



Massachusetts Department of Public Health
Office of Preparedness and Emergency Management

MRC MINI GRANT REPORTING FORM

For units who received an MRC mini grant in BP4, please complete this form as part of the end of year reporting.

Project General Information:

MRC Unit Name:	Greater River Valley MRC
Point of Contact Email:	joanne.belanger@andoverma.us
Name of Project:	Photo ID Badges
Person Completing Report:	Joanne Belanger
Date:	7/26/2016

Project Description - Please write a brief narrative (1 to 2 paragraphs):

Greater River Valley MRC volunteer badges were out of date or nonexistent. We initially badged our volunteers a number of years ago. Since then our unit has grown. We were told that one of the benefits of joining the MA Responds system would be that a uniform badging system would be provided that would result in a consistent badging operation for MRC volunteers throughout the state. Since that had not occurred, we wanted to update all of our volunteer badges so as to make our unit membership identifiable as needs arise and response is required. In order to do so we needed to purchase a badging machine, blank cards, ribbon, and an operating license. We needed postage to send completed cards to our membership which consists of approximately 300 members. We also needed to budget for the staff support to carry out this task. This included membership notification, taking and identifying new photos of the membership, printing of badges, and mailings. This endeavor will ultimately improve the identification of the volunteers in the Greater River Valley MRC, including proper credentials. And as a result of this project, we were also able to assess the status of our volunteer members and remove anyone who no longer wished to be part of the GRV MRC.



Project Details:

<p>Project Rationale: How did you choose this project? (Related to AAR, or other gaps)</p>	<p>We felt that a big gap in our credentialing and visibility was not having current badges to identify our members. In some cases, members had no photo badge at all but only a generic GRV MRC badge. Not only was this an issue in the event of an emergency but it did not create any sense of professionalism. We want our members, and the Unit they belong to, to be seen as a legitimate and functional entity.</p>
<p>PHEP Capabilities that your project addressed: http://www.cdc.gov/phpr/capabilities/</p>	<p>Capability 15: Volunteer Management</p>
<p>Objectives that your project addressed.</p>	<p>Objectives: *Proper Identification of GRV MRC members, including proper credentials *Notify all members of rebadging system: 1. drills our communication system 2. allows assessment of active vs. non-active status 3. updates photos on file and updates member info</p>
<p>Project Planned Activities: What deliverables, products, or outputs were expected? Did you meet those outputs? Where different outputs achieved?</p>	<p>All equipment was purchased, received and members contacted via email or phone. Drop in times were established for members to get photos taken and update information. If those times did not work, individual times were worked out. Drop in dates and times will continue as that is a regular activity for this unit. There have been some email and member information corrections which helps keep our data base up to date. No one has resigned from the unit so our active vs. non-active status was assessed. We still have members that need to update badges but the timing was short and it corresponded with the end of the school year and summer vacation. This will be an ongoing project.</p>
<p>Funding Associated with this project: (Please provide a narrative of the costs)</p>	<p>SALARY for Coordinator: 50 hours X \$27.50 = \$1375.00 EQUIPMENT list and costs: Magicard Enduro card printer \$1,298.00, Alphacard ID Suite Standard Software \$400.00, 2</p>



incurred with this project).	Magicard YMCKO 5 panel Ribbons \$188.70, Plain white PVC Badging Cards \$39.95, Logitech Webcam C270 \$49.00, Enduro & Rio Pro \$28.98, System Discount 212.28 Total = \$1792.35 POSTAGE: Postage = \$332.65
Other feedback or comments to share about your project?	Members were very happy to either update their badges or get their first photo badge. It had been a question asked to me for a while – when will the badges come?? I think it is very important to have our members feel like they are members of a legitimate, important organization and are credentialed as so.