



## **Donations Management Committee**

### **(Sub-committees: Financial and Material Donations)**

**(This is not meant to be an exhaustive list rather, a synopsis of what may be expected)**

Donations management in emergency management involves efficiently and effectively managing the influx of goods, services, and cash donations to support disaster relief efforts, ensuring they reach the right people at the right time. Confirming needs before collecting donations to see what is actually needed in the affected area is critically important as is the utilization of existing networks to streamline donations management.

- **Planning and Coordination:**
  - **Pre-Incident Planning:** Develop a comprehensive plan for managing donations, including procedures for receiving, sorting, storing, and distributing goods and services.
  - **Interagency Collaboration:** Establish strong relationships and communication channels with local, state, and federal agencies, voluntary organizations, and other stakeholders.
  - **Clear Communication:** Develop a clear and consistent message to the public about what donations are needed and how to donate responsibly.
  - **Logistical Issues:** Transportation, storage, and distribution of donations can be complex.
- **Types of Donations:**
  - **Cash Donations:** Encourage cash donations as they provide flexibility and allow organizations to purchase what's most needed.
  - **In-Kind Donations:** Manage donated goods and services, ensuring they are suitable for disaster relief and can be efficiently distributed.
  - **Volunteers:** Coordinate and integrate volunteers into disaster response efforts, ensuring their skills and resources are utilized effectively.
- **Donations Management Phases:**
  - **Preparedness:** Develop plans and procedures for managing donations before a disaster occurs.
  - **Response:** Implement the donations management plan during a disaster, ensuring efficient collection, sorting, and distribution of resources.
  - **Recovery:** Continue to manage donations during the recovery phase, supporting long-term needs and rebuilding efforts.

If you are interested in joining this committee and/or would like more information, please reach out to Chair, Karen Whitson at: [karen@kswhitson.com](mailto:karen@kswhitson.com) or Vice Chair, Charles Gerhart at: [charleswithacs@gmail.com](mailto:charleswithacs@gmail.com). Todd Jordan is the Chair of Financial Management at: [todd.jordan@uwgkc.org](mailto:todd.jordan@uwgkc.org)

*Meetings will be held at a minimum of two times per year and more often as needed. Please reach out for updates.*

## Donations Management Committee (DMC)

As of 23Mar25

Greetings! If you are reading this then you are the newest member of the KCRCOAD Donations Management Committee (DMC) team. Welcome! and thank you for volunteering to help reduce the suffering of our communities and our neighbors. Your efforts and input are valued as we move forward with the KCRCOAD mission.

To begin with let's discuss our KCRCOAD dual primary focus- Response and Recovery operations. While there are the 5 phases of Emergency Management: Prevention; Mitigation; Preparedness; Response; and Recovery the KCRCOAD's dual primary focus is on **RESPONSE** and on **RECOVERY**.

This committee is great opportunity to meet other EM partners and increase your skill sets in: community organization; financial management, detailed RESPONSE mission analysis; detailed RECOVERY mission analysis public engagement; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_.

That being said, your mission could be to meet KS and MO financial partners who are interested in reducing the suffering of our neighbors impacted by an incident so you could be asked to help recruit and marshal financial donations to enable the smooth flow of financial resources to our neighbors who are in need. There are other Regional EM partners (MEMC, MARC, CDRN, SOC, etc.) who are working other ESF/RSFs and you'll get plenty of opportunity to meet with and synchronize with their teams.

In community organization your organizational skills will help in engaging with our KCRCOAD member organization's leadership to help them understand how they fit in the Donations Management (DM) mission set in both the Financial and Material Donations Management mission sets.

During RECOVERY and RESPONSE phases you'll help with distilling the community needs into specific discrete mission sets so the most effective capability could be aligned to support the mission(s). In \_\_\_\_ you would gain/enhance your skills in \_\_\_\_\_. In \_\_\_\_ you would gain/enhance your skills in \_\_\_\_\_.

In Emergency/Incident Emergency Operations you could be part of standing up (activating) our KCRCOAD Emergency Operations Center (EOC) in support of city/county Incident Commander's/EOC (IC/EOC) actual Requests For Assistance (RFA)! You could be asked to support

the logistic deployment of EMD/Partner requested material donations or you could be on the team who helps determine how the financial donations are distributed.

## **Material Donations**

To be crystal clear the Material Donations mission set is a “Pull type” system where the impacted Emergency Management Director (EMD) or their representative in their EOC requests specific materials for example: pallets of water bottles; packaged food; safety equipment; etc. It is also possible that our partners in the field need material support but they need to include the EMD as their first line of request and/or CC the KCRCOAD. We have found significant logistical issues with “Push type” of donations drop off as this is very labor intensive and unwieldy- often referred to the “Second Disaster” <https://www.npr.org/2013/01/12/169198037/the-second-disaster-making-good-intentions-useful>

The Donations Management Committee will track the Request For Assistance (RFA) for material goods to determine when to stop the gathering, flow and deployment of material.

## **Financial Donations**

Many partners in our community will be eager to provide financial support to ease the suffering of our neighbors affected by the incident. Normally a city and/or county can manage the financial donation input then develop or implement existing process to determine how to distribute the monies to the family. This can be through the city or county’s non governmental organizations. If the city and/or county has not had the opportunity to develop this capability the KCRCOAD, due our 5013(c) status can perform this mission if requested.

## **Emergency/Incident Operations**

The DMC team’s Emergency/Incident Operations primary efforts are focused on how, if requested, we can rapidly and effectively stand up the KCRCOAD Emergency Operations Center (KCRCOAD EOC) so we can begin to posture our KCRCOAD’s membership to provide and execute the donations management mission.

When an Incident (either natural or man-made) occurs in the KCRCOAD region the PTEOC chair (or, if the Chair is unavailable, any PTEOC member) will **[PARTIAL ACTIVATION]** contact (via text) the KCRCOAD Executive Committee (EC) to:

1. Determine the availability of the EC members to virtually convene
2. Discuss any actual receipt of Request For Assistance (RFA) from the impacted city Emergency Management Director (EMD)/Incident Commander (IC) or County Emergency Management Director (CEMD).
3. Absent an actual receipt of a RFA, discuss the possibility of immediate and future RFAs that could require KCRCOAD membership support. This discussion will drive any changes to the KCRCOAD EOC posture and when/if to meet again.

The DMC Chair can consider contacting our DMC teammates to determine their availability to meet and their status to possible perform/support the DMC mission(s).

If there is/are RFAs from the city IC and/or CEMD then the KCRCOAD EOC will **[FULL ACTIVATION]** be fully activated and if needed we will activate our EMERGE/CNY/INCIDENT OPERATIONS section (this section and below).

In **FULL ACTIVATION** the Donations Management Committee (DMC) team will align in the Finance Section in the KCRCOAD EOC, and will:

1. Convene our DMC members to determine their status to possible perform/support DMC mission(s).
2. Work with our KCRCOAD Finance Chief in the KCRCOAD's EOC's Initial then Detailed Mission Analysis for KCRCOAD members support to the RFA mission(s).
  - a. Initial Mission Analysis- Does the KCRCOAD have the capability in any of our member's Mission Ready Packages? Are we aware if any of our members have the capability to support the RFA missions?
  - b. Detailed Mission Analysis-If YES to the Initial Mission Analysis, then the KCRCOAD Operations Section Chief will contact the member organization to get a current update on their MRP status and/or discuss options to support each actual RFA. If the Detailed Mission Analysis results in the assessment that more capability is needed can our KCRCOAD partners or the public/private communities provide solutions of donations to support the RFA(s)?
3. If the DMC mission is needed and activated then execute the DMC mission within the KCRCOAD EOC Operations Section to:
  - a. Help the Operations Chief align KCRCOAD member organizations' capabilities with RFA(s)
  - b. Discuss and recommend full/partial virtual DMC to support the RFAs.

- c. Attend IC/EOC and CEMD meetings to provide input on mission sets that would need donations support.
- 4. Provide support to or lead the KCRCOAD EOC Logistic Section to:
  - a. Identify deployment issues and develop solutions to move requested materials donations and equipment to the incident site
  - b. Follow up with “closure” or continued “open” status of RFA of material donations
- 5. Work with the KCRCOAD Public Information Officer (PIO) for public consumption of:
  - a. Identifying donations mission sets that can be identified in the KCRCOAD Website (or partner United Way of GKC 211 website) for support.
  - b. Person hours in support of the incident (both at the incident site and in supporting areas -such as the DMC mission)
  - c. Estimate of material donation valuation of costs expended (tools, equipment, consumables, etc.)
  - d. At the end of Response and Recovery a synopsis of donation metrics
- 6. During the Operations portion of the EOC briefing, present the DMC situation update in the [CURRENT-FUTURE-ISSUE] format slide
- 7. Support the KCRCOAD EOC’s Operations, Logistic Chiefs and Public Information Officer’s mission sets.
- 8. Support the KCRCOAD EOC Director to frame the triggers to transition from Response to Recover Phases
- 9. Support the KCRCOAD EOC Director to frame the triggers to reduce the posture level (frequency of meeting and standing down of the KCRCOAD EOC).
- 10. Support the After Action Report (AAR) to include improvements to the KCRCOAD Response Operations Guidebook and each Committee’s EMERGE/CNY/INCIDENT OPERATIONS section of their committee description
- 11.
- 12.
- 13.
- 14.

## Donations Management Committee (DMC) ORGANIZATIONAL CHART

As of 23 March 2025

**Chair -Karen Whitson**  
(Samaritan's Purse)  
[karen@kswhitson.com](mailto:karen@kswhitson.com)

**Material Donations Chair -**  
**Karen Whitson** (Samaritan's  
Purse) [karen@kswhitson.com](mailto:karen@kswhitson.com)

**Financial Donations Chair -Todd**  
**Jordan??** (United Way)  
Todd.Jordan@uwgkc.org cell

**Vice-Chair VACANT**

**Member Dante Gliniecki?**  
(Independence, MO Emergency  
Preparedness Manager)  
[DGliniecki@indepmo.org](mailto:DGliniecki@indepmo.org)

**Member XXXXX** (American Red  
Cross) email

**Member XXXXX** (United Way) email  
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