSIGN YOUTH TO AN ADULT: Please assign youth volunteers to an adult volunteer at a ratio of 2:1. Reinforce that it is the adults' responsibility to keep their youth involved in the build in a safe manner.
2. ENCOURAGE ADULTS TO ATTEND THE DAY PRIOR TO THE BUILD: Involvement of the adult volunteers on site the day prior to the build allows the Ramp It Up Site Supervisor/Builder the opportunity to assess the skill level of the adult volunteers. You are also welcome to attend during this three hour segment of the build. During this time the materials for the build are organized, support post are cut, decking boards are cut and the frame for the first section of ramp is constructed and installed. Prior to departing for the evening tasks will be assigned to the adult volunteers to insure the youth are involved when they arrive in the morning.
3. REVIEW BATHROOM RULES; Usage of the clients bathrooms has been pre-arranged by the Ramp It Up Coordinator. Please insure that when the youth enter the clients home, they do so in pairs.
4. SHADE: Some teams choose to bring pop up canopies to provide shade and as a place to gather for lunch. However, this is your choice.
5. BEVERAGES AND LUNCH: These are the responsibility of the Team Leader. The youth are always appreciative of snacks, even when they first arrive!
6. FIRST AID: First aid kits are available on site along with the emergency contact information you provided.
7. T-SHIRTS: Three colors of T-shirts are utilized on site. This is a safety measure ro help ensure only adults operate the power saws and the youth have someone to turn to if their assign adult is busy.
    i. Blue Shirts.....Youth Volunteers, no power saw operation.
    ii. Green Shirts.....Adult Volunteers which the youth can have questions answered.
    iii. Red Shirts.....Adult Volunteers which can operate the power saws and answer question.
    iv. Or another way of putting it, only volunteers wearing red shirts should be operating power saws. It is every ones responsibility to keep the youth safe and involved during the entire build!
8. CLOSURE: Upon completion of the ramp the team invites the client to try out the ramp for the first time. This is a great time for a group photo, fellowship and reflection!