



Community Collaborations International
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Hurricane Michael Project Team Leader Guide

Thank you for stepping up to be a team leader for your volunteer team. We greatly appreciate and respect your service and willingness to lead.



The purpose of this Team Leader Guide is to give you info and resources that will help you in preparing the ground work in forming a motivated, high energy team open to all the learning and inspiration that can come with a service trip. From our observation, the more a team puts into building their sense of purpose and esprit de corps beforehand the better the experience will be. Many of our volunteer projects involve hard

work that requires volunteers to have some grit and persistence. Work conditions can vary from hot, blazing sun, buggy, and muddy to cold, rainy, windy and muddy. Having said that, those very same challenging conditions encourage volunteers to reach down and find the good will and joy of service that bonds them together and forms lifelong memories and lasting friendships.

IMPORTANT PLEASE READ:

ALL TEAM LEADERS should complete our online [Pre Project Information Sheet](#) as soon as you have the info regarding the number of volunteers, gender breakdown, and other details that we need to plan your project.

ALL VOLUNTEERS must complete an online [Volunteer Agreement](#) prior to starting the project.

What to Bring

- Bath Towel
- Sleeping bag or other bedding
- Work gloves
- Mosquito repellent
- Close toed sturdy shoes for work
- Sunscreen
- Sun visor, hat, or head covering
- Shorts
- T shirts
- Pair of long pants and a long-sleeved shirt (light weight, fast drying fabrics if possible)
- Clothing you don't mind getting paint on
- Rain gear (Be prepared to work rain or shine)
- Water bottle for use on work site
- Bathing suit
- Shower shoes
- First-aid kit (individual or for your team)



Note: Each group is responsible for their own first aid and medical care during your time on the Gulf Coast. If your volunteer team is being divided to go out to project sites, each group should have their own first aid kit.



Your team needs to have transportation to get them to and from project sites each day.

December–April temperatures occasionally drop near freezing at night. Bring a jacket or sweatshirt and warm hat.

Don't be lulled, however, into thinking the sun is not a powerful force down here. Sunburn and

dehydration will take the vigor and positive spirit out of your team if you don't cover up with sunscreen or clothing and drink lots of water.



Please pack only what you need. You will have the opportunity to wash clothes at a nearby Laundromat.

It's your responsibility to secure any electronics or valuables you choose to bring on the trip. Your vehicles may provide a way to lock up valuables

If a member of your team experiences a medical incident, beyond what you can treat from your team's first aid supplies, 911 can be called.

Volunteer Facility Info



The CC International Volunteer facility is located at :

**12902 Front Beach Rd,
Panama City Beach, FL 32407**

- Bunk rooms separated by gender
- Clean and sanitary showers and bathroom
- Recreation Space
- Internet Access
- Meeting space



Food

We offer a variety of food with ample portions, but please instruct your team to be considerate of those to follow. We aim to have seconds for those with big appetites once everyone has been served. We offer a vegetarian option at all meals.



Breakfast is continental style with bagels, breads, butter, cream cheese, peanut butter and jelly as well as a variety of cold and hot cereal plus fruit.



Most teams carry their lunch with them to their volunteer project. After you have your breakfast you'll have a chance to make a brown bag lunch with a choice of turkey, cheese, tuna, peanut butter, jelly sandwich with chips and fruit.

Hot dinner is served each evening with a salad bar. The kitchen closes after supper please respect the need to have food available for our meals. It's a bummer for someone not to have enough at meal time because somebody got the midnight hunger and went scrounging!



Be sure your team members have water bottles. Dehydration is the most common ailment that affects our volunteers and can render them very sick.

Projects!

Our top priority is providing direct relief to individuals and families that have been displaced by the storm. In addition, local community organizations, such as food banks and after school programs, struggle to meet the increased needs of their clients and constituents during these difficult times. Many of these organizations and their staff members have suffered direct impact from the flood. CC International volunteer teams will help these organizations serve their constituents and get back on their feet.

Each Volunteer Team will alternate sending volunteers to help in the kitchen for meal preps and clean up.

Daily Volunteer Schedule

7am to 7:30 am	Breakfast and pack bag lunch
7:45am	Depart to project site
12 noon	Lunch at project site
4:30 pm	Return to volunteer facility
6pm – 7pm	Dinner
7:30 – 10:00pm	Free time (<i>local speakers scheduled each Wednesday night</i>)
10:00pm – 6am	Quiet time

Team leaders should expect to meet with the CC International Volunteer Coordinator every eve after supper generally at 7pm to go over the day, address concerns and questions and plan for the next day. This is a good time to exchange info with other team leaders.

Closing Out and Finishing Strong:

So you've had a terrific week of work with your team and you may be thinking it's all over! Not so fast! We need your team to finish strong in the way you clean and leave the facility ready for the next folks to come along. The cleaning job you do should represent the quality of your team.

Remember that Community Collaborations strives for constant improvement. We welcome your feedback in making this the best possible experience for your volunteer team and for those that follow you.

As in so much of life if you can keep the principles of **“Leave it better than you found it”** and “Think about the next guy to come along” and “See something, Do something,” we will build a positive, caring community. Your good energy and willingness to do the extra deed will set forth a positive vibe that will give a beautiful strong sense of community to our week together. Thank You for your efforts!

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