

ADMINISTRATIVE COORDINATOR MANUAL

(Revised 2023)



**Providing Christ-centered missions
that serve people in need and
promote spiritual growth and
leadership development in youth and young adults**

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Mission Week Leadership/Adult Roles

DIRECTOR: Carries out the preparations for the week-long mission; during the week, oversees the operations and leadership; has final authority for all aspects of the mission program.

PROGRAM COORDINATOR: In conjunction with the Programs Team, responsible for the spiritual and recreational parts of the week. This includes worship, fellowship times, and recreation activities. Some Program teams will also include a Worship Coordinator and/or Events Coordinator.

ADMINISTRATIVE COORDINATOR: Assists the Director and provides administrative support. This includes managing the paperwork, collecting receipts, and entering financial data. May also assist with other roles prior to or during the mission week.

SAFETY COORDINATOR: Instructs and reminds participants of safety practices and general safety awareness; monitors safety at the work site and at the host church during the week

KITCHEN COORDINATOR: Feeds the “ARMY”; oversees the kitchen; purchases and prepares the food with a team of 2-4 assistants, depending on the size of the work camp. Responsible for the mission week duties chart/chore chart.

SITES COORDINATOR: Responsible for all aspects of the home repair activities for the week. This includes assessing work sites prior to the week and coordinating the work during the week through Color Group Leaders and work teams.

COLOR GROUP LEADER: Facilitates the work of several work teams, which together make up a color group (i.e. Red or Blue color group). This person also 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 inventory and construction/building materials.

WORK TEAM ADULT: Working with at least one additional adult, co-leads and works with a team of 4-8 youth and is responsible for their transportation and safety. They are an equal working member of the team

Admin Coordinator Responsibilities

The most important responsibility of an adult serving the youth in mission is to represent the ideal Christian role model. The moral, spiritual, psychological and physical safety of our youth is of highest importance

Thank you for serving as the U.M. ARMY Administrative Coordinator. You are an important part of the mission, providing administrative support, entering data, and keeping financial records. You will work closely with the Director in every area of administration.

Once you are assigned as the Administrative Coordinator by your Director you will want to meet with them as soon as possible, earlier is better. Much of what the Director does takes place during the three months prior to the mission week. You may be asked to help during that time. Constant communication is the key to a stress-free, fulfilling U.M. ARMY experience.

U.M. ARMY has an online management system: umarmy.net. This online system is where you will find important statistical data and a roster with complete registration information on every participant; a budget and financial section to enter expenses, receipts and reimbursements; a tool to print vehicle folders; check-in sheet; plus, other features that will be covered in more detail below.

You will need computer and internet access to use umarmy.net.

You may be asked to arrive early on Sunday to help with set up. You will want to be prepared before the first “early birds” arrive.

You may be asked to do the following:

- Set up the check-in table.
 - umarmy.net has a check-in feature
 - Check with the Participating Church Designated Adult upon their arrival for any last minute cancellations or substitutions.
- Everyone who attends must have completed an online registration form, must have completed the Waiver & Release and Emergency Medical Authorization forms, and have paid his or her participation fee. You may need to collect the forms and fees for late add ons Sunday afternoon. The Director must approve every participant.
 - No one may go out to a work site unless they have completed a registration form, Waiver &

Release form, and Emergency Medical Authorization form.

- You may be asked to hand out t-shirts and name buttons at registration. Sometimes the Program Team will hand them out later in the evening, coordinate this with your Director and Program Coordinator.
- Your participation in all aspects of the week is critical to the success of the mission and for your personal U.M. ARMY experience. It is important that you are a positive role model and support the youth as well as the other adult leadership in all activities.

Mission Week Preparation

A number of duties may be required of you prior to the actual camp week. These may include any of the following. Coordinate with the Camp Director to see which specific activities you should perform.

- Validate registration forms for all camp participants and check for completeness.
- Using the online database, print off all applicable documents for various adult folders
- Prepare participant name badges.
- Put together a base camp first aid kit and take to camp.
- Make a box for prayer requests during the week. (Note: Check to see if the Program Team or Safety is providing the prayer box).
- Communicate regularly with the mission week Director

OFFICE SUPPLIES

The Director should coordinate with the Administrative Coordinator to prepare an office supplies kit that includes the following items:

- Computer with CD R/W drive
- Blank CDs and labels
- Baggies and petty cash slips
- Stapler and staples
- Bulletin board
- 3- Hole punch
- Message board
- Paper for messages
- Masking tape, scotch tape
- Tacks or Push Pins
- Pencils and sharpener
- Pens & markers
- Envelopes
- Printer for computer and ink cartridges
- String, rope and/or twine
- Paper, including construction paper
- Envelopes
- Stamps
- Clip boards
- Paper clips
- Copy machine paper
- File folders
- Scissors
- Ruler
- Putty or ticky-tack (for hanging items on walls)

During the Mission Week

SUNDAY

Check with the Camp Director to see if you should arrive early on Sunday afternoon to help with set-up. You will want to be prepared before the first campers arrive. Set up activities include:

- Make maps of sleeping room furniture placement or take pictures- keep for Saturday clean up activities. Everything must be returned to its original position, and when possible, better than we found it.
- Post signs for sleeping rooms, schedule, restrooms, etc. *Be sure there are signs in every area that will be used and have easy visibility for all participants.*
- Set up a table for sign-in. Check with each Participating Church Designated Adult as they arrive for last minute cancellations and substitutions. Accept no one in camp who does not have a completed registration form and full fees. They must have been pre-approved by the Camp Director to participate in camp and the U.M. ARMY office must be aware that they are participating. There are NO exceptions.
- Hand out T-shirts to arriving participants and check off on the list. *Note: Check with the Camp Director to see if you or the program team will handle this duty.*
- Call the U.M. ARMY office on Monday morning to report your total Participants and contact phone number for the camp.

MONDAY – FRIDAY

ADMINISTRATION DUTIES

- Assist the Mission Week Director, as needed, throughout the week
- Handle all mission week associated paperwork (distribution, collection, filing, etc.)
- Maintain file of medical releases and base camp first aid kit. Be prepared to screen first aid cases during the week. Keep prescription drugs for youth participants. (NOTE: some mission weeks utilize the Safety Coordinator for some of these tasks.)
- Take care of any printing, copying and distribution of forms and rosters, as applicable.

FACILITY MANAGEMENT

- Keep an alternate set of host church keys (obtained from the Camp Director) as backup.
- Help Camp Director supervise clean up on Saturday.

COMMUNICATIONS

- Provide client appreciation note cards to the Site Coordinator for work teams. These are given to clients after work is completed at the site (have everyone on the team sign the note).
- Send letters to clients we were not able to help
- Write thank you notes to donors, school for showers, etc.

RECORD KEEPING

This is one of your most important duties. These records are imperative from a legal standpoint.

- List camp participants, showing color group, work team and home church
- List clients, addresses, phone, work done, by whom.
- List donations, donor and address, type (money or in-kind), dollar amount or value and purpose for which donation was given.
- Turn in injury report forms for every incident during the week.
- List finances: Checks (if used) - receipt, amount, number, purpose; cash spent - receipt, amount, purpose and spender. Credit card (if used) - receipt, amount, purpose. *Petty cash and miscellaneous items are not valid categories.*

BANKING

- Keep track of all financial information, such as:
 - o Credit card distribution
 - o Debit card distribution
 - o Collect all receipts, organize them by category and mail to National Office
 - o Entering all financial information into the online system
 - o Paying bills, as applicable
- Require receipts and attach them to the check stub (or credit card receipt) with check number and purpose spent for and turn in to U.M. ARMY office at the end of the week. This information enables U.M. ARMY to have an audit and apply for grants.
- Record all expenses into online system

U.M. ARMY Online System

U.M. ARMY has an online management system to help administer every aspect of a U.M. ARMY mission trip. This system, umarmy.net, covers all areas from registration to the final report. It is extensive in its scope and there is something for every participant. Adults will find it especially helpful. Each adult leadership position has management tools and resources that facilitate the undertaking of that role.

SYSTEM ACCESS

Submit Individual Registration Form

- To access the system one must first submit an Individual Registration form online. The link to that online form is supplied by the Church Coordinator from the participating churches. Each link is unique to that church group, and each form submitted with that link attaches that registrant to that church group and the assigned mission location.
- The email address submitted on this form is vital. It is this address to which important information is communicated to the registrant about the U.M. ARMY mission trip.

Username & Password

- When the Individual Registration is submitted a confirmation will be sent to the email address with a username and password to log in to umarmy.net. Once logged in it is possible to change the password to something easy to remember. Place the cursor over the “Personal” tab at the top of the home page, and Edit Logon Information.
- At the first log in everyone will see a home page that includes pertinent camp information as well as Download Resources with information on what to bring and what to expect. There is also a Messaging system to email participants.
- Make a note of your user name and password to remember them. As the trip approaches umarmy.net becomes more relevant and useful.

ADULT PARTICIPANTS

When a leadership position is assigned by the Director additional tabs pertaining to that position will be available across the top of the home page as well as additional Download Resources. These resources become available *after* the leadership position has been assigned by the Director. Adult leadership manuals are always available at <http://tx.umarmy.org/mission-info/training-manuals/>

PRIOR TO THE MISSION TRIP

The tools and resources on umarmy.net are valuable to every participant prior to leaving and will help everyone prepare for the trip. Everyone should take advantage of these tools and resources.

DURING THE MISSION

Computer and internet access is essential during the mission for several key positions: Director, Program Coordinator, Administrative Coordinator, and Sites Coordinator. Other positions (Kitchen Coordinator, Safety Coordinator, Color Group Leader, Tool Coordinator, Work Team Adult) are not as dependent on computer and internet access but would benefit if they were available.

AFTER THE MISSION

- Final reporting is no longer necessary for the Director, Administrative Coordinator, and Sites Coordinator. The data entered in umarmy.net is available to the U.M. ARMY office.
- Additionally, data entered on vendors, referral agencies, and clients not served is retained and made available for future missions. This information is cumulative and depends on an accurate and diligent input of data before and during the mission trip. Future users of umarmy.net will be pleasantly surprised and grateful for those who added to the database.

umarmy.net User Guide – Administrative Coordinator

Administrative Coordinator tools on umarmy.net:

- Roster
- Financial management tools
- Check-in spreadsheet
- Cell phone list of all adult leaders
- Team list
- Print tool; documents for vehicle folders (WTA, CGL, Safety)
- Email tool; communication tool to email all those registered with your group
- Helpful information that you can download
- Trip and Host Church information (when assigned to a Host Church)

Log in to umarmy.net with your user name and password. You must first submit an Individual Registration to receive a username and password. If you have registered and forgotten your user name and password, click on “Forgot Your Password?” Enter the email address you used on your registration and a new password will be sent, or contact the U.M. ARMY office and we will assign a new one.

You may change your password at any time - Log in to umarmy.net with your username and password. Across the top locate the “Personal” tab, move your cursor over that tab and click on “Edit Logon Information”. Change your password to something you can remember. Make a note of your user name and password so you will not forget it.

When you are assigned (by the Director) as the Administrative Coordinator you will see a tab across the top of your home page, “Admin”.

Admin Tab – Move cursor over “Admin” tab to view tools and resources.

- [Trip Roster](#) – List of all participants with registration information. There is a tool to convert the

roster to an excel spreadsheet; at the bottom of the roster click on “Download Roster as CSV File” *See Below *Trip Roster*

- Vendor Contacts – A list of vendors in the area
- View/Edit Budget – Manage budget, enter expenses and vendors. *See Below *View/Edit Budget*
- Active Sites – A current list of all work sites with teams working
- Cell Phone List – Adult leadership with cell phones, fills in automatically
- QR Cell List – Same as above but for the more technologically advanced
- Team List – A list of work teams and camp leadership. This fills in automatically as the Director makes the assignments
- Trip Check In – List of participants for check-in and verify registration information. *See Below *Trip Check In*
- Print WTA Folders – Select documents to print for vehicle folder for WTA *See Below *Print Folders*
- Print CGL Folders – Select documents to print for vehicle folders for CGL *See Below *Print Folders*
- Print Safety Folders – Select documents to print for vehicle folders for Safety Coordinator *See Below *Print Folders*
- Email Participants – email tool for your camp.

Additional Resources on Your Home Page – On your home page are the following resources:

- My To-Do List – located on the left side; here you will find reminders
- My Download Resources – On the right side; open this and you will find the manual for your leadership position plus other helpful information to download and print
- Messaging – On the right side; open this to email people in your group
- Trip Information – On the right side; dates and host church when you are assigned a location, plus additional host church information

Trip Roster

Complete list of all registered participants and their registration information.

Below the roster is a summary section.

Below the summary section is “**Show/Hide (+)**”. This tool allows you to hide columns in the roster in order to see specific information by clicking on the (+).

Below that is “**Add New Participants**”. This tool allows you to add participants who have not registered (late adds). You can add someone already in the system, or produce an online form to be filled in.

View/Edit Budget

There are several sections here; Manage Budget, Add Vendor, Add Expense, and sections to view the entries by category.

Manage Budget: This chart fills in automatically, showing your budget for each area and tallying expenses as they are entered.

Add Vendor: Here you add vendor information. This information is stored for future groups in the area. **BEFORE ADDING A VENDOR**, check to see if they are already in the system. To do this go to the “Add Expense” box below and open the drop down box “Name of Business Receipt/Expense is From”. If the vendor is listed, you do not need to add them again.

IF YOU ADD A VENDOR the Zip Code is of critical importance. Please enter a valid Zip Code.

Add Expense: Here you add individual expenses as they are turned in.

- Enter date
- Select vendor from drop down box
- Enter amount
- Select origin of expense:
 - U M ARMY – purchase made on a U M ARMY charge account
 - Personal – purchase made by an individual with person funds
 - Attending Church/Group – purchase made by participating church
 - Host Church – purchase made by the host church
 - VISA Gift Card – purchase made on U M ARMY issued VISA card
- Enter Reimbursement information if the expense is to be reimbursed, select from drop down box
- Enter Category from drop down box
- Enter Receipt – If you wish, a receipt can be scanned then entered here to attach to the expense. This is optional. Doing so can speed up the reimbursement process.

Camp Donations (+)

Clicking on the (+) will open a form to enter donations. Select the type of donation; Items (in kind donations), Gift Card, or Monetary (cash). Next enter a description of the donation (i.e. food, building supplies, dumpster, cash), and the value of the donation. If the donation is an in-kind donation, estimate the value as best you can. Next enter the donor information.

Camp Expenses (+)

Clicking on the (+) will expand the category and show a list of entries

Personal Reimbursements (+)

Clicking on the (+) will expand the category and show a list of entries

Church/Group Reimbursements (+)

Clicking on the (+) will expand the category and show a list of entries

Host Church Reimbursements (+)

Clicking on the (+) will expand the category and show a list of entries

Trip Check In

- Confirm with the Director who will be checking in participants; Programs or Admin.
- This is a Roster to check-in participants on the first day. Changes can be made by clicking “Edit”. If all information is correct, click “Check In”. Once you click “Check In” the participant and his/her information becomes a permanent record.
- Below the roster are tools to add people not on the list. You can add someone already in the umarmy.net system, add an individual not affiliated with any church group, or add someone to a church group. If you add anyone, you must also get a Waiver & Release and Emergency Medical Authorization Form.

Print Folders

This is a tool to print vehicle folders. It enables you to select the recipient, select documents to include in the printing and print them to insert in a vehicle folder

Please do not hesitate to contact the U.M. ARMY office if you have any questions or problems.

Executive Director: Scott Atnip or **Accountant:** Kiren Coleman at office@umarmy.org. You can also contact your Regional Director.

Financial Guidelines

U.M. ARMY OPERATIONS BUDGET

The participant fee is set each year while considering the historical and projected cost of operating the mission work and covering the annual organization expenses, offset by projected fundraising and grant funding. These numbers are broken down on a “per participant” basis and represent a barometer for planning purposes - actual expenses will vary based on donations of food, materials received from other sources, etc. Expenses will vary based on host location. While some groups may have services donated in their town (i.e. waste management), others may incur significant charges in their town. Keeping this in mind, you will find the approved budget for your camp week (on a per person basis) in umarmy.net under the “Director” tab in “view/edit budget.” While we encourage you to be prudent in your spending, please do not cut corners. A great number of donations are required to work within your budget. One area that normally receives the greatest amount of donations is food. Please work with your Kitchen Coordinator in asking for donated meals, staples, and paper products.

Expenses for your week will typically include:

- Food
- Construction Materials

- Curriculum/ Programming
- Ice
- Leader Travel
- Office Supplies (please communicate with us if you are in need of these - U.M. ARMY typically has them in stock and can provide them in your director boxes)
- Waste Management
- Host Church Reimbursement
- Showers
- Safety

U.M. ARMY CREDIT ACCOUNTS SHOULD BE USED FIRST IN ALL SITUATIONS WHEN MAKING PURCHASES. RECEIPTS ARE REQUIRED FOR ALL PURCHASES.

U.M. ARMY ACCOUNTS

1. The process of establishing necessary lines of credit begins in the spring as the Accountant and Executive Director contacts each Mission Week Director to determine their credit/ purchasing needs. Corporate lines of credit are available to all Mission Weeks, however, in some cases, a local vendor relationship may need to be established.
2. Corporate Cards / Lines of Credit
 - a. Physical Cards
 - i. Chase Credit Card - A Chase credit card will be provided for all camps incurring food costs. This card should be provided to your Kitchen coordinator and used to purchase food only! This card will be turned on at the beginning of your camp week and turned off after the close of the week. Should you need to purchase ahead of time, please contact Kiren Coleman Campbell, Accountant, at kiren@umarmy.org. The zipcode for this card is 77842.
 - ii. American Express Card - An American Express credit card will be provided for all camps incurring food costs. This card is for general camp expenses (excluding food and building materials.) This card will be turned on at the beginning of your camp week and turned off after the close of the week. Should you need to

purchase ahead of time, please contact Kiren Coleman Campbell, Accountant, at kiren@umarmy.org. The zipcode for this card is 77842.

- iii. Home Depot – Please notify the Executive Director or Accountant to inform them of who will need authorized access to our Home Depot account.
- iv. Kroger – we have two accounts with Kroger, one based in Dallas, one in Houston. Each account has their own cards available. Please indicate on your Director Order Form if you will need this card for camp and which location.
- v. HEB (Texas only) – account available. Please indicate on your Director Order Form if you will need this card for camp
- vi. Prepaid Visa cards – each group will receive a prepaid Visa card. **Please use this card first (for general camp expenses, other than materials!)** To avoid paying fees on this card, it is important we fully utilize its funds first.

Some key instructions:

- 1. You may check your card balance by calling customer service (800-995-3065) or online at www.awards2go.net. You will need to enter the 16-digit card number printed on your card.
- 2. You do not need to activate these cards.
- 3. At the time of purchase, choose “**CREDIT**” not “debit”
- 4. You may NOT use the card to obtain cash via an automated teller machine
- 5. When using your card at a gas station do not swipe at the pump; you will need to go inside to pay
- 6. Additional funds CANNOT be loaded onto the card
- 7. When entering these transactions into .net, please indicate “Visa”
- 8. The zip code for the card is 77845

b. Line of Credit

- i. Lowes – our LAR (Lowes Account Receivable) account is an online account which means that the Executive Director will work with the Director to identify the list of participants who will be authorized to use this line of credit. The names provided will be added to the online system by the Executive Director or Accountant. Individuals will be added to the LAR and Lowes4Pros. This process will give users the ability to order supplies in advance online and/or through the

Pro Desk at a retail store. Utilizing the online system or Pro Desk method will allow your camp to achieve the greatest discount. With this method, authorized users will not need a physical card. They will just need to give their name and U.M. ARMY's name and phone number (281-479-0103.) Be sure your volunteers indicate that this is a LAR/ Lowes4Pros account.

- ii. McCoys - 4 weeks before your camp begins, I will request a list of authorized buyers. McCoys uses this file to create an account that is unique to your camp location and week. This helps me track invoices for each camp. The process to set up your account typically takes 2-3 business days, so if you need to add participants late in the process, keep that in mind.
3. As we are a 501 (c) (3) non-profit corporation we are not obligated to pay state sales tax. The corporate accounts have the necessary paperwork to ensure that these taxes are not incurred – however, it is often helpful to remind the cashier when checking out. Sales Tax exemption forms for all host states can be downloaded from the “Director’s Downloads” on www.umarmy.net. A copy will also be provided in the Director Box. Where applicable, the tax-exempt number will be noted directly on the credit card.
4. Approximately two weeks prior to the Mission Week, the U.M. ARMY office will provide credit cards for purchases from approved vendors to the respective Directors. Should you need to begin purchasing sooner, please contact the Executive Director, Brian Smith (briansmith@umarmy.org.)
5. Directors are responsible for scanning and submitting receipts for all purchases made with U.M. ARMY credit cards and lines of credit on umarmy.net.
6. Prior to the mission week, Directors may request checks from the U.M. ARMY office to be sent directly to suppliers to reserve services such as ice and dumpsters or for payment to specific vendors for the week’s activities. Contact Kiren Coleman Campbell, Accountant, at kiren@umarmy.org or call 281-479-0103.
7. Program staff are discouraged from using personal funds for expenses. However, reimbursements for such purchases will be reimbursed after the mission week is closed and ONLY with the submission of a receipt. Receipts should be scanned into .net before any reimbursement checks are issued. We recommend directors keep the hard copy of the receipts until all reimbursements are properly made.
8. PLEASE do not use cash donations as petty cash!
9. Follow the procedures for submitting expense receipts as outlined on the information on the following pages.

REPORTING FINANCES

U.M. ARMY credit accounts should be used in all situations. If you need an additional line of credit, please reach out to the Executive Director, Scott Atnip at office@umarmy.org.

Receipts are required for all purchases. This is the only way to complete an audit every year and be eligible for funding - without which U.M. ARMY cannot continue to exist!

U.M. ARMY will reimburse gas receipts only for the Director, Color Group Leaders, and Coordinators (Safety, Site, Tool, Kitchen) for travel during the week. Fuel expense is only reimbursed for actual gasoline receipts submitted. It is the responsibility of the participating churches to cover travel costs for Work Team Adults.

DO NOT USE CASH DONATIONS AS PETTY CASH! Please write a personal check for all cash donations and send it to U.M. ARMY along with the donor receipt copy when returning the Director's Box. Please do not mail cash.

RECEIPT PROCEDURES

Keeping track of expenses is one of your most important roles as Director. Some groups will have an administrative coordinator who can assist with the bookkeeping but it is the sole responsibility of the Director to ensure that financial records are accurate and complete.

All receipts should be scanned and submitted through umarmy.net in the "view/edit budget" section under the Director tab. If for any reason you are unable to scan the receipts, please contact the Executive Director or the Accountant, for further instructions.

The U.M. ARMY office will have a huge number of receipts to process at the end of the season. Please follow these procedures for submitting receipts to expedite accounting and reimbursements.

Expenses should be entered into the on-line system daily. This will help you keep track of your budget and will make the end of week accounting easier. When using the prepaid Visa cards, please note in .net as "Visa Gift Card". When using all other U.M. ARMY payment methods indicate "U.M. ARMY" in the "UMARMY Account or Personal Expense" drop down menu. Examples would include but are not limited to:

1. Home Depot
2. Lowes LAR/ Lowes4Pros

3. McCoys LOC
4. UM ARMY Chase card for Food expenses
5. UM ARMY American Express card for all other expenses.

When a credit card is used:

- Scan the receipt into umarmy.net and record the expense in the “View/ Edit Budget” dropdown menu.
- Each individual receipt should note what budget account to which it applies. For example, food or programs
- For all hard copies of the receipts, please keep vendor credit receipts together – place all Amex receipts together – staple or place in an envelope.
- The Accountant will notify you once all camp expenses have been reconciled and personal reimbursements have been made after the camp season, after which you can destroy the receipts.

When a reimbursement is requested:

- Scan the receipt into umarmy.net and record the expense in the “View/ Edit Budget” dropdown menu.
- Each individual receipt should note what budget account to which it applies. For example, food or programs
- The person who will receive the reimbursement should sort receipts submitted for reimbursement. (For example, all receipts submitted for reimbursement by Tim Toolman should be stapled or paper clipped together with Tim’s name on each.)
- The name of the individual and the appropriate budget category should be written on each receipt. (For example, within the stack of Tim Toolman’s receipts, one receipt may note “building materials” while another notes “Leader Travel.”)

REIMBURSABLE EXPENSES

U.M. ARMY does not reimburse Work Team Adults for fuel. If an adult needs financial help in this area, talk to the adult church representative for that person to obtain assistance from their home church.

U.M. ARMY desires that registration fees be used for the benefit of the mission program. It is impossible to develop a complete list of what is and is not acceptable to be paid out of these funds but the following should provide an idea of acceptable/non-acceptable reimbursements. If you have any questions, please contact the U.M. ARMY office at: 281-479-0103.

Acceptable

First Aid Kit for entire group
Office supplies
Food shared by all participants
Program materials and activities
Dumpster, ice and landfill fees

Host church reimbursement (damage, etc.)
Travel & film expense for pre-site visits
Gas for CGL during the mission week

Not Acceptable

Replacement or repair of tools
Travel between home and the host church
Meals at restaurants
Gifts for participants
Rental vehicles not provided
by U.M. ARMY
Medicine, doctor's visit, etc.

IN-KIND DONATIONS

Donations of varying kinds are often received both before and during the mission week. As an example, the hosting church will often supply an evening meal. This would constitute an in-kind donation and should be tracked. Please track ALL donations from cookies to lumber. Use your best judgment when assigning a value to these donations if an amount is not provided by the donor(s).

When we apply for grants, one of the items they ask for is how much (dollar value) in donations we have received in the past year(s). This goes beyond actual cash donations. It is very important that we have an accurate accounting of these items so that we can meet these grant qualifications.

By knowing which vendors are offering us discounts, we can be better stewards of our money by making sure that all groups know which vendors they can go to for materials and services to make our budget dollars stretch.

If you have any questions when you are filling out this report, please do not hesitate to call the U.M. ARMY office (281-479-0103). We will be happy to assist you in any way we can.

Please track ALL donations in the on-line system at www.umarmy.net. In the director's dropdown select "view/edit budget". Scroll down toward the bottom of the page and select "Program Donations" to enter all donations, both cash and in-kind.

Finally, we ask that notes of thanks be sent to vendors/everyone that made a donation; in-kind or cash. (Note cards and envelopes have been provided where requested.)

REPORTING CHECKLIST

Use this form as a checklist and include it with your report. All forms and formats are provided to the appropriate Coordinator and are also available on-line at www.umarmy.net. We ask that you complete this checklist **within two (2) weeks of the last day of your mission week**. **These documents are of vital importance to the organization, both legally and financially.** We recommend you work on completing these items as they occur so you are ready to turn this in when your week is over. The Director is ultimately responsible for these items; however, as Admin Coordinator, you may be asked to complete them.

ONLINE:

- _____ 1. Financial records should be completed in on-line system www.umarmy.net
- _____ 2. Statistical information such as Site completions should be completed in the on-line .net system
- _____ 3. All expense receipts scanned into umarmy.net (see above for receipt procedures)

SCAN AND EMAIL to Executive Director (scottatnip@umarmy.org):

- _____ 1. Director's Report Form completed by the Director
- _____ 2. Media reports
 - Newspaper articles - send clippings if available
 - List of radio or TV coverage (link if available)

SHIP to U.M. ARMY: PO BOX 7546 Huntsville, TX 77342 (pay for shipping using AMEX before shipping back #5 below):

- _____ 1. Unused UM ARMY supplies
- _____ 2. Waivers and code of conduct forms signed by all participants/parents and Pastor
Sign off sheets collected prior to or upon registration check-in
- _____ 3. Press and media releases signed by each client if applicable in your region
- _____ 4. Accident /Incident reports properly documented and signed
- _____ 5. **ALL CREDIT AND PREPAID CARDS IN THE PRE-ADDRESSED and PREPAID BUBBLE ENVELOPE PROVIDED.**

NATIONAL POLICIES

Policy and Procedure Number: CLDR 1- Selection of Mission Leadership and Adults

Volunteer, adult leadership will be selected based on an individual's demonstrated integrity, leadership traits, people skills, common sense, maturity, wisdom, and Christian faith. Each leadership position candidate (director and all coordinators) must be approved by the Region before the appointment is final.

The most important responsibility of an adult serving the youth in mission is to represent the ideal Christian role model. The moral, spiritual, psychological and physical safety of our youth is of highest importance. An adult whose criminal background, core beliefs, maturity level or known actions would place that safety at risk, does not meet the criteria for participation in the U.M. ARMY program.

U.M. ARMY participants come from a broad range of political and theological backgrounds. While we celebrate the compassionate discussions in love, U.M. ARMY is not the place for adults to encourage or discourage hot button political or theological conversation. Every adult must uphold the best interests of U.M. ARMY youth, the clients and the organization as their top priority.

Sexualized behavior or language on the part of any participant is inappropriate and unacceptable and shall be subject to disciplinary action. Such disciplinary action shall be determined by mission, and in extreme cases, Regional, leadership.

Prior to mission week, the senior minister of each participating church shall attest to the screening of all their participants and to each adult's character and fitness.

Policy and Procedure Number: CLDR 2- Mandatory Training

Mission Directors and Program Coordinators will complete a mandatory training session each year. Other adults attending mission week will complete a training session each year that is provided by the Region. The Region and/or the Mission Directors will direct attending churches to the training session and/or information. Prior to mission week, the senior minister or participating church coordinator of each participating church shall attest to the completion of the training by their adults attending mission week.

Policy and Procedure Number: CLDR 4-Adult Volunteers

With the exception of employees of U.M. ARMY, all U.M. ARMY participants are volunteers. This precludes the hiring of any staff members, program or otherwise, either using U.M. ARMY funds or money from the participating churches. This does not preclude the paying of an honorarium for a one-time event such as a square dance caller for one evening, but rather applies to hiring someone for multiple day occurrences. Any deviation from this policy needs to be brought before the Regional Board of Directors for approval.

Policy and Procedure Number: PAR 5-Adult Conduct

Adults are expected to conduct themselves in a manner which serves as a positive, Christian role model for the youth and which affirms and supports the core values of U.M. ARMY. They should be relaxed and supportive of the youth. They should allow the youth to assume leadership roles and responsibilities on the team, advise when appropriate, ensure all work is safe, and exert authority when common sense requires. Adults should not dominate the team nor should they allow conduct which is unsafe, irresponsible, or unbecoming to U.M. ARMY. Adults are also expected to adhere to and enforce all U.M. ARMY policies and procedures.

Adults are expected to exhibit the highest standards of respect to individuals and should not tolerate degrading actions of any kind or for any purpose.

Policy and Procedure Number: R/D4-Safe Sanctuary Policy – Reducing the Risk of Abuse

Introduction to Policy

The purpose of this policy is to address the safety of our youth and leaders at all U.M. ARMY events and mission weeks. The United Methodist Church and U.M. ARMY recognizes the need to have a formal, written policy with procedures in place (1) to help prevent the opportunity for the occurrence and/or the appearance of abuse of youth and (2) to help protect workers from false accusations and/or suspicions.

Scope of Policy

This policy and its provisions shall apply to all persons including all paid and unpaid leaders, whether lay or clergy, who have any direct or indirect contact with youth and who participate in any activities or events sponsored by U.M. ARMY.

Definition of Youth, Young Adult and Adult

- Youth are U.M. ARMY participants registered as youth.
- Young Adult is someone 18-20 years of age with a high school diploma or equivalent.
- Adult is someone who is twenty-one (21) years of age or older.
- Young Adults and Adults are, collectively, Leaders.
- Nothing within this policy shall be interpreted as an obligation of U.M. ARMY to accept the registration of an adult as a Youth. U.M. ARMY reserves the right to refuse any registration of any individual.

Supervision

Recognizing that there is safety in numbers, youth will be instructed to use the “buddy system.” Conceptually meaning, Youth should consciously avoid situations where they are separated one on one with anyone. It is also strongly encouraged that there be at least one leader who is trained and certified in First Aid and CPR at each mission week.

Supervision for Youth:

- U.M. ARMY leadership shall observe the “2 Deep Rule” when Youth are present, where

possible (2 Adults per room, 2 Adults within line of sight when outdoors). For example, where Youth are present at a client's home, the 2 Deep Rule shall apply. The client shall not serve as a Leader unless that client has undergone the same screening and approval process required of participating Leaders.

- Exceptions to allow 1 Adult/1 Young Adult may be made with the approval of the Director on a case by case basis.
 - Exception to allow second Leader to float between work sites that are closely situated, e.g., within the same neighborhood
 - Exception to allow 1 or no Leaders in a confined room on a worksite (e.g., painting a small bath), in which case, the door shall remain open and the Leader(s) shall be within the line of sight/ear shout.
 - Any one-to-one mentoring or consulting with a Youth shall be conducted in sight of another Leader.
-
- Adults, Young Adults, and Youth shall not provide supervision for children and other youth who are members of the local community

Overnight Accommodations

- At least (2) Leaders shall be present in every room where possible.
- Where it is impossible to have two (2) Leaders present in each room, Leaders shall sleep in separate rooms from Youth.
- Sleeping accommodations shall be separated by gender. In the event a participant (Youth, Young Adult or Adult) requests an alternative accommodation, the Director shall call the U.M. ARMY Executive Director for guidance.

Transportation

- All Youth shall be transported by a licensed Adult in a registered and insured automobile and shall wear seat belts at all times.
- One (1) Adult may provide transportation for two (2) or more Youth. An Adult may provide transportation for their son or daughter without other Youth being present. One Youth may be transported by one Leader if emergency circumstances warrant.

Definitions of Abuse

- Verbal Abuse— Any verbal act that humiliates, degrades or threatens any child or youth.
- Physical Abuse— Any act of omission or an act that endangers a person's physical or mental health. In the case of child or youth physical abuse, this definition includes any intentional physical injury caused by the individual's caretaker. 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 child or youth.
- Sexual Abuse— Child or youth sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. This 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 a Youth, 6) sexualized behavior that communicates sexual interest and/or content. Examples include but are not limited to: displaying sexually suggestive visual materials, making sexual comments or innuendo about one's own or another person's body, touching another person's body, hair or clothing, touching or rubbing oneself in the presence of

another person, kissing, and sexual intercourse.

Screening for Leaders

Careful screening is one way to prevent the abuse of children and youth. Screening calls for a careful gathering and review of information in search of those who can provide safe and caring supervision in a safe environment.

- Each participating church is responsible for conducting references and screening applications for its Leaders. All screening and documentation shall be done in accordance with guidelines consistent with its respective United Methodist Conference.
- If the applicant is found to have been involved in, or credibly accused of, any activity in which the applicant abused or exploited children or youth, the applicant will not be approved. Any conviction of a crime against children or youth shall disqualify any applicant.
- Persons having a criminal history of any of the following types of offenses shall not be Leaders:
 - o Child abuse, whether physical, emotional, sexual, or neglectful;
 - o Violent offenses, including murder, rape, assault, domestic violence, etc.;
 - o Persons having a Criminal History of DUI or DWI conviction within the five (5) years immediately prior to application shall not be allowed to act as a driver;
 - o Persons having a Criminal History of a drug related conviction within the five (5) years immediately prior to application shall not be allowed to participate in the event.

Training

U.M. ARMY shall, through dependence on its participating churches, utilize Safe Sanctuary or equivalent trained Leaders. We recommend that at the beginning of each mission week a review of this policy be conducted by the Director.

Reporting of Incidents

1. When a Leader suspects that abuse or any suspected violation of the applicable laws is taking or has taken place, he or she shall immediately notify the mission week Director for consultation and collectively report the abuse to the appropriate local law enforcement agency and/or child protective services. The Director shall contact the Executive Director immediately, and Leadership will cooperate fully with the investigation conducted by law enforcement officials or child protective services.
2. The Director shall address any needs the child or youth may have, medical or otherwise and report to the parent(s) and/or legal guardians(s) of the Youth.
3. The person suspected of abuse (respondent) shall, for the safety and well being of the Youth, be removed with dignity from further contact with the Youth until an appropriate investigation has taken place. The matter shall remain confidential. If the Director and or leader is the respondent, then the report should be made to the Executive Director.
4. Following the report of an incident, the Director shall document the report and cooperate fully with any investigation. Careful and confidential documentation is essential. The documentation should include the following:
 - a. The name of the individual observing or receiving the disclosure of abuse, including the date, time and place and any action taken by this person.

- b. The alleged victim's name, age, and date of birth.
- c. Any statement made by the alleged victim.
- d. Name of the respondent, the date, time and place of any conversation or any statement made by the respondent.
- e. Any action taken, i.e. suspension of the respondent.
- f. Date and time of call to the appropriate agency, name of worker spoken to, content of that conversation and case number assigned.
- g. Date and time of call to law enforcement agency, name of officer spoken to and content of that conversation.
- h. Date and time of any other contacts made regarding this incident.

5. The Executive Director shall notify the pastor of the participating church for each of the involved Youth (with the permission of the parent(s) and/or legal guardian(s), unless the respondent is the parent or legal guardian) and respondent. Where the respondent is a pastor or church employee, the Executive Director shall notify the Conference/District authorities.

6. It shall be the goal to provide supportive care to both the victim and the respondent and to restore such persons to wholeness.

7. Confirmed reports of proven incidents of abuse shall be retained in a confidential file for future screening purposes.

Media Response

The Executive Director shall be informed of all investigations or allegations of abuse. If investigations or allegations of abuse should come to the attention of the media, all inquiries shall be referred to the Executive Director. No other Leader shall provide any information, and shall simply state that all inquiries will be answered by a U.M. ARMY spokesperson.

Appropriate Discipline

Youth should be made aware that appropriate behavior is expected at all times during a mission week. Gentle reminders may be necessary when dealing with Youth. When these reminders don't work, then discipline needs to move to the next step. In cases where behavior persists, the Director, Adult(s) working with the Youth during the mission week, Adult from the Youth's church and the Youth's parent(s) and/or legal guardian(s) should consult and develop an appropriate plan. In no case is physical discipline an appropriate measure to deal with problems. For serious offenses, the appropriate response will be to send the Youth home immediately. Parents and the adults from the Youth's church shall make proper arrangements.

Local Policies

This policy was created with the intent to conform to safe sanctuary policies and guidelines of the United Methodist Church. Recognizing that U.M. ARMY is a national organization serving many United Methodist Conferences and that there may be diversity in the details of policies, where a mission week Director is given written notice reasonably in advance of a mission week that the local safe sanctuary policy of the local conference, a participating church or a host church has a more stringent requirement than what has been set forth herein, the Director shall take reasonable measures to comply with such policy. In the event that the Director believes that compliance with the policy is not reasonable given the circumstances, the Director shall present the issue to the U.M.

ARMY Board of Directors. If the Director is provided notice of the policy without sufficient time to adequately adapt to the policy, the Director shall notify the Executive Director for guidance.

Policy and Procedure Number: SAF 2-Vehicle Safety

No passengers are allowed to ride in the bed of pickups or in trailers. No youth participant may ride as a passenger in a vehicle driven by anyone under the age of 21. At the discretion of the Mission Director, college age participants may drive themselves. Seat belts will be worn by all drivers and passengers. All drivers must have a current driver's license and proof of valid automobile insurance.

REGIONAL APPENDIXES

- **Regional-specific information applicable to this role**