**Statement of Understanding between a Local Disaster Relief Organization (LDRO) and Texas Baptist Men Disaster Relief (TBMDR). Please complete on Electronic Device or Print Legibly.**

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| --- | --- | --- | --- |
| Unit Number: |       | TBM Area |       |
| Unit Type & Description: |       |
| Physical Location (City, State) |       |
|  |
| **LDRO Name (501 C3)** |       |
| Address (Number and Street): |       |
| Address (City, State, Zip): |         |
|  |
| LDRO Authorized Representative: |       |
| Title/Position: |       |
| Contact Number: |       |
| Email: |       |
|  |
| Owner’s Name:  |       |
| Address (Number and Street): |       |
| Address (City, State, Zip): |       |
| Contact Number: |       |
|  |
| Primary Contact Name: |       |
| Contact Number: |       |
| Email: |       |
|  |
| Backup Contact Name: |       |
| Contact Number: |       |
| Email: |       |

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The **LOCAL DISASTER RELIEF ORGANIZATION** and **TBMDR** freely and mutually agree to the following conditions of cooperation in disaster relief ministries.

1. **LOCAL DISASTER RELIEF ORGANIZATION**
* Defined as Church, Association, or other Organization responsible for Unit and must be a 501 C3 organization.
* The local disaster relief organization has full authority to determine what disaster relief project or

Ministry it will undertake.

* The local disaster relief organization may accept invitations from other Baptist Associations to assist with disaster relief planning, preparation or promotion. The local disaster relief organization will use operating procedures, titles and job descriptions that are compatible with Texas Baptist Men (TBM) and Southern Baptist Disaster Relief (SBDR) in order to enhance the team’s role in state and national disaster relief efforts.
* The local disaster relief organization agrees to adhere to TBM policies related to the use of the SBDR and TBM logos and uniforms.
* As a part of the TBM and SBDR disaster relief network, the local disaster relief organization will adhere to training requirements for team members and will meet minimum criteria for units and equipment.
* As a part of the TBM and SBDR disaster relief network, the local disaster relief organization will maintain their units(s) appearance and conditions in a way that will reflect positively on SBDR and TBM.
* As a part of the TBM and SBDR disaster relief network, the local disaster relief organization will utilize the paint scheme and logos as prescribed by TBM. TBM may help in funding the painting, signage and logo application on a case-by-case basis.
* Financial responsibility and ownership of material and equipment developed by the local disaster relief organization remains with them. They retain sole responsibility for all operational cost, including insurance, damages and liabilities that may be declared against the unit or its members.
1. **TEXAS BAPTIST MEN DISASTER RELIEF**
* Upon request, TBMDR will assist the local organization with planning, training and preparation for disaster relief projects, or disaster relief units.
* When a TBMDR invitation is accepted by a local disaster relief organization to respond to a disaster or other event, those units will operate under TBMDR policies and procedures for the duration of that deployment.
* When deployed at the request of TBM the local disaster relief organization retains responsibility for staffing the unit with trained men and women from its own area. If the disaster relief organization is unable to adequately staff the unit, assistance in staffing may be requested from TBMDR.
* During a TBMDR deployment (in or out of state), the local disaster relief organization agrees not to relocate its unit(s) without authorization from TBMDR.
* Texas Baptist Men Disaster Relief will reimburse some expenses of deploying a unit as outlined in the most recent “Texas Baptist Men Disaster Relief Expense Reimbursement Guidelines.”

**This Unit Agreement (statement of understanding) between Local Disaster Relief Organization and Texas Baptist Men Disaster Relief becomes effective on the date of execution and remains in effect unless terminated by written notification from either party to the other.**

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|  |        |
| **Signature of Authorized Representative** |  **Date** |

|  |  |
| --- | --- |
|  |        |
| **Signature of Disaster Relief Director** |  **Date** |

 **Please return ORIGINAL form to:**

 **Texas Baptist Men**

 **5351 Catron**

 **Dallas, Texas 75227**

 **Attn: Disaster Relief Director**