E0289 State Volunteer and Donations Management

Course Dates:
February 5–8, 2024
August 5–8, 2024

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. 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 unaffiliated volunteers, unsolicited goods, and offers of undesignated cash donations.

Course Objectives:
- Identify key organizations and individuals who have a role in managing unaffiliated volunteers, unsolicited donated items, and undesignated cash donations after disasters
- Identify specific agencies and organizations and how they collaborate to form a Volunteer and Donations Coordination Task Force (VDCTF)
- List the planning considerations for cash donations
- Identify how to effectively manage the surge of unsolicited donated items
- 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
- Develop an effective public education and information structure to support the successful management of unaffiliated volunteers, unsolicited donated items, and undesignated cash donations after disasters

TRAINING OPPORTUNITY

- Incorporate technology needed to successfully manage data and information about unaffiliated volunteers and unsolicited donated items
- Relate volunteer and donations management program responsibilities to the planning components of the annex

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: An Introduction to the National Incident Management System (NIMS)
- IS-0100.c: Introduction to the Incident Command System (ICS), ICS-100
- IS-0230.d: 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.

Target Audience:
This course is designed for personnel to include:
- State Volunteer/Donations Coordinator
- State 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:
Participants must apply using the National Emergency Training Center (NETC) Online Admissions System to gain access to the course. Before applying through the NETC Online Admissions System, a valid FEMA Student Identification Number (SID) is required.

[Apply for a FEMA SID or find a forgotten FEMA SID](https://cdp.dhs.gov/femasid) (https://cdp.dhs.gov/femasid).

Access the [NETC online admissions system](https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx) (https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx).

Note: Classes taking place between October 1 and March 31 are considered Semester 1 and classes taking place between April 1 and September 30 are considered Semester 2 in the NETC Online Admissions System.

All EMI applications require an electronic approval from the head of your sponsoring organization. You will need the name, title, and email address of this person to submit the application. Once your application is submitted, the head of your sponsoring organization that you listed will receive an email from NETC Admissions requesting that they endorse your application. The head of organization will have 14 days to endorse the application.

Non-Federal applicants for EMI courses must use the appropriate [State Training Officer (STO)](https://www.firstrespondertraining.gov/frts/statecontacts) (https://www.firstrespondertraining.gov/frts/statecontacts) as "Head of Organization."

Application Review:
To be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the Target Audience above and indicate how you meet the requirements based upon your position and experience.

Please note: NETC Admissions will notify you of your acceptance into this course via email with an Acceptance Letter/Welcome Package. A separate email will be sent prior to the course outlining additional information to ensure you have a successful experience

Request for Accommodation:
If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the 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 email these requests to fema-emi-randr@fema.dhs.gov.

EMI Training Point of Contact:
For additional information, contact the Response and Recovery Branch at fema-emi-randr@fema.dhs.gov.