



JOB SITE COURTESY AND SAFETY

Pay Attention – Be aware of your surroundings. Be careful where you lay things down. Don't leave exposed nails sticking out, especially on discarded wood. If you see anything potentially dangerous, fix it or call for help.

Follow the Leader - There is ONE house construction leader and several crew leaders (florescent green T-shirts). If someone is designated 'In Charge,' their word is final, although creativity and suggestions are always welcome.

Respect Property – treat all tools as if they were your own. Please put them back when you are finished using them. Don't waste anything! We are a non-profit charitable organization. Help pick up at the end of each day.

Be a Student and a Teacher – Most Habitat volunteers are learning on the job. Watch those whose skills are greater than yours and learn as much as you can from them. Then you can help those who are less knowledgeable than you.

HAVE FUN!



VOLUNTEER HANDBOOK

WHY VOLUNTEER?

Volunteering with Habitat is a great way to help a Kokomo family realize a dream while teambuilding within your own organization.

Build with friends and make some new ones! Get a group together to volunteer and enjoy the warm summer weather.

APPROXIMATE WORKDAY SCHEDULE

Arrive to sign-in between 8:15-8:30 a.m. A Liability Form must be on file for each volunteer each year.

8:30 a.m. - workday begins with brief devotion, instructions and safety reminders

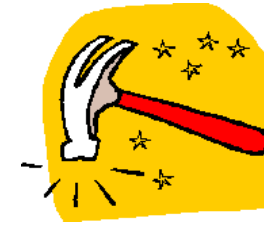
12:00 p.m. - lunch (often provided, sometimes not)

3:30 p.m. - worksite cleanup (some days earlier)

4:00 p.m. - end of workday

WHAT ABOUT RAIN?

If it's raining at your house, it's not necessarily raining at the worksite. Please come to the jobsite rain or shine. We will cancel work at the jobsite only in the case of extreme weather.



WHAT TO BRING

Hat or Bandana – protect yourself from sunburn or drizzle and keep the sweat out of your eyes.

Tool Belt or Apron – really useful if you have one.

Gloves – essential for some tasks, bring your own if you can.

Hand Tools - you won't have to wait or hunt around for things if you bring your own, but do mark them with your name (Basics: 16 ounce hammer, a tape measure, a utility knife, and a pencil). The work scheduled for a specific day is listed on our website: habitatkokomo.com. If you own hand tools useful for such work, bring them along, but you need not purchase them for that day (unless you wish to use that as an excuse to your spouse). Also feel free to bring a ladder or extension cord – we always need extra of these.

Power Tools – Volunteers need not bring power tools.

Mark all tools with your name and keep track of them at the job site.

Clothing – work clothes. Long pants are a must for roofing. Work or hiking boots, or athletic shoes. **NO OPEN TOED SHOES!** Sunscreen. Dress for the day's weather.

Attitude – bring your best smile. Flexibility is key! Always ask questions when you have them.

*Water and drinks will be provided.