



U.M. ARMY

Travel Guide

U.M. ARMY

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U.M. ARMY

Welcome to U. M. ARMY!

*You have made a commitment to join with thousands of others
who have been faithful servants since 1979*

U.M. ARMY can begin a life-changing awakening to God and society. Preparing for the week is a vital aspect of achieving maximum value for you and your group, even if you have been to U.M. ARMY before. Please use this guide as a tool toward that end.

If this is your first time to come to U.M.ARM—get ready! You are in for a great time and an awesome way to serve and give back of the gifts and talents that God has given to you!

As you prepare for camp, we encourage you to pray for preparation and planning. The sooner you get pre-camp activities done, the more prepared and relaxed you will be for camp. Most importantly, seek God's guidance in all your preparations!



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U.M. ARMY

Mission & Vision Statements

Mission

To provide Christ-centered, quality youth work camps that serve people in need and promote spiritual growth and leadership development in youth

Vision

Continue to grow in ministry with God and become the hands and voice of Christ while receiving guidance from the following core principles:

- We are a God-led, volunteer, youth-focused organization
- We believe God changes lives through the U.M. ARMY experience
- We believe in increasing the number of lives touched in a planned and responsible way
- We believe in being proactive in protecting the persons we touch, the environment and the corporate organization
- We believe camp operation can be accomplished with hard work, compassion and honesty
- We believe in developing well-trained camp leadership
- We believe that all aspects of the U.M. ARMY organization will be managed with integrity

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What is U.M. ARMY?

U.M. ARMY is an acronym which stands for **United Methodist Action Reach-Out Mission by Youth**. It is an opportunity for youth and adults to experience Christian growth through mission, worship and fellowship.

Participants combine their strengths to meet home repair and maintenance needs for low-income, elderly, and disabled homeowners who are physically or financially unable to make needed repairs themselves.

About Work Camp



The work at a U.M. ARMY camp provides an opportunity to practice Christian faith and love through action. The worship and devotional materials provide opportunities for spiritual growth, learning and discussion.

Participants witness their faith and obedience when they reach out to those in need through home repair. This loving action touches some clients deeply. Work teams are encouraged to make a personal connection with the client and many clients share their own faith-building stories with the work team. This personal connection will be remembered long after the paint begins to fade and the grass grows back. Often there are tears of joy and sadness when it is time to say good-bye.

Local churches host the work camps and serve as a base for operations. Participants eat, sleep, and worship in the church. Sleeping quarters are usually in Sunday School classrooms with 10-15 youth and at least two adults in each room, with separate quarters for males and females. Breakfast and dinner are served daily, and participants pack a sack lunch for the noon meal at the work site. Shower facilities are off-site (usually a local high school, YMCA, etc.) and available in the afternoon when the work teams leave the work site.

Participants are divided into work teams of four to six youth with one adult for the week's work. U.M. ARMY youth and adults work together to provide repairs and construction of porches, windows, handrails, roofs, floors, ceilings, steps and other areas of need. They also paint and do yard work. At each site U.M. ARMY addresses the greatest needs that are within our capability. Clients may provide any materials they wish so they will feel part of the work being done. U.M. ARMY will supply all other materials within our budget.

By caring about people, U.M. ARMY volunteers demonstrate an unspoken gospel that is stronger than words.

Work Philosophy

- † Preparation
- † Safety
- † Teamwork
- † Leadership Development in Teens
- † Servant -Nothing in Return
- † Free for Client

We pay to offer others what they may not have without us. When we leave - quality of life has been improved. Our work is the vehicle

for God's love to be shared with people, regardless of race, religion or gender.



Work camps provide meaningful opportunities for Christians to put their faith to work. Young people discover the importance of loving with actions, not just words. Participants realize the power of God's love as they provide practical assistance to their neighbors. Through challenging experiences, young people learn what it means to be a servant.

While time, resources and ability may keep participants from doing all they want for their clients, work teams leave knowing they have brought some improvement along with the message of God's love to each site. In fact, U.M. ARMY stresses visitation with clients as perhaps the most important aspect of each team's efforts.



U.M. ARMY Camp Guidelines

1. All adults are responsible for enforcing and following rules. All adults are expected to provide mature supervision at all times including in the male or female sleeping areas.
2. Christian values should be applied in all aspects of fun and work at camp.
3. Each participating church is responsible for their own transportation and insurance/medical release to and from camp.
4. Participants are expected to wear their name tags at all times during the camp week.
5. Everyone will sleep at the host church. No outside arrangements for lodging are allowed.
6. No “all night” sessions. Respect others who are trying to sleep after lights out. There should always be foremost awareness of safety and responsibilities of the following day. Adequate sleep is critical when working outside eight hours in the heat.
7. Respect the host church grounds, facilities and staff. We are guests and need to treat the facilities with the utmost respect. Occupants of each room are responsible for the condition of the room.
8. Food and drinks are to stay within the dining hall area of the host church and not taken to the dorm rooms.
9. Sit on the chairs, not on the tables.
10. Do not give away T-shirts, buttons, or anything with the U.M. ARMY logo without first consulting with the Camp Director.
11. The National Executive Director or a member of the National Board of Directors must approve any use of the U.M. ARMY logo outside of the printed supplies and materials provided to each camp.
12. Paint and water fights will be strongly discouraged due to environmental concerns, cost of paint, and negative perception by the public.
13. Do not take on jobs too big or too complicated. Do not attempt to build extra rooms to a home. We are in the repair business only.
14. Work teams must always travel together. This includes going to the showers, traveling to an “off site” evening activity, etc. This is the ONLY way we can ensure that no one is left out or unaccounted for away from base camp.
15. Teams should “eat out” only one day for one meal (will be determined by camp director). Sack lunches should be eaten on site if possible. Remember to pack an extra lunch for your client. If you need more than one, check with the kitchen staff in advance to be sure there is enough food.



U.M. ARMY Group Rules

U.M. ARMY is for those willing to do plain, honest, sweaty, tiresome work to help others!

Few rules are needed since participants join with common goals of work, service and Christian fellowship. The rules are to enhance the work camp experience and to continue the reputation of U.M. ARMY as a caring, effective group of people.

It is impossible to cover every rule of safety and appropriate behavior, but the rules listed below are a few of the most basic ones necessary for a safe, enriching experience:

1. Participants will comply with the U.M. ARMY “Covenant of Conduct” (see page 14).
2. Only registered U.M. ARMY participants may attend the work camp. NO outside guests or children may attend with a participant.
3. Conduct will be appropriate for a church activity.
4. Participants will conduct themselves in a thoughtful manner at all times and will abide by the safety rules.
5. Participants will follow the directions of the camp leadership.
6. Possession or consumption of alcohol, illegal drugs, or weapons is strictly prohibited.
7. Participants may leave base camp area only with the permission of the Camp Director.
8. No one may enter the dorm area of the opposite sex.
9. Everyone participates in all events as physically able.
10. Participants will refrain from use of tobacco products during camp.
11. Radios, CD players, mp3 players, ipods or other personal electronic equipment is not allowed, including cell phones for youth. Adults are encouraged to have a cell phone for U.M. ARMY business only.
12. Everyone must dress conservatively and appropriately for the task at hand.
13. Vehicle rules:
 - a. No youth participant may ride as a passenger in a vehicle driven by anyone under the age of 21 other than in an emergency situation where the adult cannot operate the vehicle and no other adult is on site to drive.
 - b. No one may ride in the back of a truck or trailer.
 - c. All safe driving procedures must be observed and drivers must have a valid drivers license and proof of insurance.
 - d. No youth is allowed to drive their own vehicle to or during camp.



U.M. ARMY reserves the right to determine any inappropriate behavior and to send a participant home in disciplinary cases.

U.M. ARMY Northeast Dress Code

Because U.M. ARMY is typically going into communities and churches where standards may differ from ours, we strive not to offend anyone. U.M. ARMY uses the words modest, conservative and appropriate to describe clothing that is suitable for our work camp. All participants will wear appropriate clothing at camp for safety reasons and to reflect that we are a Christ-centered organization. Clothing with objectionable printing, such as alcohol and tobacco advertising, offensive words or designs, are not allowed.

“adorn yourself in modesty” Job 40:10

- † Shorts length must extend beyond the fingertips when hands are resting at sides
- † Sleeveless shirts must have a minimum of 3 fingers width covering the shoulder
- † Undergarments and straps of any kind shall not be visible at any time
- † Sport Bras as outer garments are not allowed
- † Midriffs and cleavage must be covered at all times
- † Skirts and dresses are not allowed
- † Open back shirts are not allowed
- † Shirts that have been cut, ripped or torn are not allowed
- † U.M. ARMY t-shirts must be worn as designed, do not cut, rip or alter them in any way
- † Garments with inappropriate words, images or advertisements are not allowed. This would include but is not limited to advertisements for alcohol and tobacco.
- † Modest one piece and tankini swimsuits are allowed at swimming activities
- † Shirts must be worn at all times by all participants except at swimming activities
- † Closed toe shoes of sturdy construction must be worn at the worksites by all participants
- † In addition to the items listed above, the Camp Director has final authority for decisions regarding any article of clothing in question.

Check with your Camp Director or Program Coordinator about Color Days and Theme Nights. Examples of these are: superhero night, fiesta night or crazy hat night and will want to bring appropriate attire for those events

What to Bring

- Bible
- Cot or single size air mattress
- Bedding
- Pillow
- Toiletries
 - Soap*
 - Shampoo*
 - Toothpaste*
 - Toothbrush*
- Towels
- Washcloth
- Shower shoes
- Work clothes 5 sets
- Casual clothes 5-6 sets
- Work shoes,
(No sandals at work site)
- Sunglasses
- Socks
- Underwear
- Sweatshirt
- Insect repellent
- Hat/cap
- Shoes for evening activities
- MODEST swimwear
- Shower bag
- Sunblock
- Personal tool kit
 - 1 pair work gloves*
 - 1 hammer*
 - 1 paint brush - 3 or 4 inch*
 - 1 paint scraper*
 - 1 pair safety goggles*
- Money for 3 meals
 - Sunday lunch*
 - One meal during week*
 - Saturday lunch*
- Alarm clock
- Your medication—labeled
- Ear plugs
- Flashlight



Schedules

Upon arriving at hour Host church each person in the group will check in at the registration table. You will need to take care of any missing documents or changes to registration at this time. This might include your application/release form or insurance information.

You will then be welcomed to your work camp and told where to find your room assignment. Please settle into your room as quickly as possible and then report to the tool shed to assist with unloading and sorting tools.

Typical Schedule

Times will vary slightly from camp to camp

<i>Sunday:</i>	<i>4:00 p.m.</i>	<i>Registration</i>
	<i>6:00 p.m.</i>	<i>Dinner</i>
	<i>7:00 p.m.</i>	<i>Celebration</i>
		<i>Work rotations, site assignments</i>
		<i>Worship</i>
	<i>11:00 p.m.</i>	<i>Lights out</i>

<i>Monday-Friday</i>	<i>6:50 a.m.</i>	<i>Rise and shine</i>
	<i>7:15 a.m.</i>	<i>Morning Devotional</i>
	<i>7:30 a.m.</i>	<i>Breakfast & make lunches</i>
	<i>8:00 a.m.</i>	<i>Gather tools</i>
	<i>8:15 a.m.</i>	<i>Leave for work site</i>
	<i>12:00 noon</i>	<i>Lunch on site</i>
	<i>4:30 p.m.</i>	<i>Return to base camp, Showers</i>
	<i>6:00 p.m.</i>	<i>Dinner</i>
	<i>7:00 p.m.</i>	<i>Evening Activities & Worship</i>
	<i>10:30 p.m.</i>	<i>In Dorms, Lights Out</i>

<i>Saturday</i>	<i>8:30 a.m.</i>	<i>Breakfast</i>
		<i>Clean Church</i>
		<i>Closing Worship</i>
	<i>12:00 noon</i>	<i>Return home</i>



Who's Who and What Do They Do?

CAMP DIRECTOR

Carries out the preparations for the work camp prior to the camp. During camp oversees all camp leadership positions and has the final authority for the camp operation.

PROGRAM COORDINATOR

Manages all activities not related to the work sites including recreation and worship with the assistance of a team of 2—5 assistants.

ADMINISTRATIVE COORDINATOR

Assists the Director with the U.M. ARMY work camp office. Enters data and answers incoming calls from work teams.

SAFETY COORDINATOR

Teaches and reminds participants of safety practices and general safety.

KITCHEN COORDINATOR

Oversees the kitchen, purchases and prepares the food with a team of 2-4 assistants, depending on the size of the work camp.

SITE COORDINATOR

Coordinates work at sites through color group leaders and work teams.

COLOR GROUP LEADER

Facilitates the work of approximately three work teams, which together make up a color group such as the red or blue color group. Transports large materials to the work site for the team and encourages the team when they need a little extra help or direction with a project.

TOOL COORDINATOR

Manages the tool shed equipment and construction materials.

WORK TEAM ADULT

Works with a team of four to six youth and is responsible for their transportation and safety. They are an *equal working member* of the team.



Northeast Safe Sanctuary

The protection of our youth and the adults who volunteer to work with them is of primary concern to U.M. ARMY. In today's world, the church is the only place where some youth can find the unconditional love they desperately need to grow into normal, caring and faithful adults. When allegations of abuse are made, whether they eventually are proven true or false, everyone suffers. The best way to prevent allegations is to be proactive in protecting our youth and adults by helping to prevent situations from occurring which would allow abuse to occur. It is our goal to acknowledge the risks and institute a practical plan to reduce them; take the appropriate steps to prevent harm to our youth and the adults who assist our youth; and continue to answer the gospel's imperative to be in ministry with youth and help them develop a relationship with God. These policies take effect from the time a participating church arrives at the U.M. ARMY camp until the time they depart camp. For travel time to and from camp, participating churches should follow the guidelines set forth in their individual church and/or United Methodist Church Conference to which they belong because of our affiliation with the United Methodist Church.

Definitions of Abuse

Verbal abuse – Any verbal act that humiliates, degrades or threatens any youth.

Physical abuse – Any act of omission or an act that endangers a person's physical or mental health. In the case of youth physical abuse, this definition includes any intentional physical injury. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to physical health of a youth.

Sexual abuse – Youth sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. It includes, but is not limited to: 1) incest, 2) rape, 3) prostitution, 4) romantic involvement with any participant, 5) any sexual intercourse, or sexual conduct with, or fondling of an individual enrolled as a youth in U.M. ARMY, 6) sexualized behavior that communicates sexual interest and/or content. Examples are not limited to: displaying sexually suggestive visual materials, making sexual comments or innuendo about one's own or another person's body, hair or clothing, touching or rubbing oneself in the presence of another person, kissing and sexual intercourse.

U.M. ARMY Northeast's Basic Procedures for Safe Ministry with Youth

The “Six Months Involvement Rule”

The “Six Months Involvement Rule” requires that all adults interested in serving in any position at a U.M. ARMY camp must have at least 6 months of active involvement in the ministry at their local church. Where adults are working directly with youth and children in the local church, this includes completing the requirements for all youth workers as mandated by the church district.



The “Two Adult Rule”

At U.M. ARMY, each Work Team contains no more than five youth that are directly supervised by one Work Team Adult. In addition, the Color Group Leader, Camp Director, Program Coordinator and all other adult staff make unannounced visits at each worksite routinely throughout the day.

The “Five-Years Older Rule”

Leaders in any youth ministry should be a minimum of five years older than the oldest youth. At U.M. ARMY, a Work Team Adult is someone who is 23 years of age or older. This provides an appropriate age difference on Work Teams that contain 18 year olds. Color Group Leaders may be 21 years of age because their role does not require them to be solely responsible for youth on a work team.

Windows on All Doors

Each room set aside for youth should have a door with a window in it or half door. A window removes the opportunity for secrecy and isolation. Any classroom doors without windows should remain open at all times. At U.M. ARMY, the male and female sleeping areas are in different parts of the church and will have at least 2 adults supervising the activity in each room during sleeping hours. Youth and adults should not be in the sleeping area of the opposite sex at any time during camp.

Open-Door Counseling

A designated counseling area will be available at U.M. ARMY camps. If a youth needs counseling or needs to talk privately with an adult, the discussion will be held in an open counseling area in full view of at least one other adult.



First Aid/CPR Training

It is strongly recommended that participating churches conduct tool safety training, CPR training and first aid training with the youth and adults prior to attending a U.M. ARMY camp.

Covenant of Conduct for All Adults and Youth

All adult and youth participants in a U.M. ARMY camp must read and sign the ‘Covenant of Conduct’ before attending camp. The Covenant of Conduct expresses the behavior expectations for all participants at camp. If any adult or youth violates the Covenant of Conduct in any way they will be sent home from camp immediately.

Screening of Adult Volunteers

In addition, the participating church is responsible for performing criminal background checks every three years on all adult volunteers participating in a U.M. ARMY program. The senior pastor must sign a roster of participating adults verifying the background checks have been completed and each adult is approved for overnight mission work.

Participation

At U.M. ARMY you will be a part of a camp community of approximately 60-100 people from several churches from several cities. You will have a chance to take an active part in building a strong Christ-centered community for the week of work, worship, service, and fellowship.

In the schedule, U.M. ARMY provides you with opportunities for orientation, nutritious meals, shelter, rest, recreation, worship, personal involvement, a chance for leadership, and spiritual growth. You must take advantage of these opportunities and participate 100% in the program to get the best experience possible.

Probably one of the most important needs U.M. ARMY can meet for you is to offer you an opportunity for personal spiritual growth. Through evening worship services, morning devotionals and by your experiences each day, you will have a chance for personal renewal. In the noontime devotionals, you will have a chance to examine your own Christian faith and to grow closer to God.

Real help involves a relationship between the helped person and the helper. The amount of real help given depends to a great extent on what this relationship is. You might have already found that one cannot give help to another person, you can only offer it. The other person must choose to make use of it or reject it. As Christians, we are bound by Christ's Law of Love to allow other persons their dignity and give them the opportunity to say no to the help we suggest.

We are one body in Christ. Once camp has started, church affiliation is no longer important. We want to break down barriers and geographical boundaries. We want to be one camp. Your camp is comprised of teams working to accomplish U.M. ARMY goals. A team consists of 4-6 youth and one adult. Your Camp Director is responsible for forming the teams and will consider age, grade, gender, skills, experience, friendship, home church, and spiritual strength in each individual. Once teams are formed, and camp has started, they will not be changed.

Work teams must be committed to working hard. It is not enough to just show up. Teams must work together. Playing, sleeping, and being lazy at a work site harms team unity.

Be honest with each other and be Christ-like in all that you do.



Discipline

The role of discipline ultimately falls into the hands of the Camp Director. However, it is appropriate to expect that each adult at camp will also assume this role to some degree.

The Director has the authority and responsibility to enforce U.M. ARMY rules and good behavior in general. Any inappropriate behavior, by youth or adults, should be acted upon by anyone seeing the behavior. This includes everything from care of the host church facilities to the behavior of every participant in public places.

Participants should know they may be sent home for inappropriate behavior, and that the Camp Director will not hesitate to dismiss a participant, including an adult, from camp. Anyone sent home during the week will not be allowed to return to that camp - including Saturday.

Each participating church will designate an "Adult Church Representative" who will attend the camp. This individual will be the focal point with the Camp Director for any problem, which arises during U.M. ARMY. The Adult Church Representative will be notified and/or consulted on issues of health, discipline or other serious matters concerning any participant from their church.



Youth & Adult Conduct

Youth and Adults are expected to conduct themselves in a manner that serves as a positive, Christian role model for their clients and fellow participants. Participants are expected to conduct themselves in a thoughtful manner at all times, abide by all safety rules, and follow the directions of camp leadership. Youth cell phones, mp3 players, ipods, and other personal electronic equipment are not allowed at camp.

Adults should be relaxed and supportive of the youth. They should allow the youth to assume leadership roles and responsibilities in the work team, advise when appropriate, ensure all work is safe, and exert authority when required. They should not allow conduct which is unsafe, irresponsible, or unbecoming to U.M. ARMY. Adults are expected to adhere to and enforce all camp rules. In addition, adults will exhibit the highest standards of respect to individuals and should not tolerate nor instigate degrading actions relating to a person's gender, color, creed or national origin. It is important, however, that adults not dominate the work teams.

U.M. ARMY Covenant of Conduct

The intent of this covenant is to ensure the integrity and dignity of U.M. ARMY, its participants and clients.

- I will treat both the client and their property with dignity and respect.
- I will treat all participants respectfully in accordance with the teachings of Christ. As a **Christian Role Model**, I will encourage all volunteers to assume leadership roles and to conduct themselves with a Christ-like attitude. I will seek to build them up and not tear them down.
- I will show proper respect for the host church, vehicles and tools. I will conduct myself in a thoughtful, safe manner at work and at play.
- I will participate fully in **all** camp activities and with a **positive attitude** will focus my energies to promote unity within the camp.
- I will abide by the following vehicle regulations:
 - Seatbelts to be worn at all times
 - No youth may ride in a vehicle driven by anyone under 21 years of age
 - No riding in pickup truck beds or trailers
- I recognize I will be relied upon to provide leadership especially at times when safety and issues of discipline are being compromised.
- I will adhere to the following rules and regulations established by U.M. ARMY:
 - All personal electronic equipment including, ipods, gaming devices and cell phones are not to be used by youth while at the work camp.
 - Alcohol, illegal drugs and tobacco products are not permitted
No one may enter the dorm of the opposite sex
 - Everyone must dress appropriately
- I will read the U.M. ARMY Travel Guide and will abide by and adhere to all that is printed within

It is the responsibility of all adults driving at U.M. ARMY to have a valid drivers license, proof of auto insurance, and proof of vehicle registration with them at camp.

Work Team Daily Leadership Roles

Each work team member will serve in the six daily leadership roles. In order for everyone to experience all aspects of camp, team members will rotate the leadership roles each day. Review the leadership roles and determine who will provide leadership for each position for the following day.

Team Leader: Coordinates the efforts of the work team members, checks the progress of the day's work, encourages good workmanship, and resolves problems.

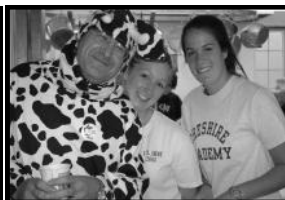
Devotional Leader: Leads the group in the daily devotional. Takes their Bible and the pre-written devotion usually found at the lunch table. Encourages client to join them during lunch and devotional.

Safety Leader: Completes the job safety analysis sheet for the job site each day. Constantly monitors the site to ensure the safety of everyone. Reminds everyone to drink plenty of water and wear sun block when working outside. Verifies that complete work team first aid kit is in vehicle.

Tools & Materials Leader: Reviews the site work sheet and gets together all tools and materials needed for that day. Makes sure all tools and materials are picked up at the job site at the end of the day and warehouse tools are returned to the tool shed. It is the group's responsibility to clean off the mud and clean the paint brushes prior to returning to base camp. Coordinates with color group leader to deliver oversized tools and materials.

Food Leader: Makes sure (1) everyone gets his/her lunch wrapped in a plastic bag and into the ice chest, (2) the ice chest has full water jugs and ice, and (3) the ice chest is loaded in the vehicle. Empties trash, washes out ice chest, and returns empty ice chest to the kitchen at base camp.

Navigator: Reviews directions and obtains any clarification needed, operates GPS, if any. Is in charge of directing driver.



Work Team Adult



As a Work Team Adult, your role is to guide and facilitate your work team of 4 – 6 youth, and join with them as an equal participant throughout the week on the work site. Your role is to help each of the youth develop qualities of leadership and responsibility, and to help each develop spiritually through service to others.

As an equal participant in the team, you will be asked to use careful discernment concerning when to step back and be part of the team; and when to step forward to protect their health and safety, provide guidance in work practices, and keep task oriented. Keep in mind that even as an equal participant, **you are *always* a role model.**

Health and safety are a primary concern, and should always be foremost in your mind. Safe and proper use of ladders and tools, safety glasses, awareness of power lines, poison ivy, dangerous animals, unsafe surroundings, heat exhaustion, adequate fluid intake; these are just a few of the things of which you need to be continually aware.

Your team will always travel together in your vehicle during camp; to the work sites, showers, and any activity off-site. Seat belts must be worn at all times. We recommend you get an old sheet to cover the seats of your vehicle to protect them; cut holes for seat belts. Travel time is a good time to “process” the day, connect with each other and share joys and frustrations.

Quality of work is important. The work we do, we do for Christ. “Whatever you do, work at it with all your heart, as working for the Lord (Col 3:23a) . . . “It is the Lord Christ you are serving (24b).” “Serve wholeheartedly, as if you were serving the Lord. . .” (Eph 6:7a) “ . . .I tell you the truth, whatever you did for the least of these brothers of mine, you did for me.” (Mt 25:40) Christ does not demand perfection in what we do. He does ask for our very best, and excellence should be our goal.

Your job is extremely rewarding, but it can also at times be stressful and demanding. The adult leaders at your camp are who you go to with problems, concerns, or frustrations. For construction and repair advice check with your Color Group Leader, Tool Coordinator, or Site Coordinator. There is a Building and Repair Manual that you will receive on Sunday evening at camp with drawings and instructions on various construction projects. For problems with group dynamics, discipline, or spirituality consult with the Program Coordinator or Camp Director. All of these people are your back-up and support. Talk to them.

Work teams are assigned various duties at base camp throughout the week. These daily duties consist of cooking meals, serving meals, kitchen clean up, dining room clean up, etc. and rotate among the work teams during the week. These assignments will be made Sunday evening, and the team leader for the day is responsible for making sure the team performs its duty.

Breakfast and supper are provided each day by the kitchen staff at base camp. You will have a sack lunch at the work site. Lunch fixings are provided each morning at breakfast, and each person is responsible for



making their own sack lunch. We encourage you to make an extra lunch to share with your client, and invite them to join you in your lunch and devotionals.

Work teams are instructed to ***respect the client’s property, and remember that this is their home.*** We do not want them to think that we pity them, but that we care about them and want to make their home as safe and comfortable as we can with our limited time and resources.

Work Site Information

Before starting work at the site

The first thing you should do when arriving at a work site is to introduce yourself and your work team to the client. Clearly explain the work you have been assigned to do at the house, making sure they completely understand your assigned work. You may want to ask them to prioritize the tasks, and start with the most important.



How to handle a change in work requests at a site

Sometimes the client changes their mind on some of the work items or the work has already been done. Be flexible, and try to accommodate them as best you can. Be familiar with the projects we don't do, and do not take on more than you can handle. Under-promise, over-deliver. Call your Color Group Leader before taking on a new task.

The clients wants to help

A family member of the client may want to help. This is permitted, but they should not be allowed to use any of your power tools.

Use the buddy system while working inside the home

For the protection of the youth, use the buddy system. No youth should ever be alone inside a client's home at any time.

Neighbors or relatives wanting work done at their home

If someone approaches you wanting work done at their house, give them the telephone number of the base camp and have them ask for the Site Coordinator.

What kind of paint do we use?

We use standardized white paint for inside and outside walls, black paint for doors and window frames and gray porch paint for wheelchair ramps, steps and porches. If the client requests a certain color and is willing to purchase it before you begin the project, that is fine.

Roofing

In an effort to increase safety and thus minimize the risk of injury, our camps should not attempt any major roof repairs. Minor leaks that can be adequately repaired by patching with roof compound is permitted. Roofs that have completely failed, and have rotten decks and rafters should be avoided.



Lunch for your client

We encourage you to take an extra lunch to share with the client. If you want more than one, please ask the Kitchen Coordinator first.



It's raining

Do not use any electrical device outside in the rain or if the area is wet. For a passing shower (less than an hour), it is best to wait it out. If you have inside work to do, start on that. Take measurements for steps, etc. and go back to base camp under a protected area and pre-cut or pre-fab. If the rain lasts for more than an hour, call the Site Coordinator for instructions. The Camp Director will make the decision to call off work completely for the remainder of the day.

Roof tar or oil based paint on skin

Do not use gasoline or mineral spirits to clean skin. Use hand cleaner such as Go-Jo so as not to harm the skin.

Before you leave the work site

Do not leave any tools at the work site. Walk the entire work site and pick up all your tools and materials before leaving. Inform the client of any unfinished work and rope off any dangerous area.

Cleaning equipment

It is the responsibility of the work team to clean brushes and rollers at the work site before returning to base camp. Muddy tools should be cleaned at the site before you leave.

Defective tools

Using defective tools can cause serious injury. Broken or defective tools should be returned to the Tool Coordinator with an explanation. This includes cracked handles, dull blades, etc.



Unsafe and Threatening Situations

Safety at the work site is a primary concern. Unsafe working conditions should be reported to the Color Group Leader or Site Coordinator. An unacceptable risk of injury due to unsafe tools, unsafe ladders, or poor working conditions should be avoided. On very rare occasions a situation may occur that threatens the safety of the work team. If this happens, leave immediately. These situations include criminal activity, gang activity, anger/violence, inappropriate or threatening activity, presence of weapons, and other things which threaten safety.

Reporting An Injury

In case of an emergency **call 911 first**, keep someone with the injured person at all times and call the base camp immediately.

If the adult is the injured/ill team member, and if the injury is not life threatening, a pre-designated licensed driver or other base camp adult will drive the team to the hospital. If in doubt, call 911 and wait for the paramedics. Always call the base camp to report the incident immediately.

Never leave the rest of the work team alone. If possible, the Color Group Leader or an adult from base camp will stay at the site with the team. If it is not possible, take the entire team to the hospital with you.

If the media arrive to ask questions, do **NOT** talk about the incident. Direct them to the Camp Director.

At the appropriate time, the adult will fill out the Accident/Injury report in full and give to the Camp Director.

Projects for U.M. ARMY

New Construction

- Wheelchair ramps
- Wooden porches
- Enclosed porches
- Small sheds

Maintenance

- Yard work
- Painting exterior & interior
- House cleaning
- Yard clean up

We do NOT do

- Electrical wiring
- Plumbing
- Major roofing repairs
- New home construction
- Third story painting
- Appliance repair

Home Repairs

- Leaky roof (patching only)
- Porches and steps
- Handrails
- Floor boards
- Saggy floors
- Hanging doors
- Dry wall
- Window glass
- Stuck windows and doors
- Window and door screens
- Replace rotten wood
- Shelving
- Screen doors



Warehouse Tools

Below is the total warehouse tool inventory suggested for each camp. The Camp Director will assign a list of warehouse tools to each church prior to camp. The following are tools needed for a camp of 100 participants.

- 5 Extension Ladders
- 10 Step Ladders
- 15 Leaf Rakes
- 5 Gravel Rakes
- 15 Shovels (flat or spade)
- 5 Post Hole Diggers
- 10 Saw Horse Kits
- 5 Power Drill with Bits
- 5 Circular Saws with Blades
- 10 Electrical Extension Cords
- 5 Caulk Guns
- 3 Ax
- 5 Bow Saws
- 2 Swing Blades
- 5 Masonry Trowels
- 2 Vacuums
- 4 Plungers
- 10 Hedge Clippers
- 5 Hoes
- 2-3 Lawn Mowers
- 5 Wheel Barrows
- 5 Sledge Hammers
- 5 Hack Saws with Extra Blades
- 2 Reciprocating Saws
- 2 Hole Saws
- 10 Brooms
- 1 Miter Box
- 5 Tin Snips
- 5 Knee Pad Sets
- 5 Wood Rasps
- 5 Vise Grips
- 5 Chalk Line with Chalk
- 5 Staple Guns with Staples
- 10 2-3 Prong Adapters
- 1 Rope (for lifting) 25'
- 2 Jumper Cables



Work Team Equipment

Participating groups should plan to bring 1 tool kit for ever 4 youth who are attending from their church. The camp director will confirm the number of kits needed by each group prior to camp.

Work Team Tool Kit

- | | |
|---|------------------------|
| 5 Claw Hammers | 1 Level |
| 1 Hand Saw-Rip or Crosscut | 1 Square |
| 1 Power Drill with Bits | 1 Metal File |
| 1 Electrical Extension Cord | 5 Paint Scrapers |
| 1 Pair Pliers | 1 Crowbar |
| 1 Pair Needle Nose Pliers | 1 Straight Edge |
| 1 Flathead Screwdriver | 2 Putty Knives |
| 1 Phillips Screwdriver | 2 Carpenter Pencils |
| 2 Tape Measures, 25'- 100' | 1 Role Masking Tape 1" |
| 1 Roll Painters Tape | 5 Pair Safety Goggles |
| 2 Utility Knives with Retracting Blades | |
| 1 large ice chest for lunches | |
| 1 3 or 5 gallon water jug | |

Work Team Cleaning Kit

One cleaning kit is needed for each Color Group Leader plus 3 additional kits are needed for in camp use. The Camp Director will let church coordinators know how many cleaning kits each church group should bring. Please let your Camp Director know if you have extra cleaning kits available from your church. Cleaning kits should contain:

- Assorted Cleaning Rags (Cotton is best)
- Assorted Sponges
- 2 Buckets (Plastic or Metal)
- 1 Mop
- 1 Broom and Dust Pan
- 1 Scouring Powder (Ajax, Comet, etc.)

cleaning kit continued:

- 1 Bottle of Spray Cleaner (409, Fantastic, etc.)
- 1 Can of Wasp Spray (long range, quick acting)
- 1 Can Ant and Roach Spray
- 1 Pair Rubber Gloves
- 1 Toilet Brush and Cleaner
- 1 Box of Trash Bags
- 1 Jar GoJo, Instant Orange, etc. for cleaning hands

Work Team First Aid Kit

Every vehicle in camp should have a well stocked first aid kit. Church groups should plan to bring one kit for every vehicle they are bringing to camp. Below are the suggested items for First Aid Kits:

- Assortment of Band-Aids
- Anti-bacterial Hand Wipes
- Insect Repellent
- Insect Bite Cream or Spray
- Sun Block-16 SPF or Higher
- Plastic Bottle of Hydrogen Peroxide
- Bag of Cotton Balls
- Bottle Calamine Lotion
- 2" Ace Bandage
- Neosporin Cream or Ointment
- Roll Gauze
- Roll Tape for Gauze
- Pair of Tweezers
- Box of Pepto Bismol Tablets
- Box of Baking Soda for Wasp Stings
- 1 Gallon of Distilled Water for cleaning wounds

Or, you may purchase a complete kit at Wal-Mart or Target, etc.

Safety Guidelines

Lord,

U.M. ARMY is your army, because what we do is done in the name of Jesus Christ. As we seek to obey your commandment to “love our neighbors,” help us not to overlook the part of the commandment that says, “as ourselves.” As we would not intentionally injure ourselves or others, help us to avoid doing so accidentally. Help us to be constantly mindful of the safety guidelines we have learned and to recognize and avoid hazardous situations and conditions. If, in our zeal to do your work, we should be unable to avoid all safety incidents during this week, we pray they will all be “near misses” from which we can learn without having to suffer the pain on an injury to ourselves or the guilt of an injury caused to others. Keep us from harm. This we pray in the name of Jesus Christ, our Lord and Savior. Amen.

GENERAL HEALTH

- Drink approx. $\frac{1}{2}$ **gallon of water** per person each day.
- Drink only the water you bring with you.
- Keep your food in the ice chest.
- Eat only the food you bring with you.
- Take a **15 minute break each hour** when the temperature and humidity are both 95 or above.
- Wear hats, shirts, and sunscreen when working outside.
- Get immediate first aid for cuts and scratches to prevent infection.
- Wash body areas exposed to solvents (gasoline, turpentine, mineral spirits, etc.) immediately with soap and water to prevent chemical burns.
- Do not attempt electrical repairs; stay clear of power lines and avoid contact with electrical wiring.
- Avoid any repair work if it appears to be unsafe, such as roof repair if the roof is unstable or will not support your weight safely.
- Allow adequate night’s rest (target minimum 7 hours rest each night)

AWARENESS

- Be aware; know the hazards of your job, don’t take chances, pace yourself, avoid distraction.
- Don’t work when tired or angry, take a break to cool off.

LIFTING

- When lifting heavy objects, get others to help; lift one piece at a time, face forward, don’t twist or turn your body while lifting—move your legs instead.
- Avoid bending over when lifting, keep objects close to body, keep back straight, bend knees, grasp object firmly, lift with legs.

Safety Continued

POSITIONING

- When working on roofs or other high places, keep sure footing, wear rubber-soled shoes and stay away from roof edge.
- Don't work directly beneath another person (on a ladder or otherwise.)
- Barricade ground level areas where tools or scrap material from overhead work is likely to fall.

HOUSEKEEPING

- Keep work area clear of tripping hazards
- Never leave a protruding nail in either finished work or scrap lumber; remove nails or bend them down as you go.
- Clean up after job is finished and at day's end; remove broken glass, bent nails, etc., that could cause injury to someone else after you leave.

YARD WORK

- Walk area before mowing to remove litter and debris that could become missiles if hit by the mower blade.
- Wear gloves when doing yard work.
- Watch for holes and other tripping hazards.
- Avoid poisonous plants, snakes and insects.
- Avoid overexposure to sun and heat exhaustion.
- Never refill the gas tank of a hot mower; allow it to cool first.

ANIMALS/SNAKES/INSECTS

- Never reach your hand into an area you cannot see, especially under houses, old debris piles, storage cabinets, etc.
- Pull debris away from old debris pile with a rake or hoe before picking up to load on truck for removal.
- Be extremely cautious of dogs and cats, especially in poor, rural areas; assume they are not friendly. Scraggly looking ones may also be diseased.
- If bitten by a snake or spider, or stung by a scorpion, ice the wound and obtain professional help as soon as possible. Do not cut or suck the wound, or apply a tourniquet, as these generally make matters worse rather than better. Keep the injured person calm and cool.
- In the absence of other remedies, apply toothpaste or baking soda to wasp stings to take the pain out.

Safety Continued

HAND TOOLS

- Don't use a knife as a screwdriver; not even a lock-back knife
- Don't cut toward the body with a knife.
- Never use a knife for prying or chiseling.
- Avoid slippage by using a screwdriver that fits the screw slot snugly.
- Use wood saw for wood and hacksaws for metal; never vice-versa.
- When hand sawing, apply pressure on down stroke only.
- Don't use any tool but a hammer to drive nails; hit the nail squarely with the head of the hammer—never with the side of the hammer.
- Know where everyone around you is before swinging a hammer.
- Check and repair or replace all loose or split handles.
- When cutting wire or metal hold the material firmly so it can't snap back when cut through.
- Do not use bent, broken or rusty tools.
- Wear gloves when working with sharp objects; leather gloves offer better protection than cloth.
- Keep hands and feet clear of shovel blade when another is digging.

POWER TOOLS*

- Child Safety laws in the Northeast Chapter do not permit the use of circular saws by youth under the age of 18. Wear safety glasses or goggles when using power tools.
- Do not use chain saws, nail guns, power washers, pneumatic or hydraulic powered tools or belt sanders.
- Secure workplace. Keep hands free and safe from danger.
- Always unplug tools when not in use or when making an adjustment.
- Check blades and bits before starting to make sure they are tight.
- Always turn off and remove chuck keys before plugging tool in.
- Never force tools; let them do the work.
- Don't use a power saw with a dull blade; remove and sharpen or get a new blade.
- Inspect all cords and replace or repair if frayed or worn.
- Do not use power tools with missing or defective guards.
- Keep long hair tied back, remove loose clothing and jewelry that could catch in moving parts.
- Do not use power tools in wet or damp areas.
- Position yourself properly when using power tools; body out of line of cut, good footing, no overreaching.
- Never place hand under board to be cut.
- Check work for hidden hazards such as old nails in wood, knots, etc.
- Always start power saw with blade outside the cut and don't stop saw in mid-cut.
- Cut only materials the saw was designed to handle.

Safety Continued

LADDERS-GENERAL *

- Always face the front when using a ladder; avoid twisting or turning, and never apply force to an object/wall on the side.
- If ladder is at all unstable, tie it off or have someone hold it while you are on it.
- Only one person on a ladder at a time. Don't overreach; keep your hips inside the side rails of the ladder.
- Keep both hands on the ladder when climbing up or down.
- Watch out for people below; stop working if someone walks under you.
- Beware of overhead hazards; never use metal ladders around electrical lines.
- Check for and kill wasps before climbing ladders.

LADDERS-EXTENSION *

- Check ladder for broken or loose rungs, damaged extension tracks, cracked or broken wooden side rails, sharp edges, inoperative rung catches (no lip or safety spring to prevent slippage under load) before using.
- Check feet of ladder to be sure they are non-slip and sturdy.
- Follow the 4 to 1 rule; bottom of ladders should be one foot out from wall every four feet of vertical distance from ground to where ladder touches wall.
- NOTE: On hard or sloping ground surfaces, or whenever the ladder angle is required to be less than 4:1, tie off the base of the ladder to prevent slipping. If necessary, drive a stake into the ground to use as a tie point or pull your car up and brace the base against a wheel.
- Don't carry things in your hands when using a ladder; hoist items up with a rope after you reach the top (use a bucket to hoist several small items).
- Don't overextend; keep overlap of at least 3 rungs.
- Never step on the top 2 rungs; get a longer ladder.
- Never use an extension ladder in a horizontal position (as a scaffold) unless firmly braced at least every 6 feet.
- Another team member should brace and stabilize the ladder for team member on the ladder.

RECREATION/BASE CAMP

- Horseplay is not allowed in camp.
- Be careful around vehicles in parking lot while loading and unloading and coming and going to work sites.
- Don't run on church property or in unlit areas.
- Don't go outside at night alone and do not leave the church property without permission.
- Use the buddy system when swimming in lakes.

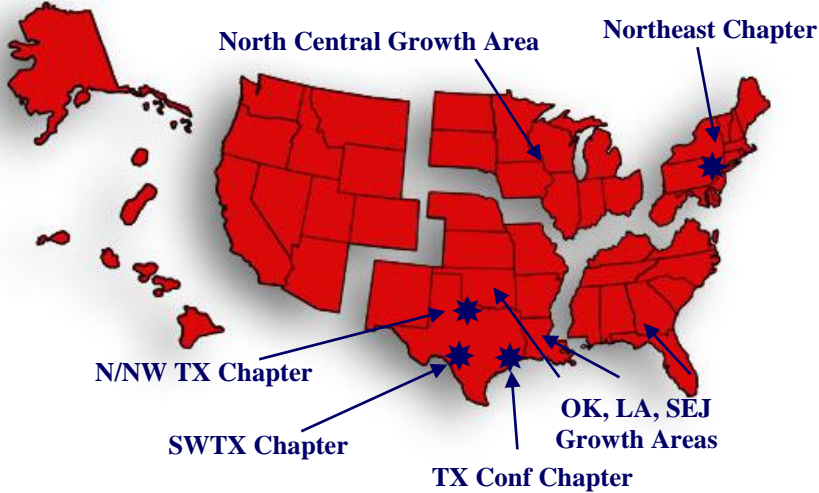
NOTE THESE HEALTH AND SAFETY GUIDELINES ARE NOT EXCLUSIVE. EVERYONE IS EXPECTED TO MAINTAIN THE HIGHEST SAFETY STANDARDS.

** Child Safety laws in the Northeast Chapter regarding ladder use by minors vary by state. Please consult your Camp Director before allowing youth to use ladders in Northeast camps.*

This Travel Guide

Belongs To _____

Spreading the Spirit of U.M. ARMY Nationally!



Help spread the word about U.M. ARMY to friends and relatives in our growth areas!

Notes:

