



## E0289 State Volunteer and Donations Management

### Course Date:

- April 27 - 30, 2020
- July 27 – 30, 2020

### Travel Dates:

- April 26, 2020 and May 1, 2020
- July 26, 2020 and July 31, 2020

### Course Length:

This course is 4 days in length.

### Location:

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

### Course Description:

This course teaches the components of a volunteer and donations management program to be administered at the state level during a large-scale disaster. Course participants will be equipped to prepare a program for their state to effectively manage unaffiliated volunteers, unsolicited donations of goods, and offers of undesignated cash. The course content and activities also serve as a plan template, thereby increasing continuity among states and their voluntary agency partners. This training also provides information regarding FEMA's volunteer and donations management responsibilities and helps build relationships between government and non-profit organizations.

### Course Goal:

To provide State emergency management personnel and voluntary agency representatives with the knowledge and skills necessary to develop and execute an effective volunteer and donations management program and State volunteer and donations management annex to the State emergency operations plan. Given these

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

### Prerequisites:

IS 0288.a, the Role of Voluntary Organizations in Emergency Management

### Continuing Education Units (CEU's):

EMI awards 2.5 CEUs for completion of this course.

### Target Audience:

This course is designed for State-level staffs to include:

- State Volunteer/Donations Coordinator
- Coordinator's 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)
- Government-Private Sector Liaison
- Others to include Federal, State, territorial, and Tribal emergency management personnel.

### To Apply:

Scan the QR Code, or click the link for information on how to apply for EMI courses.

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<https://training.fema.gov/onlineadmissions/>

### Application Review:

In order to be evaluated for admission into this course please upload required attachments. Please refer to the Target Audience above and indicate how you meet the requirements based upon your position and experience.

### Travel and Housing Information:

Upon acceptance into the course, NETC Admissions will **email** out an Acceptance Letter. Scan the QR Code below, or click the link for a PDF copy of the NETC Welcome Package online:



[https://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](https://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

### NATIONAL EMERGENCY TRAINING CENTER (NETC) CAMPUS ACCESS – REAL ID ACT STANDARDS

Does your ID meet the Real ID Act standards? Anyone entering the National Emergency Training Center (NETC) campus is required to show valid photo identification that meets [REAL ID Act standards](#). The purpose of the REAL ID Act is to stop terrorists from evading detection by using false identification. Check to [see if your state is compliant](#) (<https://www.dhs.gov/current-status-states-territories>).

If your driver's license does not meet the requirements of the REAL ID Act, you will need to bring one of the following acceptable forms of identification:

- A valid U.S. passport or passport card.
- A valid federal employee, military, or veteran ID card.
- A valid state-enhanced driver's license (Contact your state's motor vehicle department for availability).

Students from non-compliant states (a regular driver's license from these states will not be accepted) who do not possess any acceptable form of identification may request a National Crime Information Center (NCIC) check from the NETC Security Office. Note: This is a one-time NCIC check; a successful NCIC check is valid for

180 days; within the 180-day time-frame a student is expected to obtain a compliant form of identification).

Submit the following information to [Jason.Cawthon@fema.dhs.gov](mailto:Jason.Cawthon@fema.dhs.gov) in a password-protected document at least three weeks before your class:

- Your full name
- Date and place of birth
- Social Security Number

Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be sent home at their own expense without receiving a stipend reimbursement.

Questions related to NETC campus access identification should be directed to [Jason.Cawthon@fema.dhs.gov](mailto:Jason.Cawthon@fema.dhs.gov) or 301-447-1513.

### EMI Training Point of Contact:

For additional information contact the Mark Myers at (301) 447-1316 or by email at [mark.myers@fema.dhs.gov](mailto:mark.myers@fema.dhs.gov).

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