



## **JVC CITY BINDER CHECKLIST**

Remember how excited you were at Orientation when you first got to look at your City Binder? City Binders are a valuable and fun resource for incoming volunteers. Keeping them updated, accurate, and exciting is a great help for both JVC staff and incoming Jesuit Volunteers. We appreciate your help in using the suggestions on the following checklist to make sure your City Binder is the best it can be.

### ***☐ Housing information***

Landlord information, a photo of the house, neighborhood info and organizations, miscellaneous tips (i.e. there may be some quirks about your house).

### ***☐ Maps and directions***

City map, public transportation map and schedule, nearby bus stops, locations of places to buy public transit passes, good bike routes, directions from the house to placement agencies.

### ***☐ Local people and organizations***

Contact information for spiritual directors, local activists, neighbors, FJVs, Jesuits, other volunteer communities, Catholic Worker House, other social justice organizations.

### ***☐ Spirituality***

Churches, special prayer services, Mass times, spiritual groups, local Jesuit residence.

### ***☐ Things to do for fun***

Farmer's market, cheap eats, free entertainment, the YMCA, parks, museums, theaters, coffee shops

### ***☐ Practical recommendations***

Grocery store, food co-ops, laundromat, doctors and dentists that take JVC insurance, banks, drug store, mechanics, barber shops, thrift stores, etc.

### ***☐ Outgoing community's forwarding information***

Let the new volunteers know if it's OK to contact you with questions.

## JVC End of Year Cleaning Checklist



A walk-through must be conducted with a JVC representative (i.e. – In City Coordinator, Local Support Person, etc.) within three days of the last person's departure from the house to double check that everything is clean and ready for the new group.

Please discuss this list during your next Agenda Meeting to divide chores fairly and make sure the last person to leave is not stuck with the bulk of the cleaning. This list is not exclusive. When in doubt, leave the house as clean and orderly as you would have wanted it when you arrived.

***All JVs must plan to exit the community house no later than Saturday, August 1<sup>st</sup>. Please confirm your departure date with your Regional Coordinator/ICC.***

### EARLY JULY

\_\_\_\_\_ **House Walk-Through:**

Conduct a thorough walk-through of the house. Identify any areas of concern (leaking pipe, broken window, light out, etc.) contact landlord for any repairs or replacements if needed.

\_\_\_\_\_ **Smoke and Carbon Monoxide Detectors:**

Test all detectors and replace any dead batteries. Make sure all are in place and functioning.

\_\_\_\_\_ **Bed Count and House Keys:**

Check-in with your Regional Coordinator to ensure that the house is ready for the number of incoming JVs. If more beds need to be purchased, let your RC know ASAP! Additionally, make sure there are enough sets of house keys for the next group.

\_\_\_\_\_ **Security System** (if applicable):

Make sure it is working properly. If new batteries or servicing is needed, contact alarm company or work with your landlord to schedule an appointment before you leave.

\_\_\_\_\_ **Community Car(s)** (if applicable):

Ensure updated registration and insurance documents are in glove compartment. Ensure that car is in good working condition. If service is needed, schedule an appointment prior to departure.

### MID-JULY

\_\_\_\_\_ **Kitchen:**

- Wipe down inside and outside of microwave.
- Clean out food in fridge that may spoil during transition time between volunteers. Finish food items that will go bad and purchase new items sparingly.
- Wipe down inside and outside of fridge.

- Clean stovetop, drip plates, and oven.
- Wipe down counters.
- Wipe down tables and chairs.

#### **\_\_\_\_\_ Bathroom:**

- Wipe down toilet and clean inside bowl.
- Scrub bathtub.
- Clean/Replace shower curtain or clean door.
- Wipe down bathroom counters and shelves.
- Wipe down mirror.
- Clean sink and fixtures.
- Remove empty bottles or personal toiletry items.
- Wipe down medicine cabinets.

#### **\_\_\_\_\_ Bedrooms:**

- Dust dressers, lamps, and other surfaces.
- Remove personal items from closets, walls, dressers, etc.
- If linens belong to the house, wash and leave neatly folded on beds or in linen closets.

#### **\_\_\_\_\_ Communal Living Spaces:**

- Clean up, store, or dispose of items lying around.
- Arrange books, movies, and games neatly on shelves.

#### **\_\_\_\_\_ General house cleaning:**

- Dust light fixtures, lamps, tables, TVs, bookshelves, ceiling fans, and other surfaces.
- Sweep and mop floors or vacuum floors (be sure to get behind furniture).
- Wash windows/wipe down windowsills (and blinds if you have them).
- Clean baseboards.
- Clean cobwebs from corners and under furniture.
- Vacuum or dust furniture.
- Shake out rugs and couch cushions.
- Wash all linens, bath towels, kitchen towels, etc. and leave them neatly folded.
- Empty washer and dryer; clean lint collector.

### **1-2 DAYS BEFORE DEPARTURE (Last ones out!)**

#### **\_\_\_\_\_ Keys:**

Please leave one set of house keys with your In City Coordinator or Local Support Person. Leave all the other keys in a central location in the house for the new JV to locate.

#### **\_\_\_\_\_ Community Credit/Debit Cards:**

Please cut up all Community Credit and Debit cards and take a photo to confirm.

\_\_\_\_\_ **Community Resource Binder:**

Please leave your updated House Binder in a central location for incoming JVs to find upon their arrival.

\_\_\_\_\_ **Final cleaning:**

- Empty all trash into outside garbage cans (especially kitchen trash with perishable food scraps).
- Properly dispose of all recycling.
- Wash/dry dishes and put away neatly.
- Pick up debris in yard and mow grass (If applicable)
- Weed garden and take any vegetables with you (If applicable)
- Securely store bikes and any other outdoor items.
- Take all your belongings with you. Do not leave any clothing or personal items behind.

\_\_\_\_\_ **Community car (if applicable):**

- Make sure car is locked and parked in the safest parking spot and keys are located in a central location for new JVs to find

***Thank you for your assistance in making the house a welcoming space for the new JVs!***



## Relocation Reimbursement Guidelines for Jesuit Volunteers 2019-2020

### Jesuit Volunteers are reimbursed for travel expenses related to relocating after service with JVC according to the following guidelines

The volunteer is only eligible for this reimbursement upon successful completion of the JVC program and work agreement through the termination date [Program Agreement page 8].

**Travel arrangements should be made by June 30, 2020.**

- “**Successful completion of JVC program**” meaning:
  - Full good-faith participation in all JVC retreats and formation program
  - JV remains in service for the full period agreed upon in the Program Agreement.
  - If PTO days are used at the end of the program year, please include the PTO dates along with your Supervisor’s signature on this attached form
- **Travel:** JVC will reimburse the JV for the cost of direct travel to their next permanent location by the *least expensive mode of transportation* available to them. Reimbursement for travel before July 31, 2020 requires approval from the Agency as described above. *The cost of food during travel is not reimbursable.*
- **Modes of transportation include:**
  - **Bus, Train, Airfare:** The transportation cost and a fee for one bag is reimbursable.
  - **Rental Car:** The rental car invoice including gas receipts should be included with the Relocation Reimbursement Form. This is the only circumstance when gas receipts are accepted.
  - **JV personal car:** JVC will reimburse \$0.18/mile of travel from the community site directly to the place of relocation. *This is the IRS rate for moving purposes.* Please print an online map from [maps.google.com](https://maps.google.com) showing the total miles between locations and include it with the Relocation Reimbursement Form.
- **Expenses:** A combined maximum of \$350.00. is reimbursed
  - Example 1: Baggage costs = \$30, bus = \$120. \$150 reimbursed.
  - Example 2: Baggage costs = \$70, airfare = \$430. \$350 reimbursed.
  - JVC does not reimburse for shipping extra packages. This policy is in line with the value of simple living.
- **Procedure:**
  - Please email the **Relocation Reimbursement Form** and all receipts in PDF format to [bgiarratano@jesuitvolunteers.org](mailto:bgiarratano@jesuitvolunteers.org).  
You can also mail the documents to our office:  
Jesuit Volunteer Corps  
801 St. Paul Street  
Baltimore, MD 21202
  - Each JV may submit one and **only one request**, which includes the **Relocation Reimbursement Form**, all travel receipts and google mileage map (if using a personal car).
  - Jesuit Volunteers who do not have enough money to purchase travel fare for later reimbursement, will need to also complete the additional **JVC Travel Agency Form**, which we will submit to our Travel Agency. We will also need a credit card number in case the fare is over the \$350 reimbursement limit.
  - JVC will only honor Relocation Reimbursement requests received by August 31, 2020.



**Relocation Reimbursement Form**

Please complete and return with all applicable receipts and maps via one of the following methods:

**Email to:** [bgiarratano@jesuitvolunteers.org](mailto:bgiarratano@jesuitvolunteers.org)

**Mail to:** Jesuit Volunteer Corps  
801 Saint Paul Street  
Baltimore, MD 21202

**Payee Information**

Community (include city)

Date of Request

Refunds will be sent to address listed below

Name of Payee

Name of JV, If Different

Address

City

State

Zip

Phone Number

Email Address

If you are using your Agency PTO to leave before July 31.

Start Date

End Date

Agency Supervisor Signature

**Travel Expenses (cannot exceed \$350)**

Transportation Expense

Baggage Expense

Total Expense Amount

Using Travel-On travel agency to purchase tickets

If No Receipts, Explain:

JV Signature



## JVC Travel Agency Form

To be completed by JVs that do not have the funds to purchase their travel fare.

Date of Request \_\_\_\_\_

### Personal Information

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

### Community Address

Community Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip code \_\_\_\_\_

### Contact information

Mobile phone \_\_\_\_\_

Email address \_\_\_\_\_

### Destination Address

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip code \_\_\_\_\_

Destination Phone \_\_\_\_\_

*Request for dates of travel earlier than July 31, 2020 will require Agency and JVC approval*

### Flight

Date of Departure \_\_\_\_\_

Departure City \_\_\_\_\_

Baggage # (1 or 2) \_\_\_\_\_

Time preference \_\_\_\_\_

Seat preference \_\_\_\_\_

### Car Rental

Car size \_\_\_\_\_

### Train

Date of Departure \_\_\_\_\_

Departure City \_\_\_\_\_

Time preference \_\_\_\_\_

Arrival City \_\_\_\_\_



**JVC Travel Agency Form- continued**

**Credit Card for fare expense exceeding \$350**

**Name on Credit Card** \_\_\_\_\_

**Number** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_

**CVV#** \_\_\_\_\_

**Additional requests or concerns**