



400 North Mechanic Street, Cumberland, MD 21502 - 301.722.6958 - FAX 301.722.6966

Dear Potential NAILS Volunteers:

Thank you for considering being part of the NAILS Mission Project. This letter will explain the program and what is required of volunteer groups.

About NAILS

NAILS is a program that identifies low-to-moderate income homeowners in Allegany County whose houses need critical renovations or repairs that they can't afford to make. We host groups of volunteers who donate money for the needed materials and then come to Allegany County to make the repairs.

NAILS has a Project Manager, Jamie Spriggs, who serves as our volunteer project coordinator and on-site Project Manager. Mr. Spriggs is a professional contractor. He prioritizes the projects based upon costs, volume of materials needed, time repairs will take to complete, available volunteers, and travel distance for volunteers to work sites. He also buys and delivers the needed materials, and then works with the leadership of your group to get the job done professionally and safely. Groups are spread out over the year so that he is only working with one group at a time.

Cumberland Neighborhood Housing Services (CNHS) provides administrative support to the project.

Volunteer Requirements

Partnering with NAILS is a big commitment for any group to make. First, there is a participation fee of \$100.00 per volunteer that must be paid in advance, allowing materials to be purchased and be waiting for you upon your arrival. For instance, if there are 10 people in the group, the participation fee is \$1,000.00.

Then there is the time commitment. Most groups arrive on Sunday evening and stay until Friday. Groups often plan to take one day off to relax and explore the area. Any schedule or length of time commitment will be considered.

Your group is responsible for arranging your own accommodations, transportation and meals. We're enclosing information about several locations where groups have historically stayed.

The minimum age for a volunteer is 14. For every three teenagers (14-20), there must be *at least* one adult. A group leader must be identified as your contact person.

NAILS attempts to assign work that matches the group's carpentry and construction skills. The more skilled the group's leaders are, the better.

The group will be asked to bring certain generic supplies with them (i.e., First Aid kit, hammers, gloves).

About our area

Allegany County has a greater share of low-to-moderate income, elderly and disabled people compared to the rest of Maryland. Cumberland is the largest city in the county and it's where most of the projects are located.

It's a beautiful area that we're very proud of, rich in history and tradition. We hope you take the opportunity to enjoy the area while you're here.

Next steps

If your group decides to make this service commitment, here are the next steps:

1. Contact Ms. Monna Johnson at CNHS about your plans at 301-722-6958.
2. Complete the "Application Form" that is enclosed and return it as soon as possible.
3. Have each participant complete a liability release form that is enclosed.
4. Send a check made payable to "NAILS Mission Project" along with the above forms to CNHS at least two weeks prior to arrival for your project at:

NAILS Mission Project
c/o Cumberland Neighborhood Housing
400 N. Mechanic Street
Cumberland, MD 21502

NAILS cannot do this work alone. We rely upon volunteer groups to support our mission and meet our community's housing needs. We hope you'll join us this year!

Sincerely,



Brian K. Grim
Executive Director



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NAILS Mission Project Application Form

Name of Organization: _____

Primary Contact (Group Leader): _____

Mailing Address: _____

Phone: _____ Date of Application: _____

Yes, we would like to participate in the NAILS Mission Project! In addition to the group leader, here are the other members of our organization who will attend and participate.

Name:	Age:	Name:	Age:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please remember to include one adult for every three teenagers. A liability form must accompany this form for every participant. A check for the Participation Fee should be made out to "NAILS Mission Project" and accompany this form (\$100.00 per participant). You may copy this form to include additional volunteers.

Requested Volunteer Week:

First Choice _____ through _____
Second Choice _____ through _____

Volunteer Skill Level

Please provide details about the skill level of volunteers that will be participating in the project. Please detail any specific skills in carpentry, painting or other areas of relevant expertise. This information will help us match your group with appropriate projects!

Volunteer Requirements

Volunteers should be equipped with some basic equipment to include the following.

- ✓ Safety glasses
- ✓ Work gloves
- ✓ General tools such as hammers and screw drivers
- ✓ Proper work clothes and work shoes
- ✓ One first aid kit for every 10 volunteers

Safety Pledge

Safety on NAILS work projects is extremely important! As a leader, I will be responsible for the safe conduct of my group. I will make sure that tools and machinery are being used by volunteers who can handle them. I will make sure protective equipment including gloves and safety glasses are being used at all times.

I will follow the lead of the NAILS Project Supervisor. If he determines a project or activity is unsafe, I will support the decision and follow his instructions.

I will maintain awareness and protect the safety of the home owner and other individuals living in the home.

Signature of Group Leader



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Participant Liability Release / Parental Release

This form must be completed for every individual participating in the project.

I have agreed to participate as a volunteer in NAILS Mission Work Projects.

I understand that this work entails a risk of physical injury and often involves physical labor, heavy lifting and other strenuous activity; that this activity may involve working on ladders and other above ground or below ground work sites; that often, dangerous tools and equipment are used; that often I will be working with other volunteers who have varying levels and degrees of skill and safety training; and that I may become exposed to hazardous conditions. I also acknowledge that unexpected events may occur, changing the nature of the projects. I willingly accept these risks.

I understand that NAILS is a volunteer, not-for-profit organization, and that my work is voluntary and without pay or compensation. I agree that I am not an employee of NAILS.

I certify that I am in good health and that I am physically able to perform this type of work. I agree to take precautions for my own safety and health. However, if a situation arises where I do not feel comfortable, I will decline to do any such task. I further agree to follow the instructions and direction of the supervisor, if any, at the site.

I understand that I may be working at the private home of those for whom work is performed, and I agree to respect their privacy and their property.

I further certify that I have health and accident insurance to cover any injury or illness that may result from this work.

FOR MINORS:

In the event of an emergency, I hereby give my consent to a licensed physician and/or EMT/EMS personnel to administer appropriate medical care to my child.

NAME OF HEALTH AND ACCIDENT INSURANCE COMPANY:

I accept any and all risks of personal injury, illness and property damage or loss to me or to my property which may result from my participation in the NAILS work project, including but not limited to the work itself, travel to and from the project, food and lodging, the conduct of others, or dangerous conditions on the site. I do further expressly waive, release, and relinquish any claim of any nature, known or unknown, for any loss, injury or damage of any nature, actual or consequential, which may arise as a result of my volunteer work with NAILS and do further agree to indemnify and hold harmless NAILS, Cumberland Neighborhood Housing Services, Inc., other volunteers serving as site supervisors, any church or congregation which allows the use of their building for lodging, meals, meeting or storage space, or the agents or representatives of such organizations, from any claim as a result thereof and the acts, whether negligent or otherwise, of such persons.

I certify that I have read the above statement and that I fully understand and accept the terms thereof.

Volunteer Name: _____

Organization Represented: _____

Signature of Volunteer: _____

Signature of Parent or Legal Guardian (if minor): _____

Home Address: _____

Home Phone: _____

Do you have any health problems or physical limitations? YES NO

If yes, please detail: _____

Do you have any special needs? YES NO

If yes, please detail: _____

In case of emergency, please contact:

Name: _____ Phone: _____



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NAILS Mission References

If you would like to know more about NAILS and you wish to speak with former group leaders who have participated in NAILS projects, please feel free to contact the following individuals as references:

Wayne & Pauline Reisberg
Ward's Chapel UMC
410-922-5531

Doug Sealy
Warner Memorial Presbyterian
301-564-0378

Reverend Lynn Stanton-Hoyle
Clifton Presbyterian Church
703-830-3175



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Accommodations

First Presbyterian Church (Cumberland, MD) - 301-777-3700

Contact the church secretary to get a "Property Use Application" for the week you want to stay at the Church. There are no shower facilities available at the church.

Frostburg State University (Frostburg, MD) - 301-687-4020

Contact David Treber for accommodations in the dormitories. Frostburg is approximately 10 miles west of Cumberland.

YMCA (Cumberland, MD) - 301-777-9622

The YMCA can be used for showering if you are staying at a location that does not offer showers.

Baptist Student Ministry (Frostburg, MD) - 304-790-0416

Kitchen facilities and showers are available. Contact Jamie Spriggs to make arrangements. Frostburg is approximately 10 miles west of Cumberland.

Rocky Gap State Park Campground (Flintstone, MD) - 1-888-432-2267

Group camping is available, including in a large yurt. The campground has showering facilities. Flintstone is approximately 10 miles east of Cumberland.

Ramada Inn (Cumberland, MD) - 301-724-8800

Fairfield Inn (Cumberland, MD) - 301-722-0340

Comfort Inn (LaVale, MD) - 301-729-6400

Braddock Best Western (LaVale, MD) - 301-729-3300

Econolodge (LaVale, MD) - 1-866-715-0006

Super 8 Motel (LaVale, MD) - 1-800-536-0367

Hampton Inn (Frostburg, MD) - 301-689-1998