



# SCA's Quick Contact Page and Cheat Sheet

**EMERGENCY: 1-800-YO-SOGGY (1-800-967-6449)**

## SCA National Headquarters

689 River Road / PO Box 550  
Charlestown, New Hampshire 03603  
Phone: 603-543-1700 – 888-SCA-WORK  
Fax: 603-543-1828

**SCA Crew Leader website, and all around information spot:**  
scacrewleaders.org

## Q: Who do you call when all of your members arrive/depart?

### A: Box 500

Call SCA New Hampshire office 603-543-1700 or 888-SCA-WORK, then ext 500. Please leave a message with your name, the name of your crew, and if all members have arrived or departed.

## Program Managers and Coordinators:

Eastern Cohort

Fax 603.543.1828

Liz Vogel, SCA Headquarters, NH

603-543-1700 ext 147

[evogel@thesca.org](mailto:evogel@thesca.org)

Lori Robertson, SCA Headquarters, NH

603-504-3332

Cell: 973-868-2189

[lrobertson@thesca.org](mailto:lrobertson@thesca.org)

Northwest Cohort

Fax: 360-385-7272

Sarah Zablocki-Axling, Port Townsend, WA

206-713-9576

[szablocki@thesca.org](mailto:szablocki@thesca.org)

Kory Hottel, Port Townsend, WA

360-379-1845

[khottel@thesca.org](mailto:khottel@thesca.org)

Southwest/Midwest Cohort

Fax: (510) 263-6082

Tom Moutsos, Oakland Regional Office, CA

510-832-1966 ext 309

Cell: 814-282-8609

[tmoutsos@thesca.org](mailto:tmoutsos@thesca.org)

Justin Laue, Albuquerque, NM

307-278-9327

[jlaue@thesca.org](mailto:jlaue@thesca.org)

## General Pre-Program Member Questions:

Conservation Teams Placement Department

603-543-1700 ext 496

[crews@thesca.org](mailto:crews@thesca.org)

## Q: What do I do with my cache at the end of the program?

### A: Send it to Nelson!

1. Follow the instructing for packing up your gear in the Field Handbook!
2. Call Equipment Warehouse (603-826-9983) to let the gear guys know how many boxes you are sending, where they will be left, and the business hours of the spot they will be left, to pass on to the Fed-Ex driver.

3. Leave instructions and Equipment Warehouse contact info for your agency contact, just in case the boxes are not picked up in timely manner.
4. **Equipment Warehouse address:**  
SCA NH Equipment Warehouse  
29 Salt Shed Road, Unit 2  
Charlestown, NH 03603

## Chase Card

### Activation:

- \* Call 1-866-602-8170
- \* Hit 1 for English
- \* Enter: card number
- \* They will ask for access code: hit 4171

Your cards should now be activated.

### Set up of Pin numbers:

- \* Call 1-800-316-6056
- \* Hit 1 for English
- \* Enter card number
- \* Enter Access # 4171
- \* You will hear the balance on your card
- \* Stay on the line – there will be a pause, when you here the commands starting you can continue
- \* Hit 4
- \* Hit 1
- \* It will ask for your mothers maiden name: hit 3549 (ELIZ)
- \* It will ask you to select a pin # of 4 numbers (enter 4 #'s)
- \* It will ask you to enter pin # again (do so)

You should now be ready to use your card. If you have problems please call one of the program administrators: Patty (114); Debi (120)

## Have a problem regarding Egencia travel?

The phone numbers to call at Egencia for an agent to assist you with any travel problems are:  
(866) 397-2677 or (702) 939-2530

## Where do I mail all my final paperwork?

689 River Road / PO Box 550  
Charlestown, New Hampshire 03603

## End of Program Paperwork Checklist, and where you got it or where to find it:

Key: FH = Field Handbook CLW = Crew Leader Website

- Insiders Guide: FH & CLW
- Final Report and Work Log: FH & CLW
- Crew Member Evaluation: FH & CLW
- Budget Book and Receipts: CL Training
- Participant Evaluations: CLW
- Confirmation of sponsor letters sent: sent to you at your site
- Medical Log: Cache
- Crew Journal: Cache
- Lightly on the Land: Cache
- Field Handbook: Cache
- Unused Phone Cards: CL Training