Disaster Relief Shepherd Tracking Guidelines Document

Please print and read the entire document. It is **CRITICAL** that we capture this information. Also, please offer feedback to Daniel if anything was missed (daniel@adrntx.org). This document should be valuable in helping you track your family's needs progress. Access the ***easy-to-use*** **Charity Tracker** to input your information - https://adrnflood.charitytracker.net

If you do not have a login for Charity Tracker, please email shepherdsupport@adrntx.org

WHY TRACK MY VOLUNTEER HOURS AND DONATED DOLARS/IN-KIND DONATIONS?

When the President declares an area a Federal Disaster, Federal Funds are poured into the area. At the end of the disaster response, the Feds will bill the State/County for 25% of the total funds given on behalf of the disaster. *The only way the State/County can avoid paying back these funds is to keep track of volunteer hours and total donations given into the disaster.* FEMA will subtract all volunteer hours and donations given from this 25% that the State/County would have had to pay back. The State's/Counties' goal is to wipe out this unplanned debt by applying volunteer hours and donated funds towards that 25%.

1. For every **HOUR** you put in, the County/State of Texas will be paid back (estimated $14 per hour). They are depending on ADRN to provide them this information.
2. FEMA will **subtract donations** (dollars, in-kind donations) from the BIG BILL our state will get for the disaster. This provides an accurate picture of spending at the end of the day for FEMA and the Churches within the network. The State/County is depending on ADRN to provide these needed numbers and allow the dollars to go farther!
3. We also want to hear your God stories, and this is one of the ways we do it!

1. TRACKING YOUR HOURS: Keep track of ALL HOURS: ***your's***, your ***spouse's***, and ***anyone else's*** helping you with the process of helping a family. For now, go back and capture all of the hours you have put in (take your best guess) and fill out the *easy-to-use* online Charity Tracker form. After a few times you will be able to complete this in minutes! You need:

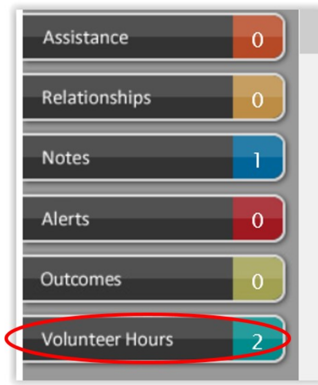
- the person's name,
- date they volunteered,
- start time, and,
- end time.

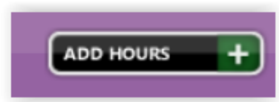
Process: Charity Tracker will have a **TAB (Volunteer Hours)** for you to **click on** to keep track of hours volunteered from every person on your team that has helped with your sponsored family. You will need to **Input** this into Charity Tracker and it will automatically give you the totals for the hours worked. **Verify** that the totals look correct

1. **Log On To Charity Tracker** and **Select Search** to look for the Survivor's Name

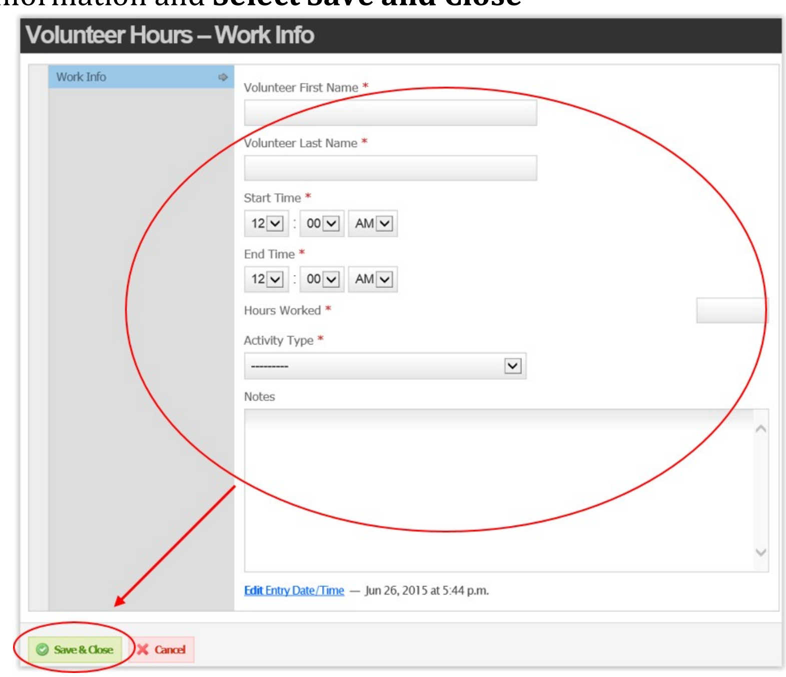
2. **Type** in the Survivor's Name in the box and **Select Search**
3. **Select** your Survivor from the list of Names that come up

4. Look to the **Lower Right** and you will see stacked TABS for Assistance, Relationships, Notes, Alerts, Outcomes and Volunteer Hours. **Select Volunteer Hours**
5. Then **Select Add Hours** on the **Top Right**





6. **Enter** your information and **Select Save and Close**

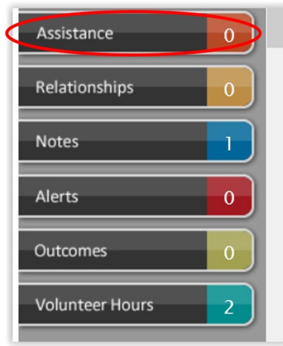


2. TRACKING <u>DONATED ITEMS/DOLLARS</u>: Every DRS **MUST** track of *every* donation of:

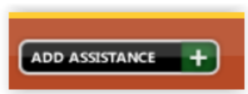
- dollars and gift cards,
- furniture,
- car repair,
- house repair/rebuild,
- etc...

<u>Process</u>**:** Look to the **RIGHT** of the clients personal information in Charity Tracker, you will see familiar TABS for **Assistance**, Relationships, Notes, Alerts, Outcomes and Volunteer Hours. *(**NOTE:** See **Steps 1-3** in **Tracking Your Hours** above if starting from the beginning).*

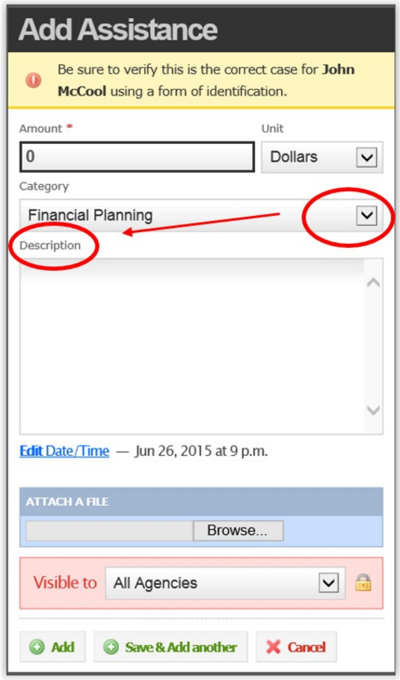
1. **Select** the "**ASSISTANCE**" **TAB**



2. **Select ADD ASSISTANCE** on the **Top Right** and specifically **Select** what you are giving the client.



3. **Select** a **CATEGORY** and from the **DROP DOWN** menu for the **Type of Item** you are donating, giving, etc. If required, **Select** the correct item code.

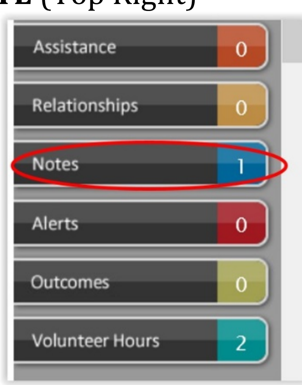


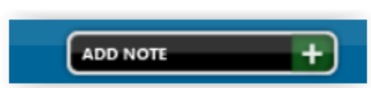
4. **Enter a good description** of what you gave and make sure you put the dollar amount at the top. You will need to do this for every item you give, donate, etc…
5. You can also **Browse** and **Attach a File** if you wish

Do your best on giving values to used items(even if the item is FREE). **See the Goodwill Furniture/Household price lists.** You may lump all of your furniture items together using this price sheet and detailing it within your notes section, but creating a lump sum price at the top of the form. ***NOTE:*** *You also will typically have the option of uploading a file if you wish.*

3. KEEPING TRACK OF SALVATIONS: Please help capture this information by:

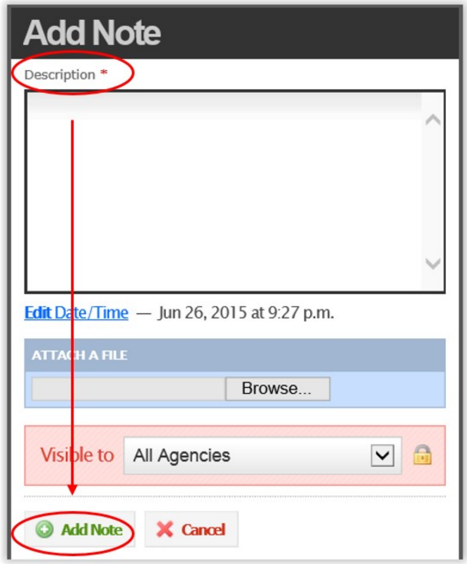
1. **Making a Note** in the **NOTES** section of **Charity Tracker** if your survivor or their family received Christ (list names of family members). *If only entering Notes, you may need to go through* ***Steps 1-3 of Tracking Hours*** *first.*
2. **Select ADD NOTE** (Top Right)





3. **Enter** a little bit of your story and share with us if you:
   a. prayed with your survivors,
   b. shared the gospel,

c. provided emotional support,
d. anything else that touched their lives or yours in a positive way, and,
e. any steps or practices to improve the overall process.



4. **Select Add Note** to finish
5. **Exit** the Application

This will give us the information we need to report to your pastors in regards to the Spiritual/Emotional support given to each survivor. Please take the time to do this.

Please Note that you can also Browse and Attach a file to support all documentation.