



Welcome

Dear Friend,

We are so grateful that you have answered the call to join the Samaritan's Purse Disaster Assistance Response Team. Thank you for your willingness to use your skills and gifts as part of our efforts to help the hurting in Jesus' Name and share the hope of the Gospel with those affected by disasters around the world.

You will play a critical role in serving the immediate needs of victims of civil unrest, famine, hurricanes, poverty, and other times of crisis. These people have lost loved ones, homes, personal belongings, and in many cases, their sense of hope. May God bless the work of your hands as you seek to share the light of the Gospel with those who are suffering.

Sincerely,



Franklin Graham, President
Samaritan's Purse



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Next Steps

Before you head to the field, there are a few things you need to complete.

1. Set up your employee email.

You should now have access to your Samaritan's Purse email account. Email is the primary method of communication for DART members. Please check your email daily for any operational updates and use it for all correspondence to Samaritan's Purse regarding work-related issues.

If you do not know your Samaritan's Purse email address or have forgotten your password, please email **ICTHelp@samaritan.org** or call **+1-828-588-8888** to request that your account information and password be reset.

2. Join our DART Signal group.

Join our DART Signal group and stay informed on the latest DART responses and updates. Group alerts are our first means of communicating to DART members when we decide to respond to a disaster.

Join the DART signal group by scanning the QR code or using this [link](#).



3. Complete Your Availability Survey.

The availability survey lets our staff know when you are able to deploy to any active or future response locations. If your availability changes, please update your availability survey accordingly. If your skill set and availability match the needs at one of our locations, a staffing coordinator will be in touch to discuss potential deployment. The availability survey can be completed [here](#). An up-to-date availability survey allows us to prepare for disasters and staff responses more efficiently. It does not guarantee deployment.

4. Register for DART Orientation.

Samaritan's Purse DART orientation introduces you to the scope and impact of the Ministry, provides key information, and affirms your calling with Samaritan's Purse. The six-day orientation includes DART training and security training.

DART training is designed to educate you on Samaritan's Purse systems and structure in preparation for disaster response. The goal is for you to have an understanding of humanitarian assistance in disaster response and teach you universal skills which can be applied to any disaster setting.

Security training is a two-day course that will teach you how to identify security threats and mitigate risk. Students should expect realistic role play in a controlled environment, including physically and emotionally stressful situations.

Be on the lookout for an email from our staff engagement team with a link to register for DART orientation.

***Note: Only domestic travel will be booked at this time.**

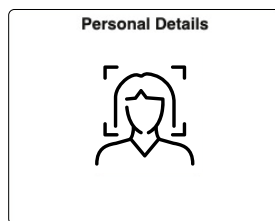
5. Access PeopleSoft.

PeopleSoft is our human resource management system where you can access payroll documents and update personal information.

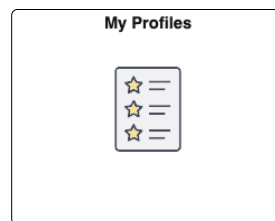
To access PeopleSoft, log in with your Samaritan's Purse credentials at apps.samaritan.org and click on the red PeopleSoft LIVE tile. There are three key tiles:



Payroll: View your paystubs and W-2 information.



Personal Details: Please keep your address, phone number, and emergency contacts up to date.




My Profiles: Please add any language skills to your Professional Profile.



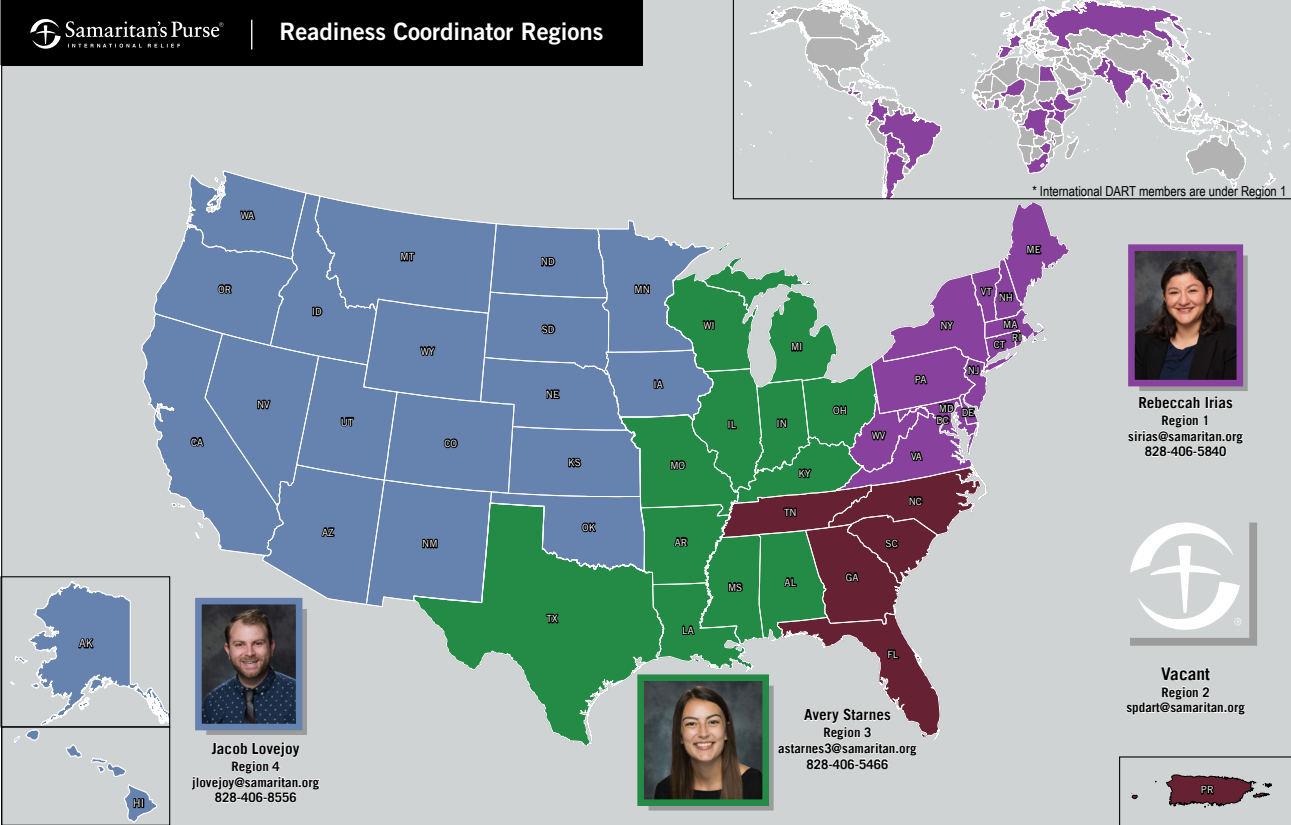
Use the **Help Center** widget on the right side of the screen to navigate through PeopleSoft.

Main Point of Contact

You are assigned a readiness coordinator based on your home address in PeopleSoft. Readiness coordinators are dedicated to answering your questions, ensuring you are connected to DART resources, and getting you plugged in to relevant trainings and deployments.



Readiness Coordinator Regions



* International DART members are under Region 1

Rebecca Irias
Region 1
srias@samaritan.org
828-406-5840

Vacant
Region 2
spdart@samaritan.org

Avery Starnes
Region 3
astarnes3@samaritan.org
828-406-5466

Jacob Lovejoy
Region 4
jlovejoy@samaritan.org
828-406-8556

“Be steadfast, immovable, always
abounding in the work of the Lord,
knowing that your labor is not in
vain in the Lord.”

– 1 Corinthians 15:58

Additional Information

Social Media Guidelines

Never post on social media during a DART deployment. A social media post can reveal DART locations and inadvertently reveal confidential information about beneficiaries.

Even after you return home, you should not post personal deployment pictures. Geolocation information attached to photos can harm the beneficiaries and staff in the field. Instead, Samaritan's Purse social media posts can be shared on your page.

Reimbursable Expenses

All DART trip expenses are required to be submitted via the Smart Receipts App. Prior to any trip you take with Samaritan's Purse DART, you will receive a step-by-step instruction guide on how to download the app and submit your expenses. Expense reports are to be submitted within two weeks of return home. It is the employee's responsibility to submit expense reports on time.

There are restrictions and guidelines on whether a purchase qualifies for reimbursement.

The following items are eligible for reimbursement:

- Recommended immunizations.
- Deployment entry visas/fees.
- Transportation.
- Meals not provided.
- Baggage fees.

Instructions to Keep in Mind

Prepaid Travel

Samaritan's Purse prepays for flights, hotels, and rental cars for your travel arrangements. Please notify the travel coordinator if you are in need of any of these PRIOR to your travel.

Personal Vehicles

If you decide to drive your personal vehicle, Samaritan's Purse will reimburse mileage (at the current IRS rate) to the departure airport with the most cost-efficient round-trip airfare at the time of travel.

Fuel costs for your personal vehicle are not reimbursable.

Rental Cars

All rental cars are to be prepaid by Samaritan's Purse. Fuel costs for rental cars are reimbursable.

Baggage Fees

One checked bag is reimbursable for a trip over five days.

Pursuant to IRS guidelines, the following elements of substantiation are required for each claimed expense:

The receipt is from BILL'S CAFE, dated 10/28/20 at 7:26 PM. It lists items: 1 x Salad (10.95 ₪), Lamb (2.95 ₪), and 1 x Just Falafel (2.95 ₪). The subtotal is 16.85 ₪, with a total tax of 1.14 ₪, resulting in a total of 17.99 ₪. A tip of 3.60 ₪ is added, for a total charged of 21.59 ₪. The payment method is a card with AID A0000000048541. The receipt also includes a transaction number, a server name (Mike), and a disclaimer at the bottom.

Item	Amount
1 x Salad	10.95 ₪
Lamb	2.95 ₪
1 x Just Falafel	2.95 ₪
Subtotal	16.85 ₪
Total Tax	1.14 ₪
Total (USD)	17.99
Amount	17.99
Tip	3.60
Total Charged	21.59

Vendor Name: BILL'S CAFE

Date: 10/28/20, 7:26 PM

Items: 1 x Salad, Lamb, 1 x Just Falafel. Must be translated to English, if in a foreign language.

Payment Method: AID A0000000048541. Must show last four digits of card used or cash received.

Total: 21.59. Tipping is reimbursable up to a reasonable amount. If over \$10, note reason.

Missing Receipts

Expenses of under \$75 require an additional Missing Receipt Form (obtained from travel coordinator). Expenses equal to or greater than \$75 cannot be paid without a vendor receipt/invoice.

A credit card statement does not act as a vendor receipt (per IRS guidelines).

Nonreimbursable items include lost or stolen luggage, alcohol, long-term airport parking during deployments (5+ days), personal hygiene items, passport renewals, over-the-counter medication, excess baggage, etc.

Missing Elements

If any of the needed information is missing, please write the needed documentation on the receipt.

Helpful Tip:

Take photos of your receipts immediately to help keep track of them during your trip.

Immunizations and Medication Information

Check the CDC website (<https://www.cdc.gov/features/vaccines-travel/index.html>) for the recommended immunizations and medications. Those received as a child and needing boosters as an adult (tetanus/diphtheria, polio, measles/mumps/rubella) are usually recommended for any deployment.

Reimbursable Immunizations (submit receipts to spdartreceipts@samaritan.org)

- Hepatitis A (series of two injections; second dose 6-12 months after first dose).
- Tetanus/diphtheria (Booster needed every 10 years unless you experience a puncture wound, and it has been more than five years since your last tetanus shot).
- Typhoid (either orally in capsule form – good for five years, or a Typhum VI injection – good for two years; please note that oral typhoid is a “live” vaccine and must be completed prior to beginning malaria prophylaxis as it may alter the immunity of the typhoid).
- Polio (adult booster).
- Measles/mumps/rubella (if born in 1957 or later, two doses after the age of 12 months).
- Yellow fever (required only if you are traveling to a country with a risk of yellow fever).
- COVID-19: May be required to enter a country for certain international deployments. (Negative PCR or Antigen tests may also be required prior to deployment.)

Please consult your healthcare provider to discuss your options and what is best for you given your medical history. Samaritan’s Purse as a ministry does not require our staff to have particular vaccines in order to be employed. This includes the COVID-19 vaccine. However, there may be certain vaccines which are required to enter foreign countries for particular responses. If a vaccine is required, you will be notified by the staffing coordinator for the response.

“Commit your work to the LORD,
and your plans will be established.”

– Proverbs 16:3, ESV

Frequently Asked Questions

How does Samaritan's Purse decide what disasters DART responds to?

Samaritan's Purse leadership considers many factors such as accessibility, capacity, and strategic opportunities for ministry.

How many times a year can I expect to deploy?

We ask that DART members are available to deploy at least 3-4 weeks once a year. Deployment frequency can vary depending on the number of disasters Samaritan's Purse responds to and individual availability.

I'm ready to serve. How do I get deployed?

When Samaritan's Purse responds, you will be notified by email and/or text. This will give you an opportunity to ensure your availability survey is up to date. The IDRU will use this information to match skill sets and availability with our staffing needs on the ground.



What is an availability survey?

The IDRU and Incident Management Team utilize the availability survey to match DART members with service opportunities throughout the year. This survey is our primary point of reference to make DART staffing decisions, so be sure to regularly update it.

What happens after I submit my availability survey?

Our staffing coordinators will evaluate all of the submissions and determine what skill sets and availability match our staffing needs on the ground. If you are a match, one of our coordinators will call you and talk through the next steps of the deployment process.

Can you confirm my availability survey was completed?

During a response, we receive a high volume of emails. We may not have the capacity to check survey completions. Please carefully take the time to ensure your survey is completed correctly. Once you click “Done” at the end of the survey, you will see a message thanking you for your submission. If you do not believe your survey was submitted, please fill it out again.

Do I need to fill out the availability survey multiple times?

We recommend submitting your availability when it changes or on a monthly basis. If you are unavailable, you may indicate on the survey when you will be available again.

Can you tell me if I will be deployed during a certain response?

The nature of disaster responses is very fluid. We understand that you have other responsibilities and may even need to request time off from another job to deploy. We will always do our best to give you as much notice as possible, but staffing needs change on a daily, sometimes hourly, basis during a response.

Is there anything I can do to increase my chances of being deployed?

We want everyone to have the opportunity to deploy! The key factors in selecting staff are skill set needs and availability. Be sure to keep your availability updated on the survey and ensure your passport, licenses, and immunizations are current. If you have previous experience in a country or language skills that are relevant to a specific DART response, please be sure to include that in the comments section on the availability survey.

How do I know what to pack and how I’m traveling?

On the phone call with the staffing coordinator, you will discuss your mode of travel. Most often, this involves booking flights and sometimes rental cars. The staffing coordinator will get all the relevant information from you and then send that information to the travel coordinator. The travel department will then book all of your travel. You will also receive a pre-deployment packet which will include all of your travel information and a recommended packing list. Travelers will need a smartphone and should download the Signal app, as this is our primary means of communication in the field.

Do you travel in groups or alone? How do I know where to go next?

Each person receives their individual travel information. You may run into other DART members in the airport, but travel is scheduled on an individual basis. It is important that you are an independent traveler. In your pre-deployment packet, you will receive information about where to go after you land. You will also want to watch your email in the days leading up to your deployment for updated information.

My spouse or friend is also on DART. Can we deploy together?

It is not guaranteed that you would deploy with your spouse or friend(s). The decision on who deploys is based on the needs of each individual response.

Can DART deployment opportunities be sent to my personal email?

Unfortunately, no. Our main line of communication will be through your Samaritan's Purse email account, and our expectation is for you to use this when deployed. Please be sure to check your email regularly to stay connected!



General Packing List

Make sure to include ID tags on your luggage and take photos of your luggage for easy identification. If possible, travel only with carry-on luggage.

Watch a video on recommended items for your “go-bag” [here](#).

Personal Items

- Plane tickets.
- Valid passport (minimum six months until expiration).
- Color copies of passport signature, barcode, and visa pages.
- Personal snacks, especially if you have dietary restrictions.
(We are not able to accommodate specific diets on the field, e.g., vegan, vegetarian, gluten free, etc.)
- Extra passport-sized photos.
- Smartphone (unlocked, GSM capable), charger, and cable.
- Plug adaptors and/or voltage converter.
- Personal contact and in-country emergency contact information.
- Watch and/or alarm clock.
- Flashlight/headlight.
- Towel(s) and washcloth(s).
- Toiletries.
- \$300 cash (untorn, unmarked, 2006 or newer bills).
- Bible and journal.
- Water bottle.

Clothing

- Clothing – conservative, versatile, durable, comfortable, able to layer, easy to launder.
- Change of clothes (carry-on).
- Business-casual outfit for meetings or church.
- Hat or cap, sunglasses (sun protection).
- Rain jacket.
- Shoes (sandals, shower shoes, work shoes, comfortable, closed-toed shoes).
- Samaritan’s Purse-branded clothing (if applicable).
- Socks and underwear.
- Short- and long-sleeved shirts.
- Pants.

Personal Health

- Personal medication for the duration of your deployment.
- Medication for pain, headache, feet, cold and flu, allergies, and diarrhea.
- Record of blood type and eye prescription.
- Feminine hygiene items.
- 30 SPF sunscreen.
- DEET insect repellent.
- Hand sanitizer.
- Extra eyeglasses (especially if you wear contact lenses).

Project Equipment/Medical Equipment (if applicable)

- Scrubs.
(You may want to pack some outfits/scrubs in your carry-on bag in case your luggage is delayed in transit.)
- Stethoscope, pulse oximeter, and trauma shears.
- Surgical hat (if necessary).
- Photocopies of medical license/credentials.
- Notebook.
- DART badge (if applicable).

Optional

- Sleeping bag or blanket.
- Earplugs.
- Hammock.

“Let your light so shine
before men, that they may see
your good works and glorify your
Father in heaven.”

– Matthew 5:16

- Basic first aid.
- Laptop or iPad/tablet.
(Samaritan's Purse will provide work laptops/iPads for positions requiring them. Personal devices are optional.)
- Bug spray/repellent.
- Multi-tool/Leatherman™.
- Gatorade™/coffee packets.
- External power bank.
- Laundry bag.
- Personal books/e-reader.
- Tape.
- Small roll of toilet paper.
- Small daypack.
- Soap (hand-washing clothes, showering).
- Large zip-lock bags (dry storage).
- Travel mug.

How to Stay Connected

Even though you may not be on a deployment, you can still stay connected with your fellow DART members!

Join our private [DART Facebook group](#) for the latest DART news and updates from team members.

Connect professionally with other DART members on our [LinkedIn](#) page.

Regularly check your Samaritan's Purse email account at email.samaritan.org.

Follow **Samaritan's Purse** on social media platforms.

Join our [DART Signal group](#) for response notifications and updates.

Bookmark our [DART Resources landing page](#) for easy access to all our resources.

Listen to the Samaritan's Purse podcast. Visit ontheground.samaritanspurse.org.

Email spdart@samaritan.org with any questions.