Introduction and Welcome

Welcome

Administrative Information

- Logistics
- Facilities
- Classroom Behaviors
- Course Evaluations
- Pre-Course and Post-Course Assessments
- Announcements
Unit Objectives

Visual 3

1. Identify the instructors and recognize other participants in the classroom.
2. Associate the course objectives with units in the course schedule.
3. Identify course materials and describe how they will be used during the course.
4. Answer questions on the pre-course assessment.

Participant Introductions

Visual 4

- Name
- Organization
- Roles/Responsibilities
- Expectations
Course Materials

Student Manual
- Information includes: PowerPoint presentation, class activities and scenarios, and appendices at the end of each unit.

Reference Materials
- Instructor distributes, when applicable.
  - Contain supplementary training information.
Course Goal and Objectives

Course Goal

To provide local emergency management personnel and voluntary agency representatives with the knowledge and skills necessary to develop and execute an effective volunteer and donations management program as well as develop a volunteer and donations management support annex.

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Course Goal and Objectives (Continued)

Visual 7

Course Objectives

- Identify key organizations and individuals who have a role in managing unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.
- Identify specific agencies and organizations and how they collaborate to form a Volunteer and Donations Coordination Team (VDCT).
- Develop an effective public education and information structure to support the successful management of unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.

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Course Goal and Objectives (Continued)

- Identify how to manage effectively the surge of unsolicited goods.
- Gather information from organizations, agencies, volunteers, media, and others for donations intelligence purposes.
- Facilitate the matching of unaffiliated volunteers with appropriate organizations or agencies during program implementation.
Course Goal and Objectives (Continued)

- List the planning considerations for cash donations.
- Incorporate technology needed to manage successfully information on unaffiliated volunteers and unsolicited goods.
- Relate volunteer and donations management program responsibilities to the planning components of the annex.

- At the end of the next unit, we will have a panel discussion that reviews the relationship of the State Annex to your local plan or annex.
- At the end of each unit, we will review your annex (or the local annex you have been given) to see what the annex states about the content we have just reviewed.
- We will also discuss several questions related to the contents of your annex and you will have the opportunity to make notes about improvements.
- At the end of the course, we will spend more time on your annex and take the time to compare it for ways to make it more efficient.
Pre-Course Assessment

This assessment is to help us get a baseline of your knowledge so we can tailor the course to your needs. It will also give you an idea of what you will learn in the class, as well as the types of questions that will be on the post-course assessment.

The numbers by each question refer to the unit objective covered by that particular question.