

Group Registration Information

Our Mission: Changing Lives – Strengthening Communities

Thank you for your interest in helping HFHCSS build simple, decent homes. We seek to provide homeownership for an ever-increasing number of low-income families each year. To accomplish this we rely on volunteers to help keep our homes affordable. To provide for the most effective use of volunteers, everyone must follow our policies on **hours**, **safety** and **site participation**.

Did you know that we pay for our homes with tax deductible donations from individuals, businesses and churches? Although our homes are sponsored, we must pay costs not covered by the sponsor. These include permits, supervision costs, site amenities (e.g. – the porta-john, water, and utilities), etc.

Therefore, we thank you in advance for your donation which will help defray these expenses. The daily material and supervisory expenses cost about \$1,000 per day. We request that you consider a donation of \$100 per person for each day you will be at the site.** Please send your check to: HFHCSS, 139 W. Joe Orr Road, Chicago Heights, IL 60411. Please note on the check your group name and the date you will be volunteering. If, for any reason, your group is cancelled, we will return your check.

► **Hours**

The workday start and end times vary somewhat by season. During the spring/summer we usually start at 8am and work until 4pm. In other months we start at 9am and work until about 3pm. The HFHCSS site supervisor will always inform you of deviations from this schedule. The day is started with an orientation followed by specific assignments. Therefore, it is **mandatory** for everyone from your group to on-site at the designated start time. Individuals arriving after the orientation may be asked to leave.

► **Site Participation**

- Maximum crew size is 8 people for each project you are assigned to.
- Volunteers must be 16 years of age with one adult for every three teens. **NO ONE UNDER THE AGE OF 16 WILL BE PERMITTED ON THE JOB SITE.**
- Please have your waiver of liability completed before arriving at the site. **A waiver must be presented for each individual volunteer. There can be no exceptions. Waivers for minors must be signed by a parent or legal guardian. Having them signed by the group adult supervisor will not be permitted.**
- Tasks will be assigned on the site. We are unable to identify your task ahead of the workday.
- **Be sure members label and bring basic tools:** hammer, utility knife, tape measure, pencil, work gloves.
- Street parking is available. Be sure to lock your doors.
- We provide water but please bring your own lunch and be prepared to eat on-site (30 minutes lunch break).
- **Weather:** We attempt to have inside work for bad days, but occasionally have to cancel a workday. **You must have one designated contact and we must have that person's cell phone number and name. If we decide to cancel a timely call will be made to the designated group contact.**
- **DO NOT WEAR OPEN TOED SHOES. More specifically, we request work boots, hiking boots or gym shoes. Something with laces.**
- During the summer come prepared with bug spray and sunscreen and during the winter wear layers.
- **Clean-Up: During the day and always at the end of the day, you will be expected to assist in storing tools and building materials and cleaning the site for the next work day.**
- Restrooms: We have a porta-john on site.

► **Tasks / Skill**

No skill is needed, but is welcome. Crews are assigned to whatever task is available but **no volunteer is asked to do something with which they are uncomfortable**. Some volunteers will devote themselves to clean-up while others are busy using power tools to cut and nail wood. **We cannot tell you ahead of time what task your group will do.**

If you have highly skilled members, please list their information. Will they lead a team of 2-5 people?

Name: _____ Skill(s): _____ Lead? _____

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► **Contact Person Information**

We must have the name and contact information for the person who will be responsible for coordinating this activity. This is the only individual we will contact regarding cancellation (if necessary).

Organization: _____

Contact Person: _____ Cell Phone: _____

E-mail: _____

PLEASE BE SURE THAT ALL MEMBERS OF YOUR GROUP READ THE SITE SAFETY INFORMATION AND PLEASE PRINT THE APPROPRIATE WAIVER FORM (Adult and/or Youth) .

All of these forms are available by linking to the following site:

<http://www.gohabitat.net/volunteergroups.html>



Please read this note:

** We recognize that all groups are not alike. Some are from major corporations while others are from smaller organizations. It's not our intent to discourage participation and that's why we request payment via check – before or even after your group has worked. Also, by requesting the donation be sent directly to the office we are trying to create a comfort level for everyone. The concept of “give till it hurts” should be your guideline. If that's \$50 or \$5,000 --- either amount will be utilized to further our mission. If you simply cannot afford to provide a donation we will still appreciate your volunteer labor.