



Dear Friends,

Maine Seacoast Mission's Housing Rehabilitation Program welcomes volunteer groups each summer to work with staff and local home owners to repair, rehab and weatherize homes in Washington County Maine. The goal of our program is to complete necessary repairs to make each home safe, warm and dry. Projects range from painting and basic carpentry to major repairs such as roof replacements. We welcome volunteers of all skill levels and do our best to match the groups' skills with our client's housing needs.

Since 2002, the Housing Rehab Program has grown from 30 volunteers with two mission groups to over 300 volunteers annually. Downeast Maine has an old and decaying housing stock and the need for repairs and weatherization on these homes is constant. With the support of people like you, we can help our most vulnerable neighbors.

On February 1<sup>st</sup> we will begin to distribute the Housing Rehabilitation Program applications to Seacoast Mission clients of the food pantry and the EdGE Program. In addition, the applications will be available through local churches, social service agencies, town offices and on our website.

To prepare for your visit, Scott Shaw will review all home repair applications and make a site visit to assess the request. He will then select projects to fit each group's skill level. The materials are purchased with funds donated by grants and the mission teams. In order to budget for this season, we are requesting a donation of at least \$175 per volunteer per week. A non-refundable 10% deposit and a certificate of insurance is due with your application to secure the dates of your reservation.

Your time, talent and donations are crucial to this program's success. Our goal is to support your mission trip by providing information and other materials to help you prepare for it. Enclosed in this packet you will find:

- Volunteer Team Application
- Housing Rehabilitation Program Information Packet
- Housing Rehabilitation Program Overview
- Property Use Policy – Maine Seacoast Mission Downeast Campus
- Volunteer Permission form
- Housing Rehabilitation Program Calendar (online)

Please review these materials with your work team and ask each member to complete the Volunteer Application and Release of Liability Form

Contact Scott for available dates. After a date is verbally scheduled, complete and return the application with your deposit, certificate of insurance and the reservation will be secured. Volunteer groups generally arrive on Sunday and depart the following Saturday.

**Maine Seacoast Mission**  
**Housing Rehabilitation Program**  
PO Box 428 - Cherryfield, Maine 04622  
Telephone (207) 546-5869; Fax (207)546-7452  
Email: sshaw@seacoastmission.org

**Mission Group Application**

**Contact Information**

Name of Group: \_\_\_\_\_

Name of Church, School or Organization: \_\_\_\_\_

Denomination (if applicable): \_\_\_\_\_

Minister, Principal or Director's name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Contact person(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Arrival Date:** \_\_\_\_\_ **Departure Date:** \_\_\_\_\_

**Estimated total number of people in the group:** \_\_\_\_\_

**Number in your group by age:** Minimum age for Housing Repair volunteers is 15. Also, a ratio of one adult to every three youth is the minimum we can accept – we prefer something closer to 1:2. For this program, we define adults as over 20 and youth, 15 to 20 years old.

**Age 15-20** \_\_\_\_\_ **Age 21 to 65** \_\_\_\_\_ **Over age 65** \_\_\_\_\_ **Under 15** \_\_\_\_\_ **Your ratio is:** \_\_\_\_\_

**Proof of insurance:** The Mission requires that every work group member must have their own liability and health insurance. Further, we request that each work group send a certificate of group liability insurance coverage before arrival.

**Please return this application, non-refundable deposit and proof of insurance to Scott Shaw, Maine Seacoast Mission, PO Box 428, Cherryfield, ME 04622 at your earliest convenience.**

## Housing Rehabilitation Program Information Packet

### 1. Contact information Scott Shaw

Phone: 207-546-5869 Fax: 207-546-7452  
Email: [sshaw@seacoastmission.org](mailto:sshaw@seacoastmission.org)  
Mailing address: Maine Seacoast Mission PO Box 428 Cherryfield, Maine 04622  
Maine Seacoast Mission website: [www.seacoastmission.org](http://www.seacoastmission.org)

### 2. Donation

The Mission requests a donation of at least \$175 per person. **Checks can be made payable to "Maine Seacoast Mission" with "Housing Rehab Program" in the memo line.** If you work for a company that matches your donations to non-profit organizations, a donation to the Mission's Housing Rehabilitation Program is eligible for a match. As our commitment to home owners is partly based on the number of volunteers we receive, we cannot refund any deposits should your group decide to cancel, as we made commitments based on your funding.

### 3. Skill level of your team:

It is expected that each work group will have a 'skilled' crew leader (foreman) and a 'safety coordinator' responsible for each work site. For each adult in the group, it will help greatly in assigning work sites if we know their various construction skills and the level of that expertise. The ideal ratio of skilled to unskilled volunteers is 1:5 to maximize the quality of the experience for both the mission group and the program. We also like to hear from you about what types of work you prefer to do, and work you do NOT prefer to do. Scott Shaw will contact you to discuss the group's skill level to plan appropriately for your work week.

### 4. Housing Information:

Housing is provided at no additional cost to the group and includes a sleeping space, kitchen and bathroom facilities. At this time, we offer up to 50 cots for your use, so pads and sleeping bags for the cots are suggested for your comfort. We have several housing options within Cherryfield and the choice depends on the time of year and the size of the group. Air mattresses would be needed for alternate housing off property.

All facilities have fully equipped kitchens and the groups are responsible for preparing their own meals. RV space and tenting areas are available and should be reserved with Scott.

### 5. Suggested packing list

Sleeping bag	Toiletries
Air mattress, camp cot or pad	Sun screen
Towel	Bug repellent
Warm sweater / fleece	Work clothes
Rain gear	Work gloves
Bathing suit	Safety glasses
Safety shoes or closed toed shoes	

### 6. Tools

Although the Mission has tools available, it is helpful to bring the following tools:

Hammers	Circular saw
Paint brushes	Reciprocating saw
Screw guns	Ladders of any size

**Maine Seacoast Mission Housing Rehabilitation Program  
Permission Form**

Name of Participant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Participating with (name of church or group): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Group Leader(s)'s Name(s): \_\_\_\_\_

Yes, I would like to receive updates from the Maine Seacoast Mission by mail

Yes, I would like to receive updates from the Maine Seacoast Mission by email

**Permission for minors to Participate and Volunteer:**

I, \_\_\_\_\_ (printed name of participant, parent or legal guardian), give

\_\_\_\_\_ (printed name of participant) permission to volunteer with the Maine Seacoast Mission.

In case of emergency, the Volunteer Group Leader should contact

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Photo and Media Release**

I do \_\_\_ / do not \_\_\_ grant permission to the Maine Seacoast Mission (hereinafter referred to as "Mission") and its agents and employees to use photographs or videos taken of me for use on the Mission's web site, social media, and publications, including annual reports, newsletters, brochures, and such other publications that describe the Mission's charitable work and encourage people to support the work with donations. In addition, I agree to allow the Mission to use my photograph in press releases and news stories related to its work and to provide it to reputable newspapers and magazines that are preparing stories on the work of the Mission.

I hereby waive any right to inspect or approve the finished photographs.

I am 18 years of age or older and I am competent to execute this release in my own name. I have read the release before signing below, and I fully understand the contents, meaning, and impact of this release.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent or guardian, if under 18 years of age: \_\_\_\_\_

Name of parent or guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

# Housing Rehabilitation Program Overview

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## Purpose:

- To provide home repairs and property weatherization for low income home owners so that their dwellings are safe, warm and dry.

## Profile of Qualified Applicants:

- Low income residents of the communities between Gouldsboro and Jonesboro, Maine
- Elderly, disabled and families with children under 18 are given higher priority
- Participants in other Maine Seacoast Mission (MSM) assistance programs will be contacted about the opportunity for an energy audit and weatherization through our partners if eligible.
- Applications will be distributed through the MSM Downeast Campus programs, local churches, social service agencies, libraries and town offices.

## Application Requirements:

- Property can be owner-occupied or a rental (agreement must be made with the landlord). The resident should intend to remain in the home.
- The overall condition of the home should be sound enough to justify the repair cost.
- Household income must fall within the guidelines for LIHEAP (fuel assistance).

## Willingness to Partner:

Applicant must be willing to agree to the following:

- Provide accurate information on home ownership and income
- Complete an MSM Housing Repair Program application
- Provide a safe working environment for the volunteer group
- If physically able, help with the repair or weatherization project.
- There is no cost to the homeowner but we welcome help with labor or materials.

## Application Process:

- Applications are available at the Maine Seacoast Mission Downeast Campus in Cherryfield and must be submitted by June 1. Contact Scott Shaw at 546-5869 or email [sshaw@seacoastmission.org](mailto:sshaw@seacoastmission.org)
- The Housing Rehab Program Manager will call applicants to arrange for a site visit. During the site visit, he will identify repairs or weatherization that may be possible and take photos of the issues. Applicants will also be asked to provide further information about income, employment and their ability to help complete the work.
- The manager will prioritize the requests of the identified homeowners and match them with the skills of the volunteers capabilities. The work to be performed will be determined by the skills of the volunteers.
- After the manager identifies the projects and matches the skills of the volunteers he will contact both the homeowner and the volunteers to set up the anticipated work schedule. (This is subject to change at any time due to weather etc...)
- When the volunteer groups arrive they visit each job site, plan their work schedule and identify the materials needed for the project.
- **Completion of an application and site visit does not guarantee that the home has been selected as a project. The manager will make it clear to the applicant when and if the project has been selected.**

## Mission Groups:

Churches and other volunteer groups, please contact Scott Shaw at [sshaw@seacoastmission.org](mailto:sshaw@seacoastmission.org) to schedule your visit. The Mission coordinates all the home rehabilitation projects to match the skills of the volunteers. Scott Shaw works with the homeowners and volunteers closely to guarantee the success of the program.

**Maine Seacoast Mission Downeast Campus  
Property Use Policy  
Weald Bethel Lane, Cherryfield, ME 04622  
Tel. (207)546-5853 Fax (207)546-7452**

We are pleased to make Maine Seacoast Mission's Downeast Campus available for **use** by outside community organizations and individuals. Our facilities may be used on a day basis for meetings, seminars, workshops, recreation and for overnight accommodations if a group is associated with the Housing Repair Program or EdGE. The facilities include the Weald Bethel Chapel, Ed Greaves Education Center, Weald Bethel Trails, EdGE ropes course, and tent platforms.

**Primary use** of the facilities and equipment is for Maine Seacoast Mission programs. Other groups whose purpose is compatible with the goals and priorities of the Mission are welcome if space is available.

**Supervision:** All groups will be required to designate an individual, 21 years or older who will be responsible for the conduct of the group. The designated leader must meet with Mission staff prior to the anticipated use of the facility to review this agreement.

**Standards of Conduct:**

- Smoking, weapons and illegal substances are strictly prohibited in all areas of the facility including parking lots and the trails
- Consumption and possession of alcohol is allowed in limited situations. Please check with Downeast Campus Service Programs Director.
- Motorized vehicles are prohibited from the trails located on the Downeast Campus
- Any and all conduct contrary to the purpose of the Mission is prohibited and the Mission reserves the right to dismiss any individual and/or group who does not maintain the specified standards of conduct.

**Certificate of Insurance:** Groups may be required to provide a certificate of insurance depending on the purpose of their visit to the Downeast Campus. This is required of all groups working with the Housing Repair Program.

**Responsibility for Damage/Clean up:** The facility will be clean before you arrive; please leave it as you find it. The individual responsible for the group will be responsible for all damages to the facility, equipment and/or property caused by the group. The group will be notified of damage and payment required.

**Fees:** For more information about any fees associated with use of the property speak the Downeast Campus Service Programs Director.

**Personal Property:** The Mission assumes no responsibility for the personal property of individuals or groups using the Downeast Campus.

**Use of Seacoast Mission Downeast Campus facilities:** Use of the Mission facilities does not imply sponsorship or endorsement of any event by the Seacoast Mission.