

THE ROLE OF ADMINISTRATIVE COORDINATOR

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.

U.M. ARMY-Texas Conference

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MISSION

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

VISION

Young people growing in Christian faith and transforming the world by serving people in need.

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

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 provide free home repairs for low-income, elderly, and disabled homeowners who are physically and financially unable to make needed repairs.

Christian faith and love through action. The worship and devotional materials provide opportunities for spiritual development, learning, and discussion.

ABOUT WORK CAMP

Participants witness their faith and obedience when they reach out to those in need through home repair. This loving action touches 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.

United Methodist 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 supper 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) 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.

U.M. ARMY – Texas Conference

THE ROLE OF ADMINISTRATIVE COORDINATOR

Thank you for serving as the U.M. ARMY Work Camp Administrative Coordinator. You are the vital link between the Work Teams and Base Camp as well as the Work Camp and the U.M. ARMY office. You will work closely with the Camp Director in every area of administration.

As soon as you are assigned the leadership position of Administrative Coordinator by your Camp Director you will want to meet with him/her as soon as possible, earlier is better. Much of what the Camp Director does takes place during the three months before camp begins. You may be asked to help during that time. Constant communication is the key to a stress-free, fulfilling U.M. ARMY experience.

The Director will be given a disk that includes all the forms that will be used at your camp. Included is an excel worksheet that you will use to input all the information about participants, work sites, donations, budget, etc. This worksheet is the most critical piece of information for the U.M. ARMY office. You and the Director will discuss who will set up the worksheet before you arrive at camp. Often the Director will input the original information and turn it over to you when you arrive on Sunday afternoon.

Ask the Director if they would like for you to arrive early on Sunday to help with camp 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.
 - Check with the Participating Church Designated Adult upon their arrival for any last minute cancellations or substitutions.
 - Everyone who attends must have a completed registration form and have paid his or her fee of \$215. You may need to collect the form and fee for late adds on Sunday afternoon.
 - The Camp Director must approve every participant.
 - The U.M. ARMY office must have a form for every participant, no exceptions. You can fax it to our office before they leave for a work site on Monday.
 - No one may go out to a work site unless they have presented their completed form and the U.M. ARMY office has the information.
- Call the U.M. ARMY office on Monday morning before noon to report both a camp total and a per church total, give us your base camp phone number and notify us of any changes. 281-479-0103.
- You may be asked to hand out t-shirts and name buttons at registration. Some work camps have the Program Team hand them out later in the evening, coordinate this with your Director and Program Coordinator.
- Your participation in all aspects of camp is critical to the success of the work camp 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 camp leadership in all activities.

WEEKDAY DUTIES MONDAY-FRIDAY

During the week you will be working side by side with all Base Camp Leadership and be available to every Work Team via phone. Your position is critical as you are the first point of contact for the workers in the mission field.

The following are “some” of the duties you will be responsible for daily:

- Always be positive and enthusiastic!
- Answering the phone to coordinator requests to appropriate people.
- Inform the Camp Staff of happenings during the day while they were out.
- Check the prayer box daily and make sure that it is shared with the Base Camp Staff.
 - The Program Team may take on this responsibility, each Work Camp is unique.
- Maintain a file of medical information and keep a well-stocked first aid kit nearby. You may be the first one to assess first aid cases.
- Keep all participant medications as requested. Some medications need to be refrigerated, kept away from sunlight, etc.
 - Be available to retrieve the meds when asked.
- Prepare a complete roster for each participant to take home on Saturday.
 - This may be combined with a picture cd prepared by the Program Team, talk to your Director and Program Coordinator to divide duties.
- Keep an extra set of keys for the church as a backup for the Director.
- Keep the Thank You cards and Client Night invitations for the Work Teams to give to their clients.
 - You may be asked to give the Thank You cards to the Site Coordinator to distribute.

RECORD KEEPING

The records that you keep are critical to the future of U.M. ARMY from a legal standpoint. Each year all statistics are turned over to our CPA for audit. Please help us by making sure that the list below is kept up to date and turned into the U.M. ARMY office within two weeks of the last day of your Work Camp. If you have any questions during the week, please call the office and we will assist you. Someone from the office will be visiting your camp during the week and will be available to assist you during that time also. There will always be an after hours phone number available for evening “emergencies”.

- All information on the Director excel worksheet must be completed including:
 - List of all participants
 - List of all participating Churches and their total number of youth, young adults and adults
 - List of all clients and worksites completed and not completed
 - Total number of sites completed
 - List of all donations, who the donor was and verify that a Thank You note was sent
 - Verify that there was an injury report filed for any injury during the week.

THE EXCEL WORKSHEET

- When entering a reimbursement, enter only the amount being requested. If the requested amount is the total of the receipt minus sales tax, please enter only that amount.
- If a receipt is from a store that will be billing U.M. ARMY directly, such as Wal-Mart, Home Depot, etc. please enter the **entire amount** shown on the receipt.
- Enter the amount in the proper category. Often you will receive a receipt that has multiple areas represented; example would be if the Kitchen Coordinator shops at Wal-Mart for food, Program Supplies and Admin supplies. Remember to ask which supplies fall into each category and then circle them on the receipt.
- Group the *physical receipts* by **Payee** when listing reimbursements. One person may buy supplies for several categories but if we are to reimburse that person, please keep all their receipts together.
- Enter the receipt for the **pre camp** order for materials into the materials budget. You may need to ask the Tool or Site Coordinator for that receipt.
- Ask that all adults turn in all pre camp receipts to you, Program Coordinators often do a large part of their shopping before camp.
- If someone purchases supplies for use at camp and does not want to be reimbursed, please enter that amount in the donations column with the item donated. In order to more accurately track the cost of running a work camp, we need to include as much as possible that has been donated.
- If the reimbursement amount is different than shown on the receipt, write in the reimbursement amount on the worksheet and circle items not being reimbursed.

OFFICE SUPPLIES

Coordinate with your Director to prepare an office supply kit that includes but is not limited to the following items.

Bulletin Board for Messages
Blank CDs
Clip Boards
Computer with CD drive
Copy Machine Paper
File Folders
Tape
Paper
Paper Clips

Paper for Messages
Pens & Markers
Printer
Push Pins
Scissors
Stamps
Stapler
3 Hole Punch

YOU ARE THE CAMP BANKER

Each Director will receive a gift card. It will be in the name U.M. ARMY. The Director may allow other Leadership at camp to use the card. It will be your job to keep track of who has the card. Most often it will be either the Director or the Program Coordinator.

There will be open charge accounts at your area Lumber Yard, Grocery Store, Wal-Mart, Sam's and any other place of business that your Director has indicated they will use during the week. Charging at these locations will cover most expenses. Be sure to collect all receipts.

For any out of pocket expenses you will need to obtain receipts, fill out a reimbursement statement, and fax them to the U.M. ARMY office (281-479-0809) when camp is over. The U.M. ARMY financial secretary will write the checks when the fax is received and mail them to the person's home address. They will receive payment no later than 5 days after returning home.

All receipts, for ALL purchases, both during and before camp, will be turned in to you. Please keep track of each on the excel worksheet. This is the only way that we will know how to charge each budget area when the charges come in. Be sure to tell everyone that U.M. ARMY cannot reimburse anyone without a receipt.

You will receive a stack of tax exempt certificates from the Director. Pass them out to everyone, including Work Team Adults. Thousands of dollars in materials can be purchased each year with the money that would have paid sales tax. Remind everyone that we can build another wheelchair ramp with the savings.

IN-KIND DONATIONS

You will receive in your packet a DONATIONS form 06-23T. On this form please track ALL donations from cookies to lumber. Everything will be assigned a value. We ask that you list the value of each item to the best of your ability. Please list everything that you are aware of, for instance, 12 plates of cookies, 4 dinners for 100 people, 20 pieces of sheetrock, etc.

REIMBURSABLE EXPENSES

You may be asked if certain items are reimbursable. We do not ask that you make that decision. The Board of Directors of U.M. ARMY desire that camp fees be used for the benefit of the youth, the client and the work camp experience. Although we cannot compile a complete list of items that are/are not reimbursable the following is a guideline and will help you with that decision. If you are not sure, please call the U.M. ARMY office and someone will help you.

U.M. ARMY does not reimburse Work Team Adults for fuel at camp. If an adult needs financial help in this area, talk to the Adult Church Representative for that person about help from the home church.

YES

Camp First Aid Kits
Camp office supplies
Food shared by all participants
Program materials and activities
Dumpster
Ice
Land Fill fees
Host Church Reimbursement
(damage, etc.)
Travel for pre-camp visits
Fuel expenses for camp leadership

NO

Medicine
Doctor Visits
Replacement of donated tools
Repair of donated tools
Travel between home and camp
Meals at restaurants
Gifts for Work Camp Participants
Rental vehicles (cars, trailers)

Remind everyone:

NO Receipt NO Reimbursement



REIMBURSEMENT STATEMENT

Form 06-20T

Revised 10-08

Work Camp Name	Camp Director Name	Position at Camp (Kitchen, Color Group Leader etc.)	Date
Pay to the Order of		Street Address	
City	State	Zip	Phone Number

Fax to U.M. ARMY With Copies of Receipts For Reimbursement 281-479-0809
 Indicate The Expense Breakdown In The Corresponding Category For The Total Reimbursement

CATEGORY	AMOUNT	CATEGORY	AMOUNT
Food	\$	Administration	\$
Materials	\$	Waste Management	\$
Programs	\$	Safety	\$
Leadership (Travel)	\$		

Signatures Required For Release of Funds

The Administrative Coordinator Has Reviewed The Above Request For Reimbursement And Has Attached All Receipts.
 The check will be written within 24 hours of receipt at the U.M. ARMY –Texas Conference office.

ADMINISTRATIVE COORDINATOR *Signature* _____

CAMP DIRECTOR *Signature* _____

PAYEE *Signature* _____

CONFERENCE EXECUTIVE DIRECTOR *Signature* _____

To be signed upon receipt at U.M. ARMY office.

ADMINISTRATIVE COORDINATOR SUNDAY NIGHT ORIENTATION

On Sunday evening each Coordinator is asked to speak to the Participants, usually by Color Group for a few minutes about their role and responsibilities during the week. You may speak to the groups on your own, or you may meet as a team with the Director. Discuss this with the Director before you arrive at camp so that you will be prepared.

Some of the things you will need to discuss in your orientation time are:

- To report all donations to you
 - From who
 - What was donated
 - Value of donation (you may need to help with this part)
- Procedures for purchases and the IMPORTANCE of receipts.
- Emergency procedures
 - Always call 911 first if it is an emergency situation.
 - Call base camp immediately after the 911 call is placed.
 - Don't talk to any press; direct them to the Camp Director only.
 - The entire team must go to the hospital together, unless the Color Group Leader or another Leader is onsite to bring everyone else back to base camp.
 - Always have a designated driver in case the Work Team Adult is injured, usually the next most experienced driver on the Work Team.
- There will be a daily note board that everyone should check each afternoon.
- Explain that the injury reports must be filled out and turned in to you.
- Find out if there is a medical professional in your camp.
- Distribute Building and Repair Handbooks to the WTA *if that responsibility is assigned to you.*
- Explain to everyone how to use the client thank you notes.
- Explain to everyone how to use the client night invitation and when to pass it out. Usually at the completion of the site, unless they are working on that site the day of client night.
- Make sure everyone knows where the showers are, and where the hospital is.

Again, these topics may be addressed during Director/Admin. time or each of you may take a list of topics to discuss.