



## APPENDICES

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## Appendix 1: Friendship Place Board of Directors

Friendship Place's Board of Directors reflects the components of our community. About half of the members are designated by religious congregations. The rest are elected at large, representing the community and business sectors. The members of the Board promote awareness of Friendship Place and its mission, volunteer in its programs, and contribute their financial support.

### David DeSantis Co-President

David has been a member of the Friendship Place board since 2006. He has chaired the Development Committee and guided the organization's 5-year strategic planning effort. David serves as Co-President and Partner at TTR Sotheby's International Realty, having joined the firm in September 2007. Prior to his affiliation with the firm, David served as Vice President of Sales & Marketing for PN Hoffman, one of Washington DC's preeminent builders of multifamily housing and mixed-use property.

### Sally Craig Co-President

Sally has served on the board since 2001. A former human resource executive with the DC government, she currently teaches yoga to older people at Saint Alban's Episcopal Church. She has led our End of Life initiative since 2011, and has also helped to bring mindfulness training to staff, board, volunteers and participants. Sally is passionate about introducing friends and neighbors to the work of Friendship Place.

### Tom Patterson Vice President

Tom has been a Friendship Place supporter since 1996 and previously served on the Executive and Finance committees of the board. He practiced commercial real estate law for over 30 years, and is currently active as an organizer and director of a new community bank.

### Executive Committee

Kate Belinski  
Rosalie Berk  
Ellen Clifford  
David Cohen  
Sally Craig

David DeSantis  
Michael C. Durst  
Barbara Franklin  
Marilyn Hannigan  
June Kress

Christine Parker  
Tom Patterson  
Nan Roman  
Dick Schleicher  
Jane Stein

## Business Representatives

Stratus Consulting Chuck Herrick  
Lockheed Martin Corporation Jay A. Brozost

## Community Representatives

Alan Banks	Shelly Gilbert	Geoffrey Shepherd
Jeffrey Bassett	Marilyn Hannigan	George Siletti
Betty Boyle	June Kress	Harold Sims
Deborah Brouse	Anne Miller	Calvin Snowden
Ellen Clifford	Anne Morrison	Jane Stein
David Cohen	Tom Patterson	Marjorie Dick Stuart
Sally Craig	Nan Roman	Lynne Tag
Antony Danzy	Sandy Rubin	Ginny Taylor
David DeSantis	Cesar Santos	Suzanne Walker
Peter Espenschied	Dick Schleicher	
Barbara Franklin		

## Congregation Representatives

Adas Israel Congregation Adina Mendelson	Shrine of the Most Blessed Sacrament Patricia Kavanaugh
All Saints' Episcopal Church Open	St. Alban's Episcopal Church Rich Jensen
Chevy Chase Presbyterian Church Barbara Scupi	St. Ann's Roman Catholic Church Ted Hirt
Church of the Annunciation Ann Von Luttichau	St. Columba's Episcopal Church Scott Kragie
Church of the Pilgrims Jeanne Mayer	St. David's Episcopal Church Christine Parker
Cleveland Park Congregational United Church Of Christ Bruce Grimes	St. Mary Armenian Church Sintia Petrossian
Community of Christ Church Brittany Argotsinger	St. Paul's Lutheran Church Kate Belinski
Eglise Protestante Francophone de Washington Cyrille Payot	St. Thomas Apostle Church Cynthia Folcarelli
Holy Trinity Catholic Church Colleen Conroy	Temple Micah Elka Booth
Metropolitan Memorial Cooperative Parish	Temple Sinai Richard Jerome
Metropolitan Memorial United Methodist Church and St. Luke's United Methodist Church Suzanne Forsyth	Washington Hebrew Congregation Deborah Wolf
National Presbyterian Church Joanne Leshner	Washington National Cathedral Rosalie Berk
Our Lady of Victory Catholic Church Shelly Pannella	Wesley United Methodist Church Jim Pollock
Saint Sophia Greek Orthodox Cathedral Elaine Joost	

## Appendix 2: Friendship Place Staff List (updated September 8, 2014)

Welcome Center Division		Main 202.364.1419 Fax: 202.364.8767	4713 Wisconsin Avenue, NW Wash DC 20016	
Reception		202.364.1419	22300	Reception - Main Line
Laura	Woody	202.364.1419	22301	Division Director, Welcome Center Services
Valencia	Davis	202.364.1419	22302	Program Manager
J	Myers	202.364.1419	22308	Outreach Coordinator
Joyce	Washington	202.215.6566	22303	Residential Case Manager (The Haven, Veronica's House)
Keith	Cote	202.364.1419		Residential Facilitator and Insider Outreach
Catherine	Baasch	202.364.1419	22304	Welcome Center Case Manager
Maisha	Pinkard	202.364.1419	22305	Case Manager
Josh	Jennemann	202.364.1419	22306	Residential Case Manager
Dr	Williams, MD	202.364.1419	23307	Mental Health Clinic; Thurs, 1 PM-4PM
Dr. Amy	Kossoff, MD	202.364.1419	22307	Medical Clinic: Mon 1-4 PM; Wed 9-11:30 AM (UHS)
Administration		Main: 202.503.2967	Internal Ext.	St. Luke's UM Church Site 3655 Calvert St. NW, Washington, DC 20007
Jean-Michel	Giraud	202.503.2961	21100	Executive Director
Dan	Fishkin	202.503.2965	21101	Chief Operating Officer
Bella	Vulchanova	202.503.2966	21102	Finance Manager
Tom	Carty	202.503.2966	21102	IVC Volunteer, Finance and Administration
			21111	St. Luke's office
Development				
Tanya	Sweeney	202.503.2968	21103	Director, Development Office
Benjamin	Bradburn	202.503.2963	21104	Director, Community Engagement & Partnerships
		202.503.2967	21109	
Christine	Lauterbach	202.503.2962	21105	Director, Institutional Giving
Zachary	Tobler	202.503.2970	21106	Development Associate
Katie	Hughes	202.503.2964	21107	Marketing and Communications Associate
Julia	Robertson	202.768.4256		Communication Specialist – AmeriCorps VISTA
Alan	Banks	202.503.2969	21108	Volunteer

Housing First Division	Main: 202.248.3594 Fax: 202.248.3301	3636 16 <sup>th</sup> St. NW, Wash, DC 20010
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Jill Carmichael

202.251.5939

Division Director, Oversees Neighbors First and Veterans First

Neighbors First Suite AG57	Main: 202.248.3594 or 202.248.3255 Fax: 202.248.3301 Emergency 202.320.6587	3636 16 <sup>th</sup> St. NW, Wash, DC 20010
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Marcus Brown	202.248.3594	Assistant Director
Guidy Paul	202.248.3594	Project Coordinator
Ryan Brown	202.248.3594	Case Manager
Charlene Chigbue	202.248.3594	Case Manager
Taryn Goodman	202.248.3594	Case Manager
Christian Howard	202.248.3594	Case Manager
Gelisa Lewis	202.248.3594	Case Manager
Deja Mitchell	202.248.3594	Case Manager
Brian Mansky	202.248.3594	Case Manager
Heather Styer	202.248.3594	Case Manager
Shaquita Taylor	202.248.3594	Case Manager

Family Case Management Suite AG57	Main: 202.248.3594 or 202.248.3255 Fax: 202.248.3301 Emergency 202.320.6587	3636 16 <sup>th</sup> St. NW, Wash, DC 20010
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Abby Sypek	202.248.3594	Project Coordinator
Alexandra Bellamy-Cesar	202.248.3594	Case Manager
Katie Greatti	202.248.3594	Case Manager

Rapid Rehousing/Home Now Suite AG54	Main: 202.248.3594 or 202.248.3255 Fax: 202.248.3301 Emergency 202.320.6587	3636 16 <sup>th</sup> St. NW, Wash, DC 20010
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Amber Smith	202.815.0478	Project Coordinator
Terezia Williams		Housing Coordinator
Erin Holland	202.815.0472	Case Manager
Mary Cook	202.815.0561	Case Manager
Adam Paige	202.815.0612	Case Manager

Maryland Department of Housing and Community Development Program	Main: 202.248.2801 Fax: 202.248.2874 On-Call: 202.997.8343	3636 16 <sup>th</sup> St. NW, Wash, DC 20010
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Emily Bell

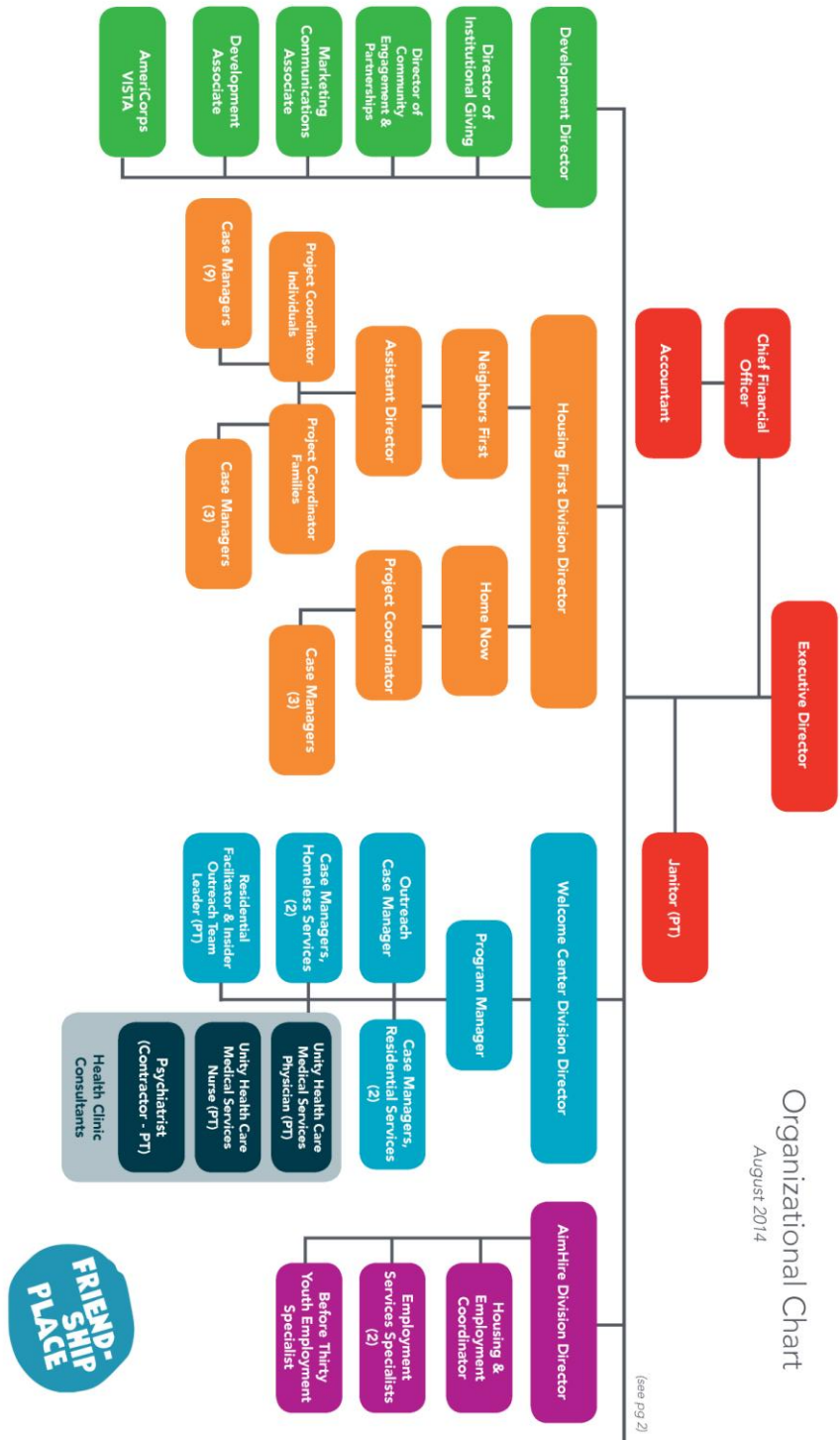
202.536.9210

Project Coordinator

Veterans First Program, 4th Floor, Woodner Apt		Main: 202.248.2801 Fax: 202.248.2874 On-Call: 202.997.8343	3636 16 <sup>th</sup> St. NW, Wash, DC 20010
Kally	Canfield	202.660.2321	Director for Veterans First
Sean	Read	202.503.7505	Project Coordinator (Specialists)
Vernon	Leftwich	202.660.2197	Project Coordinator
Ben	Catell-Noll	202.306.6524	Training Coordinator
Dominga	Helgesson	202.306.4377	Project Coordinator
Christian	Hyland	202.215.9071	Outreach Specialist
Sarah	LaRue	202.658.9599	Intake Specialist
Henry	McAllister	202.997.4902	Employment Specialist
Sam	Strike	202.306.3758	Benefits and Legal Specialist
Phylcia	Wooten	202.503.5166	Outreach Specialist
Marcus	Anderson	202.809.0355	Case Manager
Amanda	Browder	202.809.0358	Case Manager
Katrina	Griffin-Moore	202.805.4608	Case Manager
Marisa	Guijarro	202.536.7703	Case Manager
Tyler	Harmon	202.578.2428	Case Manager
Nicole	Jackson	202.365.1787	Case Manager
Jamal	Jones	202.768.4254	Case Manager
Samia	Said	202.768.4253	Case Manager
Jonathan	Whitted	202.380.5167	Case Manager

AimHire Employment Program		Main: 202.248.0496	Internal Ext.	4652 Wisconsin Avenue, NW, Wash, DC 20016
Jermaine	Hampton	202.248.3537	23201	Director, AimHire
Bianca	Palmisano	202.248.1769	23202	Employment Services Specialist
Drew	Gossett	202.304.4229	23203	Housing and Employment Coordinator
Mariam	Nek	202.248.3657	23204	Senior Employment Services Specialist
Tiffini	Jackson	202.248.3090	23205	Before Thirty Specialist
Joe	Jones	202.248.0496	23200	IVC Volunteer

## Appendix 3: Organization Chart of Friendship Place



#### Appendix 4: Primary Partners Serving Friendship Place Divisions

Division	Service/support provided to Friendship Place	Name of Institution
Welcome Center	Congregation Based Shelters	<ul style="list-style-type: none"> <li>• St. Luke's UMC</li> <li>• St. Paul's Lutheran</li> <li>• Metropolitan House Shelter</li> </ul>
	Food donations	<ul style="list-style-type: none"> <li>• Sheridan School</li> <li>• Starbucks (New Mexico Ave)</li> <li>• Whole Foods (Tenley Town)</li> <li>• Our Lady of Victory</li> </ul>
	Other Partners	<ul style="list-style-type: none"> <li>• Unity Health – medical services</li> <li>• St Columba's Water Ministry (day time services when Welcome Center closed – lunch, showers, laundry); similar service provided for women at The Haven at these hours.</li> <li>• D.C. Govt Dept of Human Services (housing)</li> <li>• Community Partnership for Prevention of Homelessness (TCP) (housing)</li> <li>• Anne Frank House (housing) (Affiliated with Adas Israel Congregation)</li> <li>• Community Housing Trust (direct housing)</li> </ul>
AimHire	Partners support AimHire in preparing participants to secure permanent employment and if needed housing	<ul style="list-style-type: none"> <li>• Operation Hope</li> <li>• DC Dept of Employment Services</li> <li>• Offenders Aid and Restoration (OAR)</li> <li>• Goodwill</li> <li>• Montgomery Works</li> <li>• So Others Might Eat (SOME)</li> <li>• Georgia Avenue Business Alliance</li> </ul>



		<ul style="list-style-type: none"> <li>• Emergence Community Arts Collective</li> <li>• A Wider Circle</li> <li>• National Association of Workforce Development Professionals</li> <li>• Catholic Charities</li> </ul>
Veterans First	Funding for Veterans program (serves DC, City of Alexandria and following counties: Prince Georges, Montgomery, Frederick, Arlington, Fairfax, Falls Church, Prince William, Louden)	<ul style="list-style-type: none"> <li>• Department of Veterans Affairs</li> <li>• VA Community Resource and Referral Center (CRRC)</li> </ul>
Neighbors First	Housing	<ul style="list-style-type: none"> <li>• DC Govt Dept Human Services</li> <li>• The Community Partnership</li> <li>• DC Housing Authority</li> </ul>
Admin/Development	Organizational volunteer support	<ul style="list-style-type: none"> <li>• AmeriCorps (1 fulltime volunteer)</li> <li>• Ignatian Volunteer Corps (2 part-time volunteers)</li> </ul>

## Appendix 5: Other External Organizations Serving People Experiencing or at risk of Homelessness

This appendix includes a [partial listing](#) of resources in the district that provide services to people experiencing homelessness. For a more complete list with details of hours of service and addresses, see the [Desk Manual for Volunteers](#) located at the front desk at the Welcome Center.

### Hotlines and other important phone numbers

General Emergency: 911

Homeless Shelter Hotline:

For individuals: 1 800.535.7252

For families: 202.724.4208

Suicide Hotline: 1 800.784.2433

Mental Health Hotline: 202.561.7000; 24 Hour Access: 888.793.4357

DC Government Help/Police: 311

Washington Legal Clinic for the Homeless: 202.328.5500

Hypothermia Shelter Hotline: 1 800.535.7252

Summer Heat Emergency Cooling Center Information: 202.727.6161

### Health Care

Unity Health Care (medical and dental appts): 202.469.4699

Nurse: 202.715.7999; Doctor: 301.953.4574

Whitman Walker Clinic: 202.745.7000

DC Department of Health: 202.442.5955

Christ House: 202.328.1100

Community of Hope: 202.232.9022

Gospel Rescue Ministries (treatment for substance abuse): 202.842.1731

## Meals

SOME (8 am - 4 pm): 202.797.8806

Miriam's Kitchen (Breakfast M-F 6:30-8 am; Dinner M-F 4:45-6 pm):  
202.452.8926

Charlie's Place (Breakfast Tu-Fri 6:30-8:30 am): 202.232.2995

Thrive (Breakfast for All, M-F 8:30-11 am; Dinner for Women & children only  
M-F 3-6 pm): 202.737.9311

Martha's Table (daily meal-to-go 4-4:30 pm): 202.328.6608

Food and Friends (8 am-5 pm, M-Th; 8 am -2 pm, Fri): 202.269.2277

## Shelters

CCNV (for women and men): 202.393.1909

Central Union Mission (men only): 202.745.7118

Calvary Women's Services (women only): 202.289.2111

House of Ruth (women 18 and over only): 202.667.7001

Emery Workbed Program (men only): 202.635.1041

New York Avenue Shelter (men only): 202.832.2359

John L. Young Center (women only): 202.639.8469

N Street Village (women only): 202.939.2076

Community of Hope for Families: 202.232.7356

Virginia Williams Family Resource Center (Family Central Intake): 202.526.0017

## Appendix 6: Volunteer Forms

- A. Candidate Application Form
- B. Confidentiality Statement
- C. Informed Consent Form
- D. Volunteer Quarterly Review Form



# Volunteer Candidate Form

Friendship Place

Ending Homelessness \* Rebuilding Lives

Date\_\_\_\_\_

Name:\_\_\_\_\_

DOB:\_\_\_\_\_

What do you prefer to be called?\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_(h)

\_\_\_\_\_(c)

\_\_\_\_\_(w)

Best Time To Call:\_\_\_\_\_

E-Mail:\_\_\_\_\_

What is or was your occupation?\_\_\_\_\_

Where? \_\_\_\_\_

How did you hear about us?\_\_\_\_\_

\_\_\_\_\_

Please describe any paid or volunteer work experience:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any special skills, training, or knowledge:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate your interest in volunteering in programs and/or tasks listed below.  
Circle those that apply

**Receptionist**

Mentor  
Mailings  
Donation pick-ups  
AIM HIRE

**Admin. Assistant**

Special Events  
Neighbors First  
Community  
Engagement

**Outreach**

Building Maintenance  
Welcome Center  
Communications.  
Assistant

Other: \_\_\_\_\_

*What do you hope to gain from your volunteer experience with us?*

*Please describe your interest in volunteering with us?*

What is your reason for volunteering with us?: \_\_\_\_\_

\_\_\_\_\_

*Are you willing to participate in trainings with us?* \_\_\_\_\_

Additional information you feel we should know about you:

\_\_\_\_\_

\_\_\_\_\_

Emergency contact: \_\_\_\_\_

Phone # : \_\_\_\_\_ Relationship: \_\_\_\_\_

What is Your Availability?

Thank you for your interest in Friendship Place and for taking the time to answer these questions. Your responses will help us to suggest appropriate and fulfilling volunteer opportunities for you. If you have any questions, please contact Ben Bradburn at 202. 503.2963.

Friendship Place  
4713 Wisconsin Ave., NW  
Washington, DC 20016  
202.364.1419



## Volunteer Confidentiality Statement

I, \_\_\_\_\_ (print name), understand that as a volunteer for Friendship Place, I may be exposed to information pertaining to program participants of Friendship Place, its donors and volunteers. All information that I may learn as a result of my volunteer experience will be kept confidential and will not be disclosed to anyone other than my immediate supervisor.

I have also been advised and fully understand that, for my own security, I shall never give my personal information to program participants of Friendship Place or anyone other than my immediate supervisor.

Further, I understand that any such unapproved or inappropriate disclosure could result in my immediate termination as a volunteer for Friendship Place.

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Volunteer's Signature

---

Date

---

Supervisor

---

Date

Friendship Place  
4713 Wisconsin Ave., NW  
Washington, DC 20016  
202.364.1419



## Volunteer's Informed Consent

I wish to volunteer my services at Friendship Place. I understand that the nature of the volunteer activities which are typically performed by Friendship Place volunteers, and which may be performed by me as a Friendship Place volunteer, may involve physical activity, contact with unidentified and unfamiliar persons, travel to and from various unspecified locations, and other potential risks of injury. Knowing this, I still wish to volunteer and hereby assume the risk, with respect to any liability of Friendship Place for such risk, of any accident or injury to person or property which I may sustain in connection with my participation as a Friendship Place volunteer or in any Friendship Place related activity.

Further, I hereby release and discharge Friendship Place and any of its directors, officers, employees, partners, affiliates, agents and successors from any and all liability or responsibility for any such accident or injury.

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Signature

---

Print Name

---

Date

Friendship Place  
4713 Wisconsin Ave., NW  
Washington, DC 20016  
202.364.1419





## Volunteer Performance Evaluation Form

Volunteer Name: \_\_\_\_\_

Time Period Evaluated: \_\_\_\_\_

Evaluator: \_\_\_\_\_

During this time period, this volunteer ...

Reliably worked during the times expected, arriving on time    Yes \_\_\_\_ No \_\_\_\_

Comment \_\_\_\_\_

Was able to perform adequately all duties required                      Yes \_\_\_\_ No \_\_\_\_

Comment \_\_\_\_\_

Got along well with staff, participants, other volunteers              Yes \_\_\_\_ No \_\_\_\_

Comment \_\_\_\_\_

Exercised good judgment and respected boundaries                  Yes \_\_\_\_ No \_\_\_\_

Comment \_\_\_\_\_

Demonstrated initiative    Yes \_\_\_\_ No \_\_\_\_

Comment \_\_\_\_\_

Other comments or Feedback

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