

# Know Before You Go

**UMCOR SAGER BROWN**

UMCOR Sager Brown ■ 101 Sager Brown Road ■ P.O. Box 850 ■ Baldwin, LA 70514



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## A Short History of UMCOR Sager Brown

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UMCOR Sager Brown has origins in New Orleans. In 1867, a group of women in New Orleans formed the Orphan's Home Society Corporation. This was a means of raising money to provide a home for African American boys who had been orphaned by the Civil War. It was funded primarily by the Freedmen's Aid Society, a predecessor to the Black College Fund of The United Methodist Church, and John Baldwin, a plantation owner in St. Mary Parish, Louisiana.

Very early in the life of the orphanage, a large monetary gift donated by William Gilbert of Winsted, Connecticut, allowed a school for African Americans to be built with Dr. W. D. Godman as director. The institution was named the Orphan's Home and the Gilbert Academy and Industrial School. Eventually, Gilbert Academy was moved to New Orleans near Dillard University and became a preparatory school. The school in Baldwin, grades one through eight, then became known as Godman Industrial School. Godman and his wife directed the school and the orphanage and were responsible for building a Methodist church on the property.

In the early 1900s, the Orphan's Home and Godman Industrial School were in dire financial straits. Dr. and Mrs. Godman took the student choir, the Jubilee Singers, on a tour of the northeastern United States to raise money. Mrs. Addie Sager and Mrs. C. W. Brown became familiar with the plight of the organization through a concert given for the North Central New York Methodist Conference. Sager and Brown purchased the school and gave it to the Women's Home Mission Society, a forerunner of the Women's Division of The United Methodist Church, to operate. The institution was known as Sager Brown Home and Godman School until 1978. That year, the home and school closed, and the property was put up for sale. Twenty-eight acres and 10 brick buildings on beautiful Bayou Teche were for sale for \$100,000, but no buyers emerged. The property sat vacant for 14 years.

In 1992, Hurricane Andrew hit the coast of south Louisiana, causing major damage to the area around Baldwin. UMCOR came to the area with volunteers and supplies and used the old Sager Brown campus to stage their operations. After two years, UMCOR determined that the Sager Brown campus would be an excellent location to build an UMCOR depot where disaster relief supplies could be collected and provided to the world. The depot opened in 1996.

Many see the hand of God prominent in the events that formed the history of the Orphans' Home Society Corporation. It was preserved through hardship and changes until it could again be a healing ministry to those in need. The road beside the UMCOR Sager Brown campus is still called Orphan's Home Road. The property is still owned by the Women's Division, and the site is a significant piece of Black history.

Today, the campus is a living, working monument to more than a century of United Methodist mission. UMCOR is a leader in serving those who are hungry, displaced, sick or in poverty because of natural or human-made disasters. Each year more than 3,000 volunteers come to UMCOR Sager Brown to work in the UMCOR Depot or to serve the community of Baldwin, Louisiana – to help make a difference.

If you are interested in participating and adding your name to an ever-growing list of missionaries dedicated to making a difference in the world, read on, and if you feel the call, join us. We would be thrilled to include you as a part of our ever-growing history.



Dear Friend of UMCOR Sager Brown,

Greetings and thank you for selecting us as you plan your next mission journey! We are excited to report the number of short-term volunteers coming to UMCOR Sager Brown continues to increase. Most weeks, we operate at capacity. We rejoice in this blessing, but we recognize that to continue to provide a true mission experience, we must always find ways to improve our volunteer services.

Our rates are shown on the chart below. We make every effort to give couples a room together; however, we cannot guarantee this. Because of the numbers of teams coming, we sometimes must separate men and women to utilize all our bed space.

\*Lodging and/or meal prices are prorated during Mardi Gras week and holidays.

ITEMS	RATES
PROCESSING FEE	\$40/person
LODGING IN ZOOK/DIXON RABB	\$150/week
LODGING PECK APARTMENT	\$470/week
RV SPACE	\$150/week
MEALS	\$140/week

We continue to experience increased costs for our food, utilities, gas and maintenance materials, just as you have experienced increases in most everything you purchase. To adjust for this, we have had to increase the cost of our food and lodging. **This is effective immediately with all new bookings.** The staff at UMCOR Sager Brown constantly strives to conserve wherever possible, and employees are committed to maintaining and improving our level of services for our mission teams.

All the details and forms you need for a rewarding mission experience are contained in this booklet, "Know Before You Go." We have changed some of our policies that include earlier deadlines and address COVID-19, so we encourage you to read this brochure carefully prior to coming to Sager Brown.

UMCOR Sager Brown staff and employees are confident that your mission team will have a meaningful mission experience. We look forward to your future mission journeys with us.

Blessings,

Amy Fuselier  
 Director of UMCOR Relief Supplies

# Introduction

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Exciting things are happening at UMCOR Sager Brown. We have a rich history of serving others in times of distress. We hope you will want to come and be a part of this special place. We deeply appreciate your interest in our mission programs. While at Sager Brown, you may work in our 48,000-square-foot depot receiving, sorting, packing and shipping supplies for disaster relief or you can be part of a community project, such as housing rehabilitation or providing food for older adults. You may do maintenance on our campus or just help as you are able. Your individual spiritual gifts and talents will be coordinated with our ever-changing weekly needs.

We are eager to welcome you and add your name to a long list of missionaries who care enough to put their faith in action. The work, enthusiasm and love shared during the mission experience will have a profound effect on the lives of the participants. Without a doubt, volunteers will grow in their Christian love and experience spiritual enrichment.

UMCOR Sager Brown welcomes teams or individuals for short-term mission experiences. Volunteer mission teams stay in a climate-controlled dormitory environment, with centrally located restroom and shower facilities. Sager Brown also has efficiency apartments that include a private, living area, kitchen and bathroom. Ten full RV hookups, laundry facilities, meeting rooms and a stand-alone kitchen are also available.

Volunteers interested in serving UMCOR Sager Brown for an extended time can apply for long-term volunteer (LTV) opportunities. Lengths of service range from a month to several months, depending on our needs. Anyone interested in being an LTV may contact the associate director of volunteer services at UMCOR Sager Brown for details. Room and board are provided to LTVs during their stay.

UMCOR Sager Brown is a tobacco-restricted campus. Safe Sanctuary debriefing is conducted during orientation for both long-term volunteers and short-term volunteers. Guests using an RV space are allowed to have pets with them, but pets must always be on a leash and are not allowed in any buildings on campus.

## Leadership Responsibilities

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UMCOR Sager Brown welcomes teams of all ages. We serve ecumenical intergenerational groups, youth fellowships, college students, adult groups, and church, district and conference teams. Individuals are also welcome.

Due to the nature of the work at UMCOR Sager Brown, one adult (at least 21 years old and at least five years older than the oldest youth they are supervising) must accompany every five youth (ages 12-18). (For instance, if the oldest child is 17, the adult must be at least 22 to count as an adult supervisor.)

Adults must provide 24-hour supervision of youth teams. We always require a minimum of two adults in areas where children are located. Married couples can only be considered as one chaperone when counting the number of chaperones needed for a group. In family groups, it is the responsibility of the parents to provide 24-hour supervision of children and youth. Team leaders are responsible for any disciplinary action needed.



## Background Checks

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To provide a “safe space” for all people volunteering on the UMCOR Sager Brown campus, as well as acting in accordance with Safe Sanctuary Policy, all volunteers age 18 and older are required to submit a recent (within three years of visit) screening background check. Background checks will remain on file and valid for three years from the date of background check.

Those needing assistance with securing their background check should contact the associate director of volunteer services by email, [volunteers@sagerbrown.org](mailto:volunteers@sagerbrown.org).

We at UMCOR Sager Brown seek to provide an experience that is both spiritually transformative and safe. If you have questions or concerns, please contact UMCOR Sager Brown Volunteer Services.

## Costs

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UMCOR Sager Brown offers a five-night mission experience beginning Sunday evening (check in between 3-5 p.m.) and ending Friday at noon. Checkout occurs between 8 a.m. and 9 a.m. The arrival and departure schedules are necessary to accommodate staff schedules, work assignments and housekeeping. Breakfast, lunch and dinner will be served Monday through Friday except Wednesday and Friday, when no evening meal is provided. Each volunteer can elect to eat all meals or no meals. All food and drink provided through the cafeteria, including coffee and snacks, are limited to those volunteers who pay for their meals. Food cannot be taken out of the cafeteria for overnight or weekend use.

**A nonrefundable processing fee is required for each volunteer.** Until the processing fee is paid, applicants have no guarantee of the requested date.

**Important Note: The processing fee is a stand-alone charge and will not be applied to the room and board portion of the team’s bill. The processing fee must be paid within four weeks of making a reservation. Failure to do so will result in cancellation of the reservation.**

## Billing Process

The team leader is responsible for all billing issues. Once the team leader and the UMCOR Sager Brown associate director of volunteer services agree on a date and the team count, the team leader must send Sager Brown a “Team Application” and the total processing fee within four weeks to secure the desired dates.

Whenever possible, teams are requested to remit a quarter payment of their team bill.

Out of consideration for interested teams that may be wait-listed for last-minute opportunities because of unforeseen cancellations within other scheduled teams, we encourage team leaders to solidify their reservation commitment four months ahead of their mission visit.

Three months prior to arrival, one-half of the team’s total bill must be paid, with one check made payable to UMCOR Sager Brown. All team cancellations or additions MUST be made prior to the half payment due date. This nonrefundable payment is based on the number of volunteers booked. This is to ensure sincere commitment by the team and allow us to plan for your arrival and mission experience.

It is preferred that the remaining one-half of the total bill is due one month before arrival. Late payments must be paid by the team leader on Monday to the accountant. We accept cash or checks, and checks should be payable to UMCOR Sager Brown.

**Important Note: In the event a team member cannot fulfill their commitment to attend their mission journey due to a personal illness, including that of a spouse, or a death in their immediate family, one-fourth of the total amount of the mission trip will be refunded.**

## Processing Fee

\$40 per person. Required for all individuals originally listed or added to the team roster.

## Food Services

Each volunteer can elect to eat all meals or no meals. Three meals per day are served in the cafeteria Monday through Friday, except Wednesdays and Fridays, when only breakfast and lunch are available.

## Sleeping Facilities

Facility	Description
Zook Hall	The main dormitory contains 57 beds. Towels and linens are provided.
Dixon-Rabb Hall	This self-contained dormitory facility sleeps up to 30 people. Towels and linens are provided.
Peck Hall	This hall contains two long-term apartments and six one-bedroom efficiency apartments for long- and short-term volunteers. Towels and linens are provided.
RV Facility	Contains 10 full-service RV slots with a bathhouse and laundry facilities.

## Donations

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We suggest that because of UMCOR Sager Brown's limited resources, each team bring 10 kits per team member for processing in the depot. In lieu of kit donations, a team can contribute \$50 per team member, which will be used for material resources in the depot.

Donated kits and kit components are the lifeblood of UMCOR Sager Brown. Any additional kit donations from you, your church or your conference are always greatly valued.

Churches learn about us from our vast roster of short-term volunteers. Any awareness generated for UMCOR Sager Brown at the local church level is greatly appreciated.

## Mission Trip Overview

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The mission experience expands over the course of five days and five nights, commencing on Sunday evening and ending Friday afternoon. Volunteer hours at UMCOR Sager Brown are from 8:15 to 11:30 a.m. and 1 to 3:30 p.m., with a lunch break from noon to 1 p.m. On Friday, work in the depot ends at 3 p.m. Time is needed to clean and restock supplies for the next workday.

After normal mission work hours, on Mondays, Tuesdays and Thursdays, from 3:30 to 4:30 p.m., the Gift Shop is open for apparel, donated crafts, jewelry, jellies, salsa and other souvenirs. Purchases are by cash or check. Credit cards are not accepted at this time.

Teams will have an opportunity to do some sightseeing and touring of the area if they choose. We recommend that this be done on Wednesday since no meal will be served on Wednesday evening. Work is always available on Wednesday morning and afternoon for those who do not desire recreational activities.

Our week begins its culmination with Vesper services, a time of sharing and Holy Communion in Jubilee Chapel on Thursday evening. The service is planned by volunteers and designed to inspire the talents of mission team members. Clergy are encouraged to assist in the communion service.

## Sager Brown Dress Code and Work Participation

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Please use discretion in the selection of clothing during your stay at Sager Brown. Shirts should always be worn. T-shirts are acceptable attire. Walking shorts or skorts should have a six-inch or longer inseam. Skirts above the knee and full-length pants without holes and cuts are also acceptable.

Halter tops and sports bras worn as outer garments are not acceptable. Spandex clothing or sheer tops showing undergarments, along with clothing expressing alcohol/beer slogans and obscenities are not acceptable.

**Closed-toe shoes are required while working.**

All volunteers (youth and adults) are encouraged to participate fully in the programs of Sager Brown. This includes attendance at meals, kitchen ministry, meetings, work in the depot, community or campus projects, evening gatherings and special events. If any team member cannot fulfill these activities due to health or physical limitations, please notify the associate director of volunteer services.

## COVID-19 Volunteer Protocols for Short-Term Mission Trips at Sager Brown

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1. Mediated measures for volunteers prior to arrival at Sager Brown:
  - a. All volunteers exposed to someone with COVID-19 within last 5 days before scheduled arrival and who are showing symptoms consistent with having COVID-19 should not come to Sager Brown. This is on an honor system.



2. Mediated measures for volunteers during their trip to Sager Brown:
  - a. All volunteers are encouraged to wear a mask while in an enclosed area if they have symptoms consistent with COVID-19 except for the following:
    - i. While dining in the dining hall;
    - ii. While sleeping;
    - iii. While working in an open-air space such as the outdoors.
  - b. All volunteers should practice social distancing of at least 6 ft. apart from each other if they have symptoms consistent with COVID-19.
  - c. All volunteers must also use good sanitation practices while at Sager Brown.
    - i. Wash hands using soap and warm water:
      1. After going to the bathroom;
      2. Before serving and eating meals;
      3. Prior to entering any building.
    - ii. Use of hand sanitizer in between washes is encouraged.

## Required Application Forms

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### [Team Application](#)

This is the first form to be completed by the team leader and submitted to UMCOR Sager Brown, along with the team processing fee. It provides UMCOR Sager Brown with team information and, in conjunction with the processing fee, secures and confirms the team reservation. The team application form and the total processing fee must be submitted within four weeks of making the initial “penciled- in” reservation, or reservations will be cancelled.

### [Team Member Checklist](#)

This form, completed by the team leader includes information to be submitted.

### [Mission Team Roster](#)

This form, completed by the team leader, contains all critical information required to set up and execute each team’s mission experience. Accuracy and neatness count! Please use extreme care when completing the form since this information is used to assign rooms; print name badges, certificates and room tags; and provide meal information for the kitchen. Special needs and concerns should include any individual volunteer’s dietary or health conditions.

### [Children/Youth Intergenerational Roster](#)

This form, completed by the team leader when youth are included on the mission team, replaces the team roster form. Check the child supervision requirements (adult-to-child ratios) when making this roster.

### [Mission Team Special Skills and Interests Summary](#)

This form, completed by the team leader, is designed to provide UMCOR Sager Brown with a list of specific team members who possess special skills or talents that could be used for our various special and ongoing needs.

### [Medical Release](#)

This form is completed by each team member. Volunteers under 18 years of age must have a parent/guardian signature. A copy of a medical insurance card or certificate of insurance must be attached. Some area hospitals and doctors require proof of insurance before treatment. If you have not had a tetanus shot in the last few years, we recommend having one prior to your arrival.

If anyone in your group has unusual or significant medical problems that may limit their ability to participate in work at UMCOR Sager Brown, be sure to list the problem on the volunteer medical release form and the team roster form. Also, call the associate director of volunteer services to discuss the volunteer's limitations. We DO NOT have medical personnel on staff at UMCOR Sager Brown.

Volunteers must provide their own health and accident insurance covering their travel to and from UMCOR Sager Brown, as well as while they are here.

### [Liability Release for Team Leader](#)

This form, completed by the team leader, constitutes an understanding of the working relationship and responsibilities as a volunteer and team leader with UMCOR Sager Brown. It holds UMCOR Sager Brown harmless from any liabilities concerned with the mission journey.

### [Liability Release for All Volunteers](#)

This form, completed by each team member, constitutes an understanding of your working relationship as a short-term volunteer with UMCOR Sager Brown. It sets out responsibilities assumed by the short-term volunteer and holds UMCOR Sager Brown harmless from any liabilities concerned with the mission journey. Volunteers under 18 years of age must include a parent/guardian signature along with emergency contact information.

### [Youth Team Policy and Covenant for Volunteers Under Age 18](#)

This form is for team members under the age of 18. Each youth under the age of 18, their legal guardian and mission team leader must read and sign this policy attesting agreement to its contents.

### [Background Check](#)

This form can be completed by the secretary of your church, only when background checks have been conducted through your church. Please, list each team member's name and the date their background check was completed. Once all information is completed, the form must be signed by the secretary and the senior pastor of the church.

### **Team Bill**

This document is the receipt for the process fee and confirmation of your reservation. It is used to calculate the mission team's estimated charges for the mission journey and will be sent to the team leader (by email whenever possible) after receipt of the team application and check for processing fees. The reservation costs, to be paid according to schedule, may be revised without penalty up to the half payment (90-day) deadline.

### **Optional UMVIM Accident Insurance**

If you are interested in obtaining UMVIM Accident Insurance, please go to the jurisdictional websites below for more information. (You can obtain the appropriate insurance regardless of where you are located.)

#### **The following UMVIM jurisdictions offer USA insurance:**

North Central Jurisdiction UMVIM website: <https://www.umvim.org/ncjins>  
Northeastern Jurisdiction UMVIM website: <https://www.umvim.org/nej-insurance>  
Western Jurisdiction UMVIM website: <https://www.umvim.org/wjinsurance>  
Southeastern Jurisdiction UMVIM website: <https://www.umvim.org/sej-insurance>  
South Central Jurisdiction UMVIM website: <https://www.scjumc.org/mission2/insurance/>

# Planning a Mission Journey

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## Making a Reservation

Although we encourage as many people as possible to experience this ministry, we ask that you realistically consider your team's size. Overbooking slots does take away from other teams. Once you identify your mission team, your team size is set. Select at least three desired dates for the trip.

Contact the UMCOR Sager Brown associate director of volunteer services at 337-923-6238, or [volunteers@sagerbrown.org](mailto:volunteers@sagerbrown.org) to discuss team size and dates. The reservation will be tentatively booked but will not be guaranteed until processing fees are received.

Once the reservation is tentatively booked, the team leader must mail the processing fee and team application form within four weeks of that date. This will guarantee your reservation date. When the correct processing fee and team application form are received at UMCOR Sager Brown, a receipt will be sent in the form of a team bill. If the team leader provides an email address, this will be sent by email; otherwise, this team bill will be sent by first-class mail. Those peak time reservations, most in demand, are made a year in advance, beginning the second Wednesday in January at 10 a.m.

The processing fee must be received within four weeks of making the "penciled-in" reservation, or your "penciled-in" reservation will be cancelled.

## Four Months before Arrival Date

The team leader will mail one quarter of the total team bill with team paperwork, including team roster, individual release forms, parental consents, summary sheets and background verification.

## Three Months before Arrival Date

One half of the total team bill is due. Last chance for invoice adjustments and refunds without penalty.

## One Month before Arrival Date

Total payment for reservation due. Cancellations are nonrefundable, other changes subject to penalty.

## Required Paperwork

All forms are available online at <https://umcmmission.org/relief-supplies/>. Follow the link to "Relief-Supply Networks and UMCOR Depots" and "Know Before Your Go."

- [Team Application](#)
- [Team Member Checklist](#)
- [Mission Team Roster](#)
- [Children/Youth Intergenerational Roster](#)
- [Mission Team Special Skills interests Summary](#)
- [Medical Release Form](#)
- [Liability Release for Team Leader](#)
- [Liability Release Volunteer](#)
- [Youth Team policy and Covenant](#)
- [Background Check](#)
- [Media Authorization and Release](#)

## Arrival at UMCOR Sager Brown

Upon your arrival on Sunday, teams must check in between 3 and 5 p.m. and attend a 6 p.m. general meeting. Many important topics are covered. Please plan to eat prior to or directly after the meeting. Restaurant selections in the Baldwin area on Sunday evenings are limited. Refer to the directory in your dorm room that includes local dining information. A full kitchen is available in the Susanna Wesley room if your team would like to bring food to prepare or a picnic-type meal in lieu of dining out.

Upon arrival, go to Zook Hall and register with the host on duty. All rooming information and name tags will be given to you at this time. All further instructions and information will be announced on an ongoing basis throughout the week.

# UMCOR Sager Brown Directory

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Phone	Email	Fax
337-923-6238	Main Office Contact	337-923-4849
	Director of UMCOR Relief Supplies <a href="mailto:afuselier@umcor.org">afuselier@umcor.org</a>	337-420-7038
	Associate Director of Volunteer Services	337-923-4849
	Associate Director of Outreach Ministries <a href="mailto:outreach@umcor.org">outreach@umcor.org</a>	337-578-3562
	Depot Operations Manager <a href="mailto:warehouse@sagerbrown.org">warehouse@sagerbrown.org</a>	337-578-3562
337-940-4220	Volunteer Services After-Hour/Emergency Contact	

Mailing Address:  
 UMCOR Sager Brown, P.O. Box 850, Baldwin, LA 70514

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## Applications and Forms

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The forms can also be found on the website by selecting the links below.

- [Team Application](#)
- [Team Member Checklist](#)
- [Mission Team Roster](#)
- [Children/Youth Intergenerational Roster](#)
- [Mission Team Special Skills interests Summary](#)
- [Medical Release Form](#)
- [Liability Release for Team Leader](#)
- [Liability Release Volunteer](#)
- [Youth Team policy and Covenant](#)
- [Background Check](#)
- [Media Authorization and Release](#)