



E0289 State Volunteer and Donations Management

Course Dates:

- April 3–6, 2023
- August 14–17, 2023

Course Length:

This course is 4 days in length.

Travel Dates:

Travel days are Sunday before the course begins and Friday after the course ends.

Location:

Emergency Management Institute (EMI)
National Emergency Training Center (NETC)
Emmitsburg, Maryland

Course Description:

This course supports State, tribal, and territorial governments and their emergency management partners in preparing for, responding to, and recovering from disaster events at the State, tribal, or territorial level. The course is designed to strengthen States' abilities to successfully prepare for and handle volunteer and donations management issues that may arise after a disaster event, including managing the offers of things, people, and money, and matching them according to donor intent and area of greatest need, while being fair and equitable. The course content and activities may also serve as a template for procedures, thereby enhancing uniformity among States in addressing areas of unsolicited donated items, unaffiliated volunteers, and undesignated cash. This training also provides information regarding FEMA's volunteer and donations management responsibilities, which are designed to help build relationships between government and non-government organizations.

Course Goal:

To provide State emergency management personnel and State-level voluntary agency representatives with the knowledge and skills necessary to develop and execute (a) an effective volunteer and donations management program and (b) a State volunteer and donations management annex to the State emergency operations plan. Given these tools, participants will be better equipped to create a program to effectively manage the masses of unaffiliated volunteers, unsolicited goods, and offers of undesignated cash donations, which, if left uncoordinated and unmanaged, could interfere with disaster operations, and even cause a secondary disaster.

Prerequisites:

There are no prerequisites. However, the following courses are recommended before taking this course:

- IS-0288.a: The Role of Voluntary Organizations in Emergency Management
- IS-0700.b: National Incident Management System (NIMS), An Introduction
- IS-0100.c: Introduction to the Incident Command System (ICS), ICS-100
- IS-0230.e: Fundamentals of Emergency Management
- IS-0244.b: Developing and Managing Volunteers
- IS-0289: Voluntary Agency Liaison (VAL) Overview

Continuing Education Units (CEUs):

EMI awards 2.5 CEUs for completion of this course.

TRAINING OPPORTUNITY

Target Audience:

This course is designed for State-level personnel to include:

- State Volunteer/Donations Coordinator
- Coordinator's Alternate
- Leading stakeholders of statewide voluntary organizations
- State Voluntary Organizations Active in Disaster (VOAD) Chair or Designee
- Public Information Officer or Liaison
- Program Functional Leads (e.g., Warehousing, Phone Bank)
- FEMA Human Services staff (e.g., Voluntary Agency Liaison, Donations Specialist)
- Government-Private Sector Liaison
- Others to include Federal, State, territorial, and tribal emergency management personnel

To Apply:

Visit: [NETC Online Application](https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx)

(<https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx>)

Upload copies of ALL prerequisites to prevent rejection of your application.

All EMI applications require an electronic approval from the head of your sponsoring organization (supervisor). You will need the name, title, and email address of this person to submit the application.

Application Review:

To be evaluated for admission into this course, **application form must be completed and reflect experience.** Refer to the Target Audience statement and **indicate how you meet the requirements based upon your position and experience.** Attach a separate document if needed. Include copies of prerequisite course completion certificates or transcripts.

Applications without prerequisite documentation will be rejected.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging, and other logistics. Click or copy and paste the link below for a PDF copy of the [NETC Welcome Package](#)

(https://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf).

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity.

Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat.

Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

Request for Accommodation:

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions at netcadmissions@fema.dhs.gov.

EMI Training Point of Contact:

For additional information, contact the Response and Recovery Branch at fema-emi-randr@fema.dhs.gov.

TRAINING OPPORTUNITY