



**2009**

**TOOL COORDINATOR MANUAL**

**NORTH/NORTHWEST TEXAS**

Provide Christ-Centered,  
Quality Youth Work Camps  
That Serve People In Need  
And Promote Spiritual Growth  
And Leadership Development In Youth



## U.M. ARMY VISION

Continue to grow in ministry with God and become the hands and voice of Christ while receiving guidance from the following core principles:

- We are a God-led, volunteer, youth-focused organization.
- We believe God changes lives through the U.M. ARMY experience.
- We believe in increasing the number of lives touched in a planned and responsible way.
- We believe in being proactive in protecting the persons we touch, the environment and the corporate organization.
- We believe camp operation can be accomplished with hard work, compassion and honesty.
- We believe in developing well-trained camp leadership.
- We believe that all aspects of the U.M. ARMY organization will be managed with integrity.

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# **TOOL COORDINATOR MANUAL**

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# WHAT IS MY ROLE AS TOOL COORDINATOR?

The position of Tool Coordinator at a U. M. ARMY camp is vital to the success of having efficient, rewarding, and meaningful experiences at the work site, which is our mission field.

The Tool Coordinator is responsible for organizing and maintaining the inventory of tools and building supplies throughout the week of camp. Included is the responsibility for ordering the lumber and building materials, and making sure additional supplies are available during the week for the Work Teams. Additionally you may be asked to arrange for the trash disposal.

The Tool Coordinator works closely with the Site Coordinator and the Color Group Leaders to ensure that the Work Teams have what they need at the work site. Open communications and close cooperation in these three areas is essential.

## TOOL INVENTORY

Each Participating Church sends a supply of tools with their group (see “Warehouse Tools”). These tools are marked with a particular identifying church color and unloaded on Sunday at the tool storage area where they become the Tool Coordinator’s responsibility. These items include ladders, shovels, rakes, yard equipment, etc. These are “community” tools for the week, and are to be used as needed at the work sites. The Tool Coordinator is responsible for dispensing the tools and seeing that they are returned to the storage area when not in use. When the groups leave at the end of camp they will pick up their tools and return them to the Participating Church.

The Work Team Tool Kit (see “Work Team Tool List”) contains tools that stay in the vehicle of the Work Team Adult, and are not the Tool Coordinator’s responsibility.

## BUILDING MATERIALS

The Tool Coordinator is responsible for ordering lumber and building materials, taking delivery, and dispensing these supplies to the Work Teams and Color Group Leaders. Lumber and building materials are stored near the tool storage area.

All tools and building materials should be on hand, organized, and ready for the Work Teams on Monday morning.

The following pages offer further information, some helpful suggestions, and “best practices” to make this part of a U. M. ARMY camp run smoothly.

# PRIOR TO CAMP

As early as possible, contact the Camp Director and Site Coordinator for your camp. You will be working closely with these individuals, and it is important that you understand exactly what is expected.

## **Generate Materials List from Pre-Sites**

The Site Coordinator will be going to the Host Church a month or more before camp to do pre-site work. This is an excellent time for you to join the coordinator and their crew at the Host Church, and become familiar with the facility and the surrounding area. It is also a good time to introduce yourself and become familiar with the suppliers you will be dealing with during camp. There will be more information on suppliers further on.

Check with the Camp Director and Host Church Coordinator to see where the tool and lumber storage area will be. If security is an issue, make sure these areas can be locked or secured at night for safety. If there is no secure area, one of the participating churches needs to bring a truck or enclosed trailer to lock up expensive tools overnight.

If it is your responsibility to arrange for trash service, check with the Host Church Coordinator and the Camp Director about service during camp. If there will be a roll-off container delivered to the church, check to see when it will arrive and where it should be placed.

Contact the Site Coordinator about ordering materials for the beginning of camp. The coordinator will have the completed pre-site sheets to determine exactly what is needed for Monday. If this list is not available, place your order based on the "Precamp Delivery Order" found in this manual. Work teams should have all the materials they need to start work on Monday morning at 7:30AM.

Place your initial order with the supplier for delivery on Sunday afternoon. If they do not deliver on Sunday, have them deliver on Saturday. You will need to be there for this delivery, or arrange for some other person to be there and take delivery to make sure it is put in the right place and is protected overnight if there is a threat of rain.

## **Purchase Procedure**

Most, if not all, of the suppliers with whom you will be dealing will have open accounts under the U. M. ARMY name. You will not need to open any accounts, nor will you need to pay for any materials or services from these suppliers. Purchases will be billed to the U. M. ARMY office.

Check with your Camp Director about specific suppliers and purchase procedures for your camp. In most cases, the Camp Director will be the person authorized to make purchases and designate other authorized buyers. In all cases, the Camp Director will know the purchase procedures for your camp. Any questions or problems in this area should be directed to the Camp Director or the U. M. ARMY office.

# DURING CAMP

## **SUNDAY**

- Check all supplies, and organize lumber in stacks by size. Place lumber on skids to keep it off the ground, and cover plywood with plastic to protect it from rain.
- Unload "Warehouse Tools" from arriving church vehicles (get the campers to help with this), and organize them in the storage area. Be sure expensive tools are secured.
- Verify list of authorized buyers. Have maps or directions to suppliers available for adult leaders.
- Verify list of cell phone numbers for adult leaders. Check with the Camp Director or Administrative Coordinator first. They may be preparing a cell phone list for all adults in camp.
- If you have time and space, set up a 'marshaling area'. This is an area where work teams can gather and set up supplies and tools for the following day, and have everything ready to go prior to loading. They will need signs to mark their area. This is a great time saver, and helps the teams get out early in the morning.

## **SUNDAY NIGHT ORIENTATION**

When meeting with the Work Teams:

- Explain the rules of the Tool Area. The Tool Coordinator sets the rules as to who, how, when, and so forth. Included will be things like traffic flow of work team vehicles, checkout procedure, check-in procedure, etc.
- Stress safety, Safety, SAFETY! Unsafe tools, unsafe conditions, power lines, ladders, safety goggles, etc.
- Explain that all tools and paint brushes must be cleaned BEFORE returning to warehouse.
- Make sure Work Teams know not to leave any tools at the work site overnight.
- When loading in the morning, the Work Teams should take everything (tools and supplies) they will need, and ONLY what they will need. They should not take a full roll of screen for two windows, 5 lbs. of nails for one handrail, etc.
- For supplies needed at the work site; if it is an immediate need, contact Color Group Leader; if it can wait until the next day, make a list and call it in so it can be available.
- U. M. ARMY does not leave material at the client's house for them to do work at a later time.
- If there is a 'marshaling area', explain how it works.



## **DAILY**

- Open tool area early, and prepare for Work Teams to pick up supplies. Help them find and select what they will need. Some items will be loaded on Work Team vehicles, others will be loaded on Color Group Leaders vehicles for delivery to work site.
- Be available to answer questions, assist in construction plans and material requirements, and trouble shoot at work sites if needed (time permitting).
- After the work teams leave for their sites, take a break. Use the day to straighten up supplies, take inventory, and review next day job assignments with the Site Coordinator. Based on the next day's needs, make a trip to the lumber yard and hardware store to restock. Make repairs where needed, combine partial cans of paint, etc.
- As work teams return in the evening, have them unload warehouse tools, paint, lumber, etc. which is not needed the next day. Also have them prepare supplies for tomorrow if you have a marshaling area.
- Have Color Group Leaders and Work Team Leaders turn in the next day material requirements every evening, sooner if possible to have more time to be prepared.
- Keep records of money spent. Tell anyone picking up supplies they must turn in the receipts to you at the first opportunity. Turn in all receipts daily to the Administrative Coordinator.
- At the end of the day, secure the tool area and cover lumber.
- Participate in all aspects of the work camp. The Tool Coordinator is an important role model, and serves in an adult leadership role for the entire camp.

## **FRIDAY**

- Coordinate with Color Group Leaders the final trash pickup at the work sites.
- Return unused materials to merchants for credit. This may be done in two stages; the first being in the morning with the bulk of the unused materials, the second being late in the day when all of the work teams have returned.
- Use good judgment on leftover supplies. Small lumber scraps should be thrown away. Work teams should be instructed to leave small quantities of leftover paint at the work site (paint cannot go to the landfill). Other supplies may be left at the Host Church (with permission) for future projects, or used at a U. M. ARMY camp in a nearby town. In any case, U. M. ARMY does not have warehouse space for storing leftover materials, so everything must be disposed of in some way at the end of the camp/camp season.
- Check with the Safety Coordinator about the Friday afternoon carwash. You may need to furnish supplies such as hoses, nozzles, buckets, shop vacs, etc.
- Have groups sort warehouse tools by church color. After the vehicles are washed, start loading tools for the return home.
- Contact merchants and get final bill totals for payment. Camp Director has the blank checks to pay final bills or may arrange for the final bill to be sent to the U.M. ARMY office for payment.

## **SATURDAY**

- Assist with the church cleanup by providing any needed supplies.

# TIPS ON SUPPLIES

## Paint:

- For exterior painting, white exterior acrylic/latex for walls, black exterior acrylic/latex for trim, and gray oil-base enamel for porches (this paint needs paint thinner for cleaning brushes). For amounts, use 150 – 200 sf/gal.
- For interior painting, white interior acrylic/latex (note: exterior latex can be used inside in a pinch). For amounts use 250 sf/gal.
- If primer is needed, water can be added to any acrylic/latex for primer paint.

## Doors:

- Screen Doors; wood t-bar screen doors come in a standard length, but varying widths. Be sure to get the correct width measurement. Screen door hardware is usually available in a package that has everything needed (Screen Door Kit).
- Exterior Doors; prehung metal doors are doors that are mounted in a door frame complete with threshold. These also come in varying widths (usually 32” and 36”) as well as ‘right hand’ and ‘left hand’ (this describes the swing of the door). To determine whether it is a right or left hand door, open the door and notice if it is a clockwise or counterclockwise movement as the door is opened. Clockwise – right hand; counterclockwise – left hand.
- Be sure to purchase the lock set (door knob), and dead bolt lock if there is a hole for it in the door.

## Window Glass:

- Use the “1/8 inch rule”. Measure exact interior dimensions, and subtract 1/8 inch.
- For wood frame windows, remember glazing points and glazing compound. Glazing compound is available in a tube that fits in a caulking gun, and this makes application a breeze.

## Treated Lumber – Untreated Lumber:

- Treated lumber (and treated plywood) is for exterior use only; specifically for porches, decks, ramps, and places where the lumber will be in ground contact, or in close proximity to the ground. Treated lumber is not necessary for exterior siding repairs, or places that will receive a good coat of paint. Treated lumber is not for interior use. Treated lumber does not need to be painted. In fact, it is difficult to paint because it is usually wet from being stored outside at the lumber yard. Once it is thoroughly dry, it should get a good sealant, but drying can take several days.

## Donated Materials:

- If materials are offered as a donation, accept them ONLY if you are sure you will use them during the week. Do not accept colored paint. We use only white & black. We cannot throw away paint; the landfills will not accept it.

We do not leave materials at a client's house for them to do work at a later time. This is not in keeping with our mission and vision.

# WAREHOUSE TOOLS

The following tools should be supplied by each participating church group to be put in the tool warehouse area at camp. These tools will be available to the whole camp to be taken out to the work sites when needed. Groups smaller than 20 in number should try to bring at least one of each item. All items should be marked with your church color and owner's name.

## For Every 5 People:

- 1 extension ladder
- 1 step ladder
- 1 leaf rake
- 1 shovel (flat or spade)
- 1 post hole digger
- 1 saw horse kit

## For Every 10 People:

- 1 hedge clippers
- 1 hoe
- 1 lawn mower
- 1 gravel rake
- 1 sharpshooter shovel
- 1 wheel barrow
- 1 sledge hammer
- 1 jumper cable
- 1 rope for lifting things

## For Every 20 People:

- 1 insect sprayer
- 1 ax
- 1 bow saw
- 2 swing blades
- 2 masonry trowels
- 1 vacuum cleaner
- 1 plunger

## Work Team Tool Kit

Each work team's vehicle must have the following tool kit, cleaning kit and first aid kit. These items are essential for the work team to complete its tasks. Every effort should be made to include all the items. Each item should be marked with the church color and the owner's name. Each Work Team Adult must have a vehicle with at least five seat belts in working order, room for four or more youth, and the three kits listed here.

- 4 claw hammers
- 1 hand saw-rip or crosscut
- 1 circular power saw and new blades
- 1 power drill with bits
- 2 electrical extension cords
- 2—3 prong adaptor plugs
- 1 pair pliers
- 1 pair needle nose pliers
- 1 pair vice grips
- 1 Phillips screwdriver
- 4 paint scrapers
- 1 yardstick
- 2 tape measures, 25' - 100'
- 1 wood rasp
- 1 square
- 1 level
- 1 role masking tape 3/4 or 1"
- 1 miter box

- 2 utility knives with retracting blades
- 3 putty knives
- 1 chalk line with chalk
- 1 staple gun with 4 boxes of 1/2" or 1/4" staples
- 2 roller trays with rollers
- 4 new paint brushes 2"
- 4 new paint brushes 4"
- 2 drop cloths for painting
- 6 empty coffee cans or other container for paint
- 1 flat screwdriver
- 4 pair safety goggles
- 2 dust/paint masks
- 2 carpenter pencils
- 1 metal file/ flat
- 2 tin snips
- 1 caulking gun with 1 spare tube of caulk
- 1 large ice chest for your food
- 2 gallon jugs of water

## **Work Team Cleaning Kit**

Assorted cleaning rags (cotton is best)  
Assortment of sponges  
2 buckets (plastic or metal)  
1 mop  
1 broom and dust pan  
1 scouring powder (Ajax, etc.)  
1 bottle of cleaner (409, etc.)  
4 cans of wasp spray (long range, quick acting)  
1 fire ant powder or liquid (quick acting) – not needed in Northeast Jurisdiction camps  
1 roach spray or powder  
1 pair rubber gloves  
1 toilet brush and cleaner  
1 box of trash bags  
1 jar Gojo, Instant Orange, etc. for cleaning hands

## **Work Team First Aid Kit**

Assortment of Band-Aids  
Anti-bacterial hand wipes  
Insect repellent  
Insect bite cream or spray  
Sun block-16 SPF or higher  
Plastic bottle of hydrogen peroxide  
Bag of cotton balls  
Bottle calamine lotion  
2" ace bandage  
Neosporin cream or ointment  
Roll gauze  
Roll tape for gauze  
Pair of tweezers  
Box of Pepto Bismol tablets  
Box of baking soda for wasp stings  
1 gallon of distilled water for cleaning wounds

You can also purchase a complete kit at Wal Mart or Target.

# SAMPLE U.M. ARMY PRE-CAMP DELIVERY ORDER

(Note: If a comprehensive materials list is not available for your first order, this is an initial order to be used for Monday morning to get camp started. A comprehensive order of exact material needs, taken from pre-site visits, should be delivered ASAP Monday for the remainder of the week.)

## Treated Lumber

2 x 4 - 8'	40	2 x 4 - 12'	6
2 x 6 - 10'	30	2 x 6 - 12'	6
2 x 8 - 8'	30	2 x 10 - 8'	8
2 x 10 - 12'	4	2 x 12 - 8'	4

## Yellow Pine

1 x 2 - 8'	20	1 x 4 - 8'	20
2 x 4 - 8'	10		

## Plywood

3/8" Treated	2	1/2" Treated	10
3/4" Treated	20		

Screen Molding      100 l/f

Concrete Ready Mix	10 bags	T-Bar Wood Screen Doors - 32"	3
12 x 12 x 2 Concrete Pad	6	Screen Door Kits	3
4 x 8 x 16 Cinder Block	6	36" Window Screen	3 rolls
		Spline	8 pkg
Drywall 1/2" x 4 x 8	16	White Paint	35 gal
Drywall Tape	5	Black Paint	5 gal
Drywall Mud	3 gal	Grey Deck	15 gal
		Caulk	24 tubes
Nails: 6d Galv Common	5 lbs	Screws 2" Ext. Screws(combo tip)	5 lbs
8d Galv Common	5 lbs	2 1/2" Ext Screws(combo tip)	3 lbs
16d Galv Common	5 lbs	3" Ext. Screws(combo tip)	3 lbs
6d Galv Finish	3 lbs	3 1/2" Ext. Screws(combo tip)	1 lb
8d Galv Finish	3 lbs	#2 Square Driver Bits	5 lbs
		Sheetrock Screws	2 lbs
		2" Wood Screws	1 lb
		3" Wood Screws	1 lb