

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## Course: E289 – State Volunteer and Donations Management

**Class Dates:** July 12-15, 2010

**Travel Dates:** Sunday and Friday

**Location:**

National Emergency Training Center (NETC),  
Emergency Management Institute (EMI)  
Emmitsburg, MD

**Target Audience:**

State Volunteer/Donations Coordinator and Alternate, Leading stakeholders of statewide voluntary organizations, State VOAD (Voluntary Organizations Active in Disaster) Chair or Designee, Public Information Officer or Liaison, Program Functional Leads (e.g. Warehousing; Phone Bank), FEMA Human Services staff (e.g. Voluntary Agency Liaison) and Government-Private Sector Liaison.

**Course Goal:**

The purpose of this training is to address the components of a volunteer and donations management program to be administered at the State level during a large-scale disaster.

Given these tools, participants will be better equipped to prepare a program to effectively manage the masses of unaffiliated volunteers, unsolicited goods and offers of undesigned cash donations that can interfere with disaster operations and cause a secondary disaster if left uncoordinated and uncontrolled.

**Travel Authorizations (TA) for Reservists:**

This is an EMI-funded activity. For FEMA employees, each organization is responsible for submitting the individual TA to EMI and for assigning the TA number after EMI approval.

TAs: Fax TAs to Eileen Harrison (301-447-1497) no later than 5:00 p.m. (ET) the Wednesday of the week prior to the beginning of the training activity. There will be no exceptions to this policy.

**Salary Reimbursement for Reservists:**

Reservist salaries are to be paid from the centrally managed account. Only salaries for those Reservists attending EMI training activities that are approved on the EMI Training Plan are eligible.

**Disaster Support Account (DSA)-Funded Travel for FEMA Students and Instructors:**

Effective January 18, 2007, TAs funded by EMI for students and instructors (Permanent Full-Time and Reservists) will not authorize a rental car since bus transportation is available to/from metro airports to EMI.

**FEMA Enrollment:**

Forward FEMA Form 75-5 (General Admission Application) to the NETC ADMISSIONS OFFICE at fax 301-447-1658. FEMA Form 75-5 requires student, supervisor or sponsoring agency official and RTM (Regional Training Manager) signatures.

The current FEMA Form 75-5 can be accessed by going to:

<http://training.fema.gov/Apply/75-5.pdf>

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**Enrollment for Non-FEMA Participants:**

Complete a FEMA Form 75-5, General Admissions Application with both student signature and:

- ◆ For State employees, the State Training Officer's signature.
- ◆ For Non-Profit organizations, participant's supervisor's signature.

Fax the signed 75-5 to the NETC Admissions Office at (301) 447-1658.

**Deadline:**

Applications must be received before May 27, 2010.

**Travel Expense Reimbursement for Non-FEMA Participants:**

**Airfare:** You must purchase a 21-day pre-purchased, nonrefundable ticket for round-trip transportation by common carrier (economy, coach class, or less). First class and business class airline tickets will not be reimbursed. Reimbursement for airline tickets will be at the State ceiling as established by NETC. Further details will be included in the Welcome Package you will receive.

**Lodging:** There is no charge for lodging starting Sunday, July 11<sup>th</sup> through Friday morning, July 16<sup>th</sup> at the NETC campus for non-FEMA participants.

**Meals and other expenses:** Meals and other expenses (such as POV parking at originating airport) will not be reimbursed. Please read the Welcome Package e-mailed to you for details on dining at NETC and other specifics.

**Transportation / Meals:**

**Meals:** Anyone staying overnight on the NETC Campus is required to purchase a meal ticket.

**Rental Cars:** No rental cars will be authorized since bus transportation is provided.

**Bus Transportation:** Details will be provided in the Welcome Package. Please read this carefully before making airline reservations.

**EMI Point of Contact:**

For further information on enrollment, please refer to the course web site at: <http://training.fema.gov/EMIWeb/apply> or contact Dianne Walbrecker, course manager at (301) 447-1104 or email at [dianne.walbrecker@fema.gov](mailto:dianne.walbrecker@fema.gov).



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