

Burnet County Donor Management Plan
To address the October 2018 Burnet County Flood Event
10/21/18

Burnet County and municipalities will follow Annex T, Donations Management as directed in the Burnet County Emergency Plan, (06/01/17) as it related to the October 2018 Highland Lakes Flood.

"The County Judge shall appoint a Donations Coordinator to manage the overall donations program and coordinate the efforts of volunteer groups and local government. The Donations Coordinator may be a volunteer or government employee familiar with the role of volunteer organizations active in disasters.

Burnet County Judge Oakley appoints the following citizens to serve on behalf of Burnet County and our communities as it relates to Donations for the Burnet County Flood, Oct 2018.

Volunteers and Services: Kevin Naumann, MFAEMS, Coordinator
Coordinating community volunteers and service efforts.

For information, contact:

Kevin Naumann: knaumann@mfaems.org

or

First Baptist Church, Marble Falls. Fbc.org/flood of Norman@fbcmf.org

FBC coordinating volunteers, equipping them with tools to assist those in need.

FBC data base links victims to volunteers.

Note: all persons volunteering during this flood event should contact the First Baptist Church at the email address listed above, to record the number of hours donated, expenses, auto/equipment use daily. THIS INFORMATION IS VITAL IN RECEIVING CREDIT FOR EACH OF THE MUNICIPALITIES AND COUNTY IN THE 25% MATCH ON TOTAL FUNDING. VOLUNTEER TIME SHEETS CAN BE LOCATED AT FBC.ORG/TIME.

Goods: Clothing equipment, toys, furniture, bedding, and other household goods will not be accepted by any government offices. ALL ITEMS SHOULD BE DONATED TO AREA THE MARBLE FALLS GOODWILL STORE, NOTING THE DONATION IS FOR THE 2018 BURNET COUNTY FLOOD. Goodwill will provide gift donation cards to the Burnet County Donation Management Committee

for distribution. Most churches will not be accepting these goods also. Churches should be contacted direct.

Food and Water: *Local Churches should be contacted directly for donations and distribution needs.*

DONOR MANAGEMENT OPERATIONS: (Value gift cards, checks, cash)

The County will not operate a system to collect, process and distribute donations to disaster victims. Burnet County Judge has appointed a Donor Management Team to oversee donations, which includes appointees from all jurisdictions affected by this flood event.

Until further notice, immediate donations should be sent to the First United Methodist Church, Marble Falls. 1101 Bluebonnet Drive, Marble Falls, TX 78654. 830-693-4341

DONOR MANAGEMENT OPERATIONS will be located at the Community Resource Centers of Texas, Inc. 1016 Broadway, Marble Falls, TX 78654. 830-798-4185.

Judge Oakley Appointments to the Donor Management Team:

Kevin Naumann, MFAEMS (knaumann@mfaems.org) and Donna Klaeger (dklaeger@txhf.org), Senior VP, Community Resource Centers of Tx, Inc. are appointed as Co-Coordination of the Donor Management Team to direct the establishment of a 2018 Flood Relief Fund for this incident, and to set up operations, management, administration and distribution of said funds.

Karen Hardin, Director of Burnet County Services, Donations Accounting Coordinator to assist in set up of Fund Relief account, manage the development and implementation of accounting policies, procedures, maintenance of records, reporting and distribution.

Midge Dockery, Key Cash Donations Management Coordinator to work with Co-Coordination to assist in set up of Fund Relief account, assist in the development of policies, and procedures, and maintain records of cash donations received and distributed.

Other Committee members as deemed necessary, will be appointed by the Co-Coordination.

The Donor Management Co-Coordiators will:

- *Develop a Donations management program directed by the Burnet County Emergency Management Plan*
- *Set up operations procedures to include but not limited to: establishing a non-profit designated donation account fund for receiving monetary donations for the Oct 2018 Flood Event*
- *Establish criteria for application, verification and distribution of donated funds to victims*
- *Establish specific wording for the "Pay to the Order of line" for all checks and other securities so that appropriate information can be provided to potential donors.*
- *Ensure written disbursing procedures to ensure that money disbursements have a clear mandate on how to prepare assistance checks, (ie, when, how much, to whom, for, etc)*
- *Receive, process/document, and distribute cash to verified victims that can be used to recover from this disaster*
- *Be responsible for correspondence related to the donation management program*
- *Work closely with community PIO to ensure donation needs and that pertinent information on the operation of the donation management program is provided to the media for dissemination to the public*
- *Shall compile and provide a routine summary of significant donations management activities to the Emergency Management Coordinators to be used in EOC briefings and Situational Reports*
- *Record all expenses incurred in operating the donations management system are to be documented. Volunteer name, hours, equipment costs, automobile costs. (EMC to provide appropriate forms)*

Donations Management Committee: Goal to include community wide leaders

Burnet County Judge Oakley appoints the following to serve on the Donations Management Committee.

Mayors or their appointees from the cities or community leader of Marble Falls, Horseshoe Bay, Granite Shoals, Spicewood, Kingsland, Burnet, Highland Haven, Cottonwood Shores

Marble Falls ISD representative: Wes Cunningham

Highland Lakes Faith Alliance members:

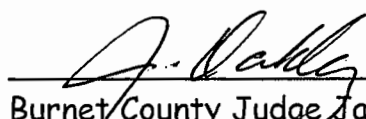
- Ross Chandler, First Baptist Church, Marble Falls
- Jackie English, Christ Redeemer Fellowship
- Ellen Ely, MF First United Methodist Church
- Matt Netzer, RockPile Church, Marble Falls
- Jon Weems, LakeShores Church, Marble Falls
- David Henneke, First Baptist Kingsland
- Jay Paul Roy, Hill Country Fellowship, Burnet
- Jeremy Cotto, Hill Country Fellowship, Burnet
- Randy Taylor, First Baptist, Granite Shoals
- Greg Neil, Church of Christ, Marble Falls
- Ed Kennedy, First Baptist, Spicewood

The Donor Management Committee will:

- *Appoint a Secretary to maintain a written record of the Committee's actions*
- *Meet initially to review and provide input to the 2018 Donor Management Plan to include but not limited to:*
 - Donations management program
 - Donations account
 - Distribution of cash cards
 - Criteria for application, verification and distribution of donated funds
- *Program Processes*
- *Meet, as needed, to determine the needs of disaster victims and inform potential donors of those needs through the media, social media, etc.*
- *Record all expenses incurred in operating the donations management system are to be documented. Volunteer name, hours, equipment costs, automobile costs. (EMC to provide appropriate forms)*

Unmet Needs Committee: Same appointments as the Donor Management Team

The function of this committee is to assist disaster victims who need assistance that local government has been unable to provide.


Burnet County Judge James Oakley
October 22, 2018