



## **VOLUNTEER PREFERENCES FORM**

- Only organizations wishing to sponsor RTP and provide volunteers need to fill out this page.
- **This form is required in order to host a volunteer project day, form a House Management Team, or involve a group of volunteers for a 1-day volunteer activity.**
- RTP cannot match your volunteer group with an appropriate project without the information on this form.
- Please provide as much detail as possible to ensure a positive experience for your group.

### **Step 1: We would prefer to volunteer**

- Spring House Management Team
- Fall House Management Team
- Spring Support Team (will be placed on exterior projects, landscaping, as runners for HMTs, warehouse cleanup crews, other projects as needed). This is perfect for sponsors that are not able to commit as HMTs, want to learn more about RTP's block builds, or for those that sponsor us at the "Neighbor" or "Friend" level.
- on another date determined by your group (for Community Sponsors, Community Leaders, Civic Leaders and Civic Partners): Month\_\_\_\_\_ Day\_\_\_\_\_, 2011

### **Step 2: RTP has mandatory dates for house management teams in conjunction with all Block Builds. Please confirm that someone from your group will be in attendance:**

- House Captain Training/Work Scope Day (tentatively scheduled for February 6)
- Homeowner training (date TBA)
- Shopping Day (tentatively scheduled for March 12)
- National Rebuilding Day April 30, 2011

Other work dates have been scheduled for the Spring 2011 Block Builds for March 19, March 26, April 9 and April 16 in Walnut Hill, and April 9, April 16 and April 30 in North Philadelphia. RTP volunteers will be available on these dates to support your team with a mobile warehouse, trash pick-up, and trouble-shooting. Depending on the complexity of your project, you may need to schedule additional dates directly with the homeowner. Skilled volunteers especially might prefer to work in advance, without a large group of volunteers on hand.

**Step 3: Describe the type of project that is best suited for your House Management Team’s skill level and time commitment, based on the descriptions provided below:**

- LIGHT:** A **light** house may need scraping, painting and/or cleaning. It may need some energy efficient upgrades, home modifications or light repair work. It can be staffed with unskilled volunteers and a “handy” person. This type of site may require a **minimum of one or two days** of prep work culminating in the completion of the repairs on National Rebuilding Day.
  
- MEDIUM:** A **MEDIUM** house requires an experienced House Captain and one or more skilled volunteers. It may need carpentry, dry walling, electrical and plumbing work. This type of home may require a **two to three weekends** of prep work culminating in the completion of the repairs on National Rebuilding Day.
  
- HEAVY:** A **HEAVY** house needs a substantial amount of work requiring several skilled people. The House Captain should be prepared for a major workload. It will usually require an advanced crew of skilled volunteers for a **minimum of three weekends** of prep work culminating in the completion of the repairs on Project Day.

**Step 4: Please describe your group’s skill level by providing numbers of volunteers you anticipate in the following areas**

<b>Type:</b>	<b>Skilled Trade</b>	<b>Professional Trade</b>
<input type="checkbox"/> Carpentry .....	_____	_____
<input type="checkbox"/> Plumbing .....	_____	_____
<input type="checkbox"/> Drywall/Plaster.....	_____	_____
<input type="checkbox"/> Electrical.....	_____	_____
<input type="checkbox"/> Painting.....	_____	_____
<input type="checkbox"/> Roofing .....	_____	_____
<input type="checkbox"/> Tree Work.....	_____	_____
<input type="checkbox"/> Landscaping.....	_____	_____
<input type="checkbox"/> General .....	_____	_____

**In submitting this form, I confirm the following:**

- I understand that RTP intends to accommodate my preferences, but that its primary concern is providing timely and quality services to their recipients in need.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Additional information for House Management Teams**

Rebuilding Together Philadelphia depends on committed volunteers to help plan the scope of projects, recruit and organize volunteers and supervise repairs. We ask that each house management team identify leaders from within their group of volunteers to fill each of the following roles:

- **House Captain**

Plans the scope of work and ensures that volunteers understand tasks during the work day. On project day, this person also ensures that volunteers follow safety protocols. Ideally, a House Captain should not be a skilled volunteer that will be committed to working on a big project on Rebuilding Days (although may ask a skilled volunteer to help with planning a work scope and materials list). The House Captain is responsible for completing a Work Scope, Materials List, and Work to Perform Agreement.

House captains recruit all team members (typically 15-20 each day), plan a schedule of projects to be completed each work day, and assigns tasks to volunteers.

- **Homeowner Liaison**

Works closely with the homeowner or nonprofit facility liaison to ensure that recipients of our services understand the repairs and have a voice on rebuilding day. The Homeowner Liaison explains all required paperwork to the homeowner, helps to manage the homeowner's expectations, and is responsible for having the following forms signed: Homeowner Agreement, Work to Perform Agreement (with help from the house captain), Publicity Release Form, Homeowner Satisfaction Form.

- **Safety Monitor**

Is familiar with the contents of the Safety Manual, and ensures that volunteers are working safely throughout the day. Reviews the 2-page Safety checklist at the beginning of the work day, makes sure all volunteers are using safety goggles, work gloves, etc. and that the materials are disposed of properly and cleaned up at the end of the work day. Installs smoke detectors and carbon monoxide detectors.

- **Runner**

Works directly with the House Captain on Rebuilding Days to make runs to hardware or building supply stores for last-minute materials. Needs vehicle access on project day (ideally an SUV or truck). The Runner should be familiar with the location of the nearest hardware store for small items, along with Home Depot or Lowe's for more specialty or expensive items. This volunteer should have a copy of our sales tax exemption form, expense reimbursement form, and knowledge of the check-out procedures at Home Depot or Lowe's. When available, RTP reps will try to make Home Depot gift cards available for smaller purchases on Rebuilding Days to runners. The runner may also be responsible for getting lunch and t-shirts for volunteers.



## Information for Volunteers

**What is a Rebuilding Day like?** Rebuilding Days are typically from 8 a.m. to 4 p.m. and proceed rain or shine. Volunteer registration and project safety orientation are from 8-8:30 a.m. When possible, this will take place at a central location. Volunteers are asked to sign an online waiver form prior to Rebuilding Days, although paper waivers will be available each Rebuilding Day. Each volunteer may sign one form per project, even if you'll be returning for multiple days.

Volunteers will also receive a project t-shirt at registration before work begins and are asked to wear this shirt on Rebuilding Days. This helps promote RTP in the neighborhood, makes for much better photographs for our newsletter and websites, and provides a connection to volunteers working in the area in other homes. All volunteers are asked to wear nametags in the front and back of these shirts, even if team members know each other. This is for safety purposes, as well as making it easier for the homeowner and family to get to know everyone. Jobsite cleanup begins at 3 p.m. Volunteers are asked to return the home into a clean, livable condition between work days. Pack up the house kit materials, remove drop clothes, dispose of trash. Be sure tools and supplies are packed into a neat area, to help keep the homeowner safe.

The house kit (a basic set of supplies provided for each project) includes a Safety Manual. While the House Captain and Safety Monitor are asked to read this manual, all volunteers are encouraged to familiarize themselves with its contents and safe job site procedures. Be sure to look out for each other, and keep all volunteers and homeowners safe.

**Should you bring lunch?** HMTs are responsible for their own lunches, with the exception of a group lunch provided on the designated Rebuilding Day (April 16 in Walnut Hill, April 30 in North Philadelphia). RTP cannot reimburse you for purchased lunches. Typically, this is a day when local government, press and VIPS will be invited to visit houses and see RTP volunteers in action. All teams are asked to plan their schedules so that their projects conclude on this date. On other work days, teams can decide to have individuals bring their own lunches, or to order lunch from a local restaurant (menus and phone numbers will be provided). Drinking water and restroom facilities (when not available in the home) will be provided on site.

**Should you bring tools?** RTP has a limited number of tools available. However, if you have tools you would like to bring to the work site, they are permitted. Please mark them clearly - RTP is not be responsible for any loss relating to your tools. Power tools must be in safe working order with all guards in place.

**Do you need to bring safety equipment?** Safety equipment and first aid kits are provided at all work sites. If you have your own protective equipment such as gloves or safety glasses that you are particularly comfortable in, please feel free to bring it. Be sure your tetanus shot is up-to-date. Adults need a booster every ten years. If you have a medical condition that may require attention such as allergies, asthma, diabetes, heart problems, or other conditions, please be sure alert the House Captain when you register at the job site.

**Can children volunteer?** Because power tools are often present on the work site, the minimum volunteer age is 14 years old. Youth ages 14 to 18 must be accompanied by an adult and there must be at least 1 adult per every 2 children.