

## OVERVIEW FOR VOLUNTEER GROUPS

### What is the typical size of a Habitat Volunteer Group?

A Habitat Volunteer Group usually consists of 5 to 12 Habitat volunteers from the same church, school, civic group, or business organization. Each group should have at least one designated Group Leader/Contact Person who can effectively communicate information about the project and Habitat's expectations to the entire crew. *(Please note that the Group Leader/Contact Person for high school and youth groups **must be an adult supervisor**)*

### How can a new group get started?

1. **First**, fill out the Volunteer Group Application Form and return (by mail, fax, or email).
2. **After the application has been received**, a Habitat representative will contact you to discuss scheduling. Over 40 groups volunteer with Habitat of Greater Newburgh each year, and in order to accommodate these groups, Habitat's construction calendar is set one quarter at a time and will vary depending on the season, weather, and building schedule.
3. **After your workday is set**, a confirmation letter or email will be sent to you.
4. **One week before your workday**, we will contact you to 1) confirm your workday and confirm group size, 2) tell you on which site and tasks you will be working, 3) give directions to that site, and 4) update you on any changes.

### What is a day like on the site?

- Regular workdays are Wednesday and Saturday from 8:00 AM to approximately 1:00 PM. We take a coffee break from 10:00 – 10:30 AM at one of the local churches, which have generously opened their doors to Habitat volunteers, providing restrooms, wash-up and coffee break facilities.
- For larger groups (over 10), we encourage groups to sign up to work on one of our non-regular workdays: Tuesday, Thursday, or Friday. Various other workday schedules, work weeks, and hours can be arranged for groups as requested and as the work warrants. Indicate on the form what you have in mind.
- When you arrive on site, you will sign in with the Site Supervisor who will then direct you to your work area. Depending on the work to be done, volunteer groups may be divided into work crews and given specific tasks. A Crew Leader will provide training on the task(s) to be done to ensure the quality of workmanship, answer questions, and to ensure safety.
- Volunteers are encouraged to ask questions, especially when using power tools for the first time.
- The relationships you build with the other volunteers on site are just as important as the house you construct. Your group will work with existing Habitat crews, who can help your group develop new building skills and answer your questions. There may also be a crew of future homeowners who are earning sweat equity hours, and we encourage groups to get to know them well.
- No one will be asked to perform tasks that they are not comfortable doing. It is recognized that many volunteers have never been to a worksite before and have minimal experience with construction.
- Please make sure all volunteers dress appropriately for the work and the weather. Work boots or heavy shoes are suggested and dress warmly for cold weather.

**REMEMBER – EVERY JOB IS IMPORTANT!**

### What tools will each crew need?

All necessary tools will be available on site. However, individuals may wish to bring their own work gloves. If you bring your own tools – such as hammer, screwdriver, pencil, nail apron and measuring tape – be sure to label them clearly with your name or keep them with you during the work day.

### How often can my Volunteer Groups work with Habitat?

- **One-Time Basis**  
If your group is looking for a one-time volunteer opportunity and has little construction experience, we will pair you with an existing team to work on a task or we may assign your group to a task that requires less training, such as painting or landscaping.
- **Regularly**  
If your group wishes to volunteer with Habitat regularly, please notify the Volunteer Group Coordinator so you can be added to our quarterly schedule. Regular crews are usually scheduled for 1-4 workdays per quarter or may work consecutive workdays for 1-2 weeks each year.

### Is there an age limitation?

- No one under the age of **18** will be allowed to use any power equipment, work on a ladder, the roof, or scaffolding, or participate in any hazardous activity.
- No one under the age of **16** will be permitted on a building site during construction.
- Other non-construction activities are available for youth groups who are under 16, such as fundraising projects, events, and off-site prep work. Please contact the Volunteer Coordinator for details.
- There must be **1 adult to 6 youth** ratio for all youth and high school groups (ages 16-18). In addition, an adult must be designated as the leader or co-leader of the group.

### Who is responsible if someone gets hurt while working at Habitat?

Each Habitat volunteer must sign a *Waiver of Liability* form at the job site each time they work, agreeing to take personal responsibility for any accidents or injuries on the job. You and your group's personal health insurance plan should cover the individual while engaged in volunteer work; however, each volunteer should verify that he or she has this type of coverage prior to signing the Release form. All volunteers are covered secondarily under HFHGN's volunteer accident policy.

### What other things can groups do besides construction?

There is a need for groups to help in non-construction tasks, such as becoming financial counselors or helping with special events. Your group may also want to consider providing the funds and labor to build a home or joining with other organizations to accomplish this exciting project (Please note on the Volunteer Group Application if you would like details on Sponsorship Programs).

### What if our group would like more information?

Someone from the Habitat staff will be glad to meet with your group to provide information about our programs. Our web site can also provide useful information about Habitat of Greater Newburgh.

Visit us at [www.habitatnewburgh.org](http://www.habitatnewburgh.org). Any other questions can be answered by our Volunteer Coordinator or Office Manager at (845) 568-6035.

## VOLUNTEER GROUP INFO FORM

### GENERAL INFORMATION:

Date: \_\_\_\_\_ Approx. Group Size: \_\_\_\_\_  
 Group Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
 Contact Address: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Fax: \_\_\_\_\_

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### SCHEDULING PREFERENCES:

#### What is your preferred workday?

Tuesday       Wednesday  
 Thursday       Friday  
 Saturday       Other

#### What is your possible commitment?

One-Time Basis  
 Regularly (at least once/quarter)  
 Uncertain

#### What time will you volunteer?

Regular workday (8-1)  
 Afternoon \_\_\_\_\_  
 Full workday \_\_\_\_\_

#### Will you include a meal? Other?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### When would your group like to begin working with Habitat Newburgh?

1<sup>st</sup> Quarter (July – September)  
 2<sup>nd</sup> Quarter (October – December)  
 3<sup>rd</sup> Quarter (January – March)  
 4<sup>th</sup> Quarter (April – June)

Specific Month(s): \_\_\_\_\_  
 Specific Date(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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### CONSTRUCTION EXPERIENCE:

Please describe any specific construction skills people in your group may have (For instance: framing, roofing, siding, drywall, interior trim). We welcome volunteer groups of all skill levels.

\_\_\_\_\_  
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### SPONSORSHIP PROGRAMS:

Please indicate if you would like information about house sponsorship opportunities

- Enterprise Program – donations of \$1,000 to \$10,000 (or more) that go towards a particular home, your volunteers can participate in the construction of this home
- House Sponsorship Program – volunteers and financial support to build a home; groups often join together to sponsor a home
- In-Kind Program – professional donation of services in electrical, heating and air, plumbing, grading, foundations, landscaping or drywall finishing

**THANK YOU! PLEASE RETURN COMPLETED FORM VIA EMAIL OR FAX.**