



RAPID ASSISTANCE TO COMMUNITY EMERGENCIES, INC.

"...so that others may live."

Welcome Candidate:

Thank you for answering the call to community service. You are about to become part of a national volunteer system that is making families, communities, counties and states safer, stronger and better prepared. I want to personally welcome you to R.A.C.E. and look forward to working with you as we support our community.

At this time, you are permitted to participate in all R.A.C.E. training sessions, meetings and community events. However, until you have completed the entire application process, you are not permitted to respond on missions or activations. Below, please find details regarding the entire application process:

PHASE 1: Complete the application form (AP1) and forward to the Chief Executive Officer at the address denoted at the bottom of this letter. Once your application is received – you will be added to the R.A.C.E. contact listing as a probationary member. You will begin receiving email and mail correspondence about R.A.C.E. activities.

PHASE 2: R.A.C.E. has adopted the Ohio Community Service Council's "best practices" recommendations and complies fully with Ohio Senate Bill 187. R.A.C.E. requires all new candidates to complete a criminal background investigation during the initial application process and every three years thereafter, while a Team member. You may utilize the following web site to locate a convenient BCI&I location to initiate the investigation: www.webcheck.ag.state.oh.us/webcheckcommunity.htm. The cost for the investigation varies by location, but averages \$25.00. Please have your investigation results forwarded to Rapid Assistance to Community Emergencies, P.O. Box 334, Delaware, OH 43015.

PHASE 3: You will work closely with the Chief Executive Officer and Administrative Assistant during the final phase of your probationary period. During this time, please feel free to contact them at any time to ask questions or relay concerns.

1. Complete the following forms and forward to the Chief Executive Officer at the address denoted at the bottom of this letter:
 - Medical Data (Form AP2)
 - Confidentiality & Ethics Agreement (Form AP3)
 - Hold Harmless & Image Authorization (Form AP4)
 - Beneficiary Designation for Accident & Sickness Policy – VFIS (Form AP5)



RAPID ASSISTANCE TO COMMUNITY EMERGENCIES, INC.

"...so that others may live."

2. Complete the following Emergency Management Institute on-line courses as prescribed in Homeland Security Presidential Directive #5 (retain and forward all completion certificates):

IS-700 National Incident Management System (NIMS)

➤ www.training.fema.gov/EMIWeb/IS/IS700.asp

IS-100 Introduction to the Incident Command System

➤ www.training.fema.gov/EMIWeb/IS/is100.asp

3. Unlike many organizations, R.A.C.E. covers all members with Liability, Accident and Injury Insurance through VFIS. To assist specifically in defraying the annual insurance premium expenses, annual R.A.C.E. membership dues are \$35.00. Payment of dues is required by the end of January. Initial membership dues will be reduced to \$17.50, if the membership application is received after October 1st.
4. Complete an orientation session with an Executive Staff member – to discuss the Team Member Handbook and review organization policies and procedures. Upon completion of the orientation session, you will be:
 - Issued an ID badge
 - Moved to Active Member status
 - Eligible to participate in team missions/activations

Please visit the Team web-site for additional information or contact an Executive Staff member at any time with question or concerns. R.A.C.E. does recognize volunteer service through the President's Volunteer Service Award Program. You are encouraged to maintain a log of the hours you dedicate to volunteerism each year and provide a copy of your hour log to the CEO each January. Membership recognition is conducted annually during Volunteer Appreciation week.

I sincerely look forward to working with you. We strive to provide each member a rewarding and positive volunteer experience. Thank you for choosing R.A.C.E.

Sincerely,

Beth A. Huhn
Chief Executive Officer

admin@disaster-response.org