

# Application Process

**NOTICE: The School of Urban Missions has the authority to ask you to return home earlier than expected at your own expense if there is an impending hurricane.**

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Becoming a volunteer is easy, just follow the steps below.

*If you have any questions, please email Candice, the Missions Team Coordinator, at [cgivan@sum.edu](mailto:cgivan@sum.edu) or phone her at (800) 385-6364.*

Please be aware that SUM requests a per diem of \$25 per day/per person. This amount is applied to food (three meals per day), safety equipment while in the field, and the cost of housing volunteers. Two weeks after your application has been accepted and processed, a deposit of half of your per diem total is due. Only this deposit will secure your space; without it, we cannot make any guarantees. This deposit is refundable only for trips cancelled more than three weeks before the scheduled arrival date. The second half of the per diem total will be due by the last day of the month prior to the month of your trip.

**Below are the steps for applying to join the Katrina relief effort.**

*Note: Incomplete applications (missing arrival and/or departure dates, the number of volunteers on the team, etc.) will be returned unprocessed and will not be added to the schedule.*

**Step One:** Check the **Calendar** for available dates.

The calendar is not updated in real-time. There may be some discrepancy between dates that appear available and those that are actually open. To double-check, please email Candice at [cgivan@sum.edu](mailto:cgivan@sum.edu) or phone her at (800) 385-6364.

**Step Two:** Submit your **Application** with as much detail and accuracy as possible. Incomplete applications will not be accepted.

Upon receipt of your application, SUM/Hurricane Relief will email a confirmation. Please book your travel plans after receiving confirmation. [You should receive confirmation within two business days of submission of your application. If you do not receive an email confirmation by that time, please contact Candice at [cgivan@sum.edu](mailto:cgivan@sum.edu) or (800) 385-6364.]

**Step Three:** Within two weeks of receiving confirmation, leave a deposit (half of the per diem total) to secure your space. You can make the payment in the form of a check payable to S.U.M. or you can submit your payment via credit card. To pay with a credit card, please phone Candice at (800) 385-6364. (The Missions Team Coordinator is scheduled to be in the office between 10 am and 5 pm Monday through Friday.)

The second per diem payment will be due by the last day of the month prior to the month of your trip. (For example, if your team is scheduled to arrive November 27<sup>th</sup>, the balance of your per diem payment is due October 31<sup>st</sup>.)

Note: Refunds will only be given to teams who are forced to make a trip cancellation *more than 3 weeks* before their arrival date.

You can mail your payment (please include the following **Per Diem Slip** to ensure your payment is properly processed) to:

**School of Urban Missions/Hurricane Relief**

**C/O: Candice Givan**

**511 Westbank Expressway**

**Gretna, LA 70053**