



STANDARD Operating Procedures

NORTH AMERICA PROJECT

APPLICATION PROCESS - Allow 6 - 18 months for this process.

1. Fill out Maranatha's "**Project Assistance Application**" including obtaining necessary signatures.
2. Write a **cover letter** explaining why Maranatha's assistance is needed. Maranatha's mission is to assist where there are urgent needs. Many organizations have such needs, so you will want to explain in your cover letter why you feel your request should be incorporated into Maranatha's volunteer work calendar.
3. Obtain a set of **conceptual plans** including elevation, floor plan, site plan and cross-sections. Maranatha can best help you if your building meets the following specifications:
 - a. SIZE: 6,000 sq ft. or less
 - b. CONSTRUCTION TYPE: wood framing
 - c. ROOF: pitch does not exceed 6/12
 - d. HEIGHT: single-story
 - e. PLANS: simple (*odd shapes & corners are difficult for general volunteer assistance*)

Maranatha reviews each application on a case-by-case basis. If your project matches some of the above guidelines, but not all, you may submit your application anyway. We will analyze all aspects of your request to determine if and how our volunteers can assist you.

4. Acquire land use permit and make a copy to send to Maranatha.
5. Copy documents verifying **sufficient financial arrangements** have been made for the project. (*Refer to budget worksheet when estimating total costs.*) If other institutions provide portions of the project's funding, letters stating financial arrangements must accompany the application sent to Maranatha.
6. Arrange for **project management appropriation**. (*See #11, page 2, Standard Operating Procedures.*)
7. Send the above six items to: **Maranatha Volunteers International, Attention: Projects Department
1600 Sacramento Inn Way, Suite 116, Sacramento, CA 95815**

FINAL PROJECT APPROVAL — Occurs *after* you:

1. Work with Maranatha to **line up leadership** for the volunteer project;
2. Host a **site visit** for Maranatha project leaders;
3. Obtain **accepted plan review certification** (or letter from governing jurisdiction);
4. Submit **complete set of approved building plans** to Maranatha;
5. Provide **name and contact information of licensed individual** pulling permits for project;
6. Collaborate with Maranatha to **establish volunteer project dates**;
7. Recruit volunteers from your organization to participate in the Maranatha project.

MARANATHA PROJECT ADVERTISING - Begins *after final approval* is given. Advertisements appear in:

1. **The Volunteer**—Maranatha's quarterly magazine
2. **Maranatha Matters**—Maranatha's bi-weekly e-mail newsletter
3. Maranatha's web site—**www.maranatha.org**

1600 Sacramento Inn Way, Suite 116 • Sacramento, CA 95815 • 916-920-1900 • (Fax 916-920-3299)

leaders@maranatha.org • www.maranatha.org

WHAT MARANATHA REQUIRES OF YOU

1. Host site visit made by one-to-two Maranatha project leaders to your building location. (Cost of site visit to be paid by you.)
2. Cover costs of travel to and from building site for lead Maranatha project leader.
3. Supply housing and three meals a day for the Maranatha volunteers working on your project.
4. Provide accident/medical insurance purchased by you, the requesting organization, through Maranatha at a cost of \$2/person/day. A \$300 deposit should be sent to the Maranatha office 30 days prior to the project start date.
5. Ensure that a copy of the accepted Plan Review and a set of approved building plans are at Maranatha's office before project dates are scheduled.
6. Make certain all construction materials are on site before the project begins (so the volunteers will not lose time waiting for the materials). Complete required foundation and basement work, concrete floor, and exterior grading prior to the arrival of the volunteers.
7. You may need to hire a plumber, electrician, sheet rock finisher, etc. because Maranatha does not guarantee that all needed skills for your project will be present. You may also need to hire mechanical contractors for heating/air-conditioning as well as locally licensed workers for the electrical and plumbing work.
8. Have available a first aid kit at the work site, containing basic items as outlined by Maranatha.
9. Involve at least 25% of your constituency while Maranatha volunteers work on your project.
10. Support Maranatha's mission to provide much-needed buildings around the world by inviting your constituents to get involved in The \$10 Church program.
11. Arrange for Project Management Appropriation. Your contribution to Maranatha makes it possible for our non-profit organization to continue serving the needs of organizations like yours. This donation is considered a gratuity; any amount you can give is appreciated.
12. Designate a local coordinator to arrange housing, RV spaces, and meals; and assist Maranatha staff in obtaining area information. This coordinator will also work with Maranatha leaders to address other volunteer issues as they arise.

WHAT MARANATHA WILL DO FOR YOU

1. Line up Maranatha leadership to coordinate work efforts of volunteers so that assistance can be provided with your construction project in as many ways as possible.
2. Encourage volunteer participation by advertising the project in *The Volunteer*, *Maranatha Matters* and on Maranatha's web site (www.maranatha.org).
3. Inform the volunteers about details of the project—what they need to bring, how to get to the work site, who to contact, etc.
4. Volunteers who participate on the project will:
 - a) work six to eight hours a day (or more).
 - b) bring their own hand tools--hammer, gloves, measuring tape, nail apron, etc. Skilled workers will bring the tools of their trade as far as is possible, within the restraints of travel.
 - c) assist with the preparation of food whenever necessary. (There are usually several volunteers who are not necessarily able to work on the construction project but are willing to assist with preparation of the food.)