



We are now receiving requests for Mission Serve projects for 2016. I am enclosing a Project Request form for your use. If you are interested in having a project in 2016, please fill it out and mail back to:

**Mission Serve
ATTN: Chuck Morris
PO Box 1767
Cumming, GA 30028**

We have updated the request form to help us better assign projects and meet the needs of the cities that have requested a project. Therefore, if you are a returning city, please fill out the first page only.

Several things will be considered in the selection process including:

- number of projects in the year 2016
- housing for the entire group (approx. 250-400)
- work and ministry site selection process
- building materials provided
- local church involvement
- food service for the group

Any additional information related to housing, project selection, and/or building materials will be helpful to us in making these selections. **These requests are due by February 1, 2015.** We will make final 2016 project selections by April 1, 2015 so that we can begin promotion during the 2015 projects and finalize the 2016 publicity brochure. As your request comes to our office, we will set up a file on your project location. Any information that can be used as leverage for your location to be selected will be helpful. Some of these items are:

- ✓ A letter from the agency expressing its interest in the project, along with its ability to select owner-occupied homes and provide building materials. We can help you with general direction on this matter and can provide materials to assist you in building these relationships.
- ✓ A letter from a school, college, or church expressing interest in housing the group. We will need floor space (not beds) for 250-400 people along with showers, kitchen and cafeteria, auditorium, and office space. We also can assist you with this if you need us to.
- ✓ A letter from local churches or ministers stating its assistance in enlisting local churches to adopt a squad for the week by providing lunch for them Monday through Friday.
- ✓ Because of HUD guidelines related to lead-based paint, additional information is requested from city agencies.

There are several cities that would like to host Mission Serve. The selection process has become competitive. As much information as you can provide and we can include in your file as support, the better the chance you have of receiving a project.

Mission Serve is better understood when you see it in action. Those cities receiving projects in 2016 for the first time are **suggested** to visit a 2015 project **at your own expense**. You can eat your meals at the Mission Serve cafeteria at no charge, if you wish. However, you will be responsible for travel and lodging expenses. Someone from our national office, coordination staff, or summer staff will be happy to meet you and conduct a tour of the project. One day is all that is necessary, however I would suggest the following schedule:

Tuesday: Arrive in the afternoon
Tour work sites
Supper with Mission Serve
Attend evening activities

Wednesday: Breakfast with Mission Serve
Tour more sites
Meet with city officials
Visit a work site while lunch is being delivered
Return home in the afternoon

You are certainly welcome to stay longer or to come just for the day. If you have any questions, would like to set up your project visit, or need additional materials, please contact Chuck Morris at 1 (888) 421-4408 ext 81 or by e-mail at chuckmorris@mission-serve.com.

Thank you for requesting a Mission Serve project in your area.

Serving together,



Chuck Morris
Executive Director
Mission Serve

Enclosures

REQUEST FORM FOR MISSION SERVE PROJECT - 2016

(Complete and mail to: Mission Serve, PO Box 1767, Cumming, GA 30028)

FOR OFFICE USE ONLY			
Date Received: _____		For Year: _____	
		Initials: _____	
INITIATOR INFORMATION:			
Initiator Name: _____		Project City (For example, <i>Norfolk, VA</i>) _____	
Address: _____			
City: _____	State: _____	ZIP: _____	Work Phone: () _____
Fax Number: () _____	Home Phone: () _____		E-mail address: _____
LOCAL CHURCH INFORMATION:			
Name of Church: _____		E-mail address: _____	
		Fax Number: _____	
		Phone Number: _____	
Address: _____		City: _____	State: _____ ZIP: _____
Pastor (name) _____			
City: _____	State: _____	ZIP: _____	Work Phone: () _____
Fax Number: () _____	Home Phone: () _____		E-mail address: _____
HOUSING AGENCY:		AGENCY DIRECTOR:	
Name: _____		Name: _____	
Phone: _____		Phone: _____	
Fax: _____		Fax: _____	
An agency is "an organization that assists residents of sub-standard housing with renovation or weatherization."			
LODGING POSSIBILITIES:		CONTACT PERSON:	
CHURCH/CHURCH BASED - a specific church requesting a Mission Serve project to be housed at their church facility and supported by the church congregation - Give name and complete address of facility		Telephone/FAX/E-Mail of Contact Person	
SCHOOL BASED - a specific project housed at a school and supported by local churches - Give name and complete address of facility			
School Ending Date for 2015/2016 school year: _____		School Beginning Date for 2016/2017 school year: _____	
Is there a specific week of the summer of 2016 that you would like to request for your project? _____ (This is only a suggested date and may be subject to change. There are no guarantees that you will receive the dates you are requesting.)		Project Type Requesting: <input type="checkbox"/> AY Construction <input type="checkbox"/> Community (Ministry and Construction)	
Signed: _____		Date: _____	
Initiator			
Signed: _____		Date: _____	
Pastor - church based project only			

1. Where is your money coming from for the building materials on the homes that you will select? (Community Development Block Grants (CDBG), Private Sector, Regular Budget, etc)

2. Are you aware of the HUD regulations for lead-base paint? How do you plan on preparing for Mission Serve next summer in regard to these regulations? Is it up to you to interpret these regulations and implement the changes for your city?

3. Do you have a follow-up plan for any work left unfinished at a Mission Serve project?

MISSION SERVE STATEMENT OF NEED (Describe in 50 words how a Mission Serve work project would enhance the work of your church/community)

Describe in 50 words the type of housing needs that exist in your community.

FOR COMMUNITY PROJECTS ONLY

Describe in 50 words the community needs of your community and types of ministry opportunities.

How the Mission Serve Planning Process Begins

There are three major components that must be in place before a Mission serve Project can be selected for a specific location. These components are:

1. **Lodging and Meals** – Lodging for a Mission Serve Project is usually in a school or church. Schools usually have some shower facilities, this helps. If lodging is in a church then Mission Serve has to bring in shower trailers to accommodate the group. With either of these options, groups are expected to bring their own bedding and sleep on the floor. We must have the ability to accommodate a group of 200-250 participants. As for meals, they can be handled in a number of ways. Sometimes Mission Serve hires the cafeteria staff at the school or church to prepare the morning and evening meals. This is usually done on a per person per meal cost basis. Other times, especially in a church, Mission Serve can use the kitchen facilities and enlist a cooking team to prepare the meals.
Lunches – lunches are provided by local churches, organizations, or businesses that adopt the squad of 10-14 people plus the resident during the week. If there are not enough churches to adopt the squad, the participants can prepare their own sack lunches to take with them to the work site if the food and drinks can be provided.
2. **Homes Selection** – Mission Serve works with local agencies to locate the homes that will be worked on during a project. These agencies have their finger on the need of the community. They can identify and qualify home owners that need the work. This approach means that Mission Serve is not creating our own system, however we are plugging into what is already being done in the community. Many of these agencies already have a list of clients that have been on a waiting list and are ready and willing to utilize volunteers that can provide free labor on homes that they select.
3. **Building Materials** – Mission Serve projects do not charge participants enough to cover the cost of building materials for a project. This is why Home Selection and Building Materials go hand in hand. Mission Serve, in working with local agencies that identify and qualify home owners, asks those agencies to pay for building materials on the homes selected. Many of these agencies will pay 75% for labor cost, therefore in using volunteers that provide free labor, their grant dollars are stretched. They can do almost twice the homes for what they could normally do.

These three components must be in place before a Mission Serve Project can be considered for selection.

Where to begin in locating funding for a Mission Serve Project.

Many of the agencies that Mission Serve works with use Community Development Block Grant Funds (CDBG) to pay for building materials at the project. These funds are awarded to the agency not to Mission Serve. Mission Serve is not asking for money, we are asking to plug into their system and offer free labor to homes that they identify and qualify under their CDBG program. All of the residents identified will be low to extremely low income families or individuals. Mission Serve will provide a qualified Construction Coordinator that can assist in identifying homes and providing building materials cost write-ups for each home. Mission Serve will also provide a qualified construction captain at each squad to direct the work of the squad. All adults at a Mission Serve Project have background checks performed before the project begins. A work-site information form is used by the Construction Coordinator to list the work needed and building materials required for each job site. The resident is required to sign this form before work begins on their home.

To locate CDBG funds in your area, contact your Community Development Office, or City or County official such as a City Manager, Council Member, County Commissioner, or Mayor and ask who manages the CDBG funds for your area.

In some case there are no CDBG funds available in your area, however there are other funding sources such as urgent repair funds or weatherization funds. Keep asking questions of your city officials as to who works with low-income families to provide assistance on home repairs. Finding the right person is the key, not necessarily discovering which funding to use. Explain to them what a project would entail and what we could offer them and let them decide how to fund it.

building materials. In one location that Mission Serve works with, a monthly meeting is held of organizations such as the Office on Aging, Community Action, and Social Services to identify home owners needing assistance. Because Mission Serve is working with these groups, individuals and businesses donate funds for building materials. A squad usually spends \$1,000 - \$1,500 in building materials in a week's time. If we have 150 participants at a project, 12 squads, this would equal \$12,000 - \$18,000 in building materials. A local bank in this location mentioned above gives \$20,000 per year.

What is the next step after you locate the person that manages funding for low-income families?

After you have had an initial conversation with the person who manages low-income housing funds, then you can contact Chuck Morris, Executive Director of Mission Serve. Chuck can talk with them by phone or will come and meet with them in person to talk specifically about funding your Mission Serve Project. List below is the contact information:

Chuck Morris, Executive Director of Mission Serve
chuckmorris@mission-serve.com
404-975-7059 mobile
1-888-421-4408 office