



HOUSE SPONSORSHIP MANUAL

It's simple. And it works.

Do you want to help rebuild a struggling Baltimore community? Every congregation, corporation, foundation, business and educational institution can make a big difference by doing something simple: working to see one vacant house rehabilitated into a home for a first-time homebuyer family in Sandtown. It's simple. And it works.

When your organization agrees to sponsor a house, you commit to:

- **Invest \$50,000*** to underwrite the majority of the cost of construction and materials. (*This cost is kept low by donated or discounted building materials and many hours of volunteer labor*).
- **Supply volunteers** who, under the supervision of full-time professional construction staff, will work alongside the family who will become owners of the rebuilt home. (*Volunteers are not required to have construction experience, but volunteers with some building skills are always helpful!*)
- **Provide volunteers and payments in a timely manner** to meet the construction schedule. Having the right number of volunteers (*with the right skill sets*) at critical points keeps the project moving forward smoothly, while timely payments allow Sandtown Habitat to operate with maximum efficiency and minimum expense.
- **Join in a celebratory dedication service** as the keys to the completed home are handed over to the family that, after working side by side with your volunteers, is now purchasing its first home. You get to share in the joy and see firsthand the impact you have made on the life of one family.

Sponsorship gets results. So far, more than 285 homes have been completed. And homes with proud homeowners bring many other positive changes to a community. Families have stabilized. Students are succeeding in school and preparing for the future. People who never held a job are now working. An economic base is being established. Quality primary health care is increasingly accessible. Community pride is being restored. Leadership is developing. Bridges of understanding are being built as people come together across racial, economic and geographic barriers.

In short, individual lives and an entire community are being rebuilt.

Your involvement does make a difference!

*Organizations may also co-sponsor a house with another organization for \$25,000.

SOME OF OUR PAST AND CURRENT HOUSE SPONSORS INCLUDE:

BUSINESSES:

Andersen Corporation
Baltimore Ravens
Bank of America
Black & Decker
Kelly & Associates Insurance Group
Mercantile Bank
M&T Bank
Municipal Employees Credit Union
Northrop Grumman
Provident Bank
Rouse Company
Struever Bros, Eccles & Rouse
Thrivent Financial for Lutherans
T. Rowe Price
Under Armour
USGBC-MD

EDUCATION INSTITUTIONS

Garrison Forest School
Johns Hopkins University
Loyola College
University of Maryland Baltimore County
University of Maryland - College Park

CONGREGATIONS:

Bethany UMC
Bethel AME Church
Cathedral of the Incarnation
Central Presbyterian Church
Chapelgate Presbyterian Church
Church of the Good Shepherd
Church of the Redeemer
Columbia Presbyterian Church
Divinity Lutheran Church
Glen Mar United Methodist Church
Grace Fellowship Church
Hunt Valley Presbyterian Church
Linden - Linthicum UMC
St. Thomas Garrison Forest Episcopal Church
Timonium Presbyterian Church

FOUNDATIONS

The Abell Foundation
Enterprise Community Partners
The Harry & Jeanette Weinberg Foundation

FOR MORE INFORMATION ON SPONSORSHIP, CONTACT:

*Michael Barb
Resource Development Manager
& Volunteer Coordinator
Sandtown Habitat for Humanity
1300 North Fulton Avenue
Baltimore, MD 21217*

*Telephone: (410) 669-3309
Fax: (410) 523-3015
E-mail: mikeb@sandtownhabitat.org
Website: www.sandtownhabitat.org*

A TYPICAL CONSTRUCTION SCHEDULE

A crew of volunteers is needed at key points to keep projects moving on schedule.

# of WEEKS*	REHAB TASK	VOLUNTEERS	STAFF	SUBCONTRACTOR
1-3	Architectural drawings/permits		√	
4-6**	Demolition**	√**	√	√
1	Footers poured			√
8-10	Structural Framing & Roofing	√	√	
3	Systems: HVAC, Plumbing, Electrical			√
1	Insulation	√	√	
1	Drywall			√
4-6	Interior Trim, Doors, Base, Vinyl, etc.	√	√	
2-4	Interior Painting	√	√	
1	Kitchen, Bath, Cabinets installed	√	√	
2	Misc. Trim, Entry way, Rails, Shelving	√	√	
1	Exterior Painting, Cornice	√	√	
1	Landscaping	√	√	
1	Final Punch-Out, Carpet	√	√	
	Dedication / Move	√	√	

* This construction time table estimate is based on a typical house sponsor schedule in which the sponsor commits to volunteering one day (usually Saturday) per week. A typical construction schedule will take between 7-10 months to complete.

** Volunteer participation during Demolition phase is ultimately determined by the structural integrity of the house. As safety is of the utmost concern at all times, Sandtown Habitat may utilize a subcontractor to complete this phase prior to sponsoring organization being permitted to begin. The Demolition phase will take only one to two weeks if completed by a subcontractor.

HOW SPONSORSHIP WORKS

Over more than 20 years of working with sponsors and volunteers, Sandtown Habitat has developed a set of operating procedures. These procedures aim to make sure volunteers have good experiences and Sandtown community residents can purchase high quality, affordable homes.

BEFORE YOUR FIRST WORK DAY

ASSEMBLING YOUR CREW: Volunteers are key to the success of the Sandtown Habitat for Humanity program. Here are a few points to keep in mind as you assemble your volunteers that will help make the volunteer experience productive, safe and enjoyable:

SKILLS: Volunteers are not required to have any building skills. However, it is very helpful to know in advance what skills the volunteers do possess. Please make copies of the *Volunteer Skills Inventory* and ask volunteers to rate themselves. Please provide these to Sandtown Habitat two weeks before your first scheduled work date.

PROJECT COORDINATOR: One person from the sponsoring organization should be the liaison with Sandtown Habitat. This will be the contact person for scheduling workdays, coordinating legal forms and sending material request forms prior to workdays. (See Leadership Team page for additional information).

AGE RESTRICTIONS: In compliance with Federal law that has very clear rules about the age of persons working construction, it the policy of Sandtown Habitat that 1) The minimum age to volunteer is 16; 2) Young persons ages 16 and 17 may work in construction but may not use power tools or perform work involving wrecking and demolition, excavation or roofing; and 3) It is the responsibility of the volunteer group to supervise minors who are working with you. There should be at least one adult for every five minors.

SAFETY AND RISK: Sandtown Habitat takes safety very seriously. Our construction supervisors are experienced, well trained specialists. For safety sake, we expect volunteers to follow instructions and cautions from the supervisors.

WAIVER OF LIABILITY: Each volunteer is required to sign a form assuming the risk for accidental injuries and releasing Sandtown Habitat from liability. These forms are kept on file, so a volunteer only needs to sign the form once per year, no matter how many times they volunteer.

SCHEDULING WORK DAYS: Your Sandtown Habitat construction staff person is responsible for scheduling sponsor volunteer work days. Your crew chief should provide a proposed work schedule at the onset of the project; then confirm/adjust on a weekly basis with Sandtown Habitat staff. Your Sandtown Habitat construction staff person can also assist you with construction-related questions prior to your workday.

MATERIALS REQUEST FORMS: To be sure the volunteer crew has all the necessary materials on site when they arrive for work, the crew chief must submit a materials request form to our warehouse manager no less than two days prior to your work day (for a Saturday work day, the form is due Thursday). The form should be faxed to Denise Sample, Warehouse Manager, at (410) 523-3015. Materials will be loaded and ready to go on the morning of your workday and will be delivered to your site once the crew arrives. (Please order only as much lumber as you need for that day. Any unused materials must be removed from the site and restocked in our warehouse at day's end.)

TOOL SIGN-OUT SHEETS: Tools are signed out at the start of the workday. Completing the tool sign-out sheet in advance is not required, but it will help get your crew off to a faster start. Return the sheet to the attention of Denise Sample.

HOW SPONSORSHIP WORKS (Continued)

On the Work Site

WHAT TO WEAR: Each volunteer should wear hard-soled shoes (no sneakers). Regardless of how you'll be volunteering, proper working attire will help make your day more comfortable. Baltimore summers are typically hot and humid and the winters can get very cold, so dress accordingly.

WHERE TO REPORT: Each crew must report to the Habitat warehouse located at 1300 North Fulton Avenue. A normal workday is from 8:45 a.m. to 4:30 p.m., with wrap-up beginning at 4 p.m. (Once you are familiar with the neighborhood, crews may report directly to the house you are working on.)

TOOLS: Sandtown Habitat has all the tools your crew will need. (If you have your own tools, however, you may bring them, as we have a limited number of power tools, extension cords and hand tools.) Each crew is responsible for signing out their tools from the warehouse at the start of the work day and returning the tools to the warehouse at day's end. Nails, screws and hardware are also obtained from the warehouse. We recommend that each volunteer bring work gloves with them. It is also recommended that you bring a bottle of water. ***Be sure to put name tags on all your items!*** Basic Tool List: *hammer, work gloves, goggles, circular saw, 16' or 25' measuring tape, screw gun, nail apron, carpenter's pencil*

COMMUNICATION AND SUPERVISION: Your volunteer crew will be supervised by members of our full-time construction staff. (However, it is quite helpful if at least one member of the crew has enough skills to help direct the work at hand.) Once the crew is working, the Sandtown Habitat construction staff rotate through all houses under construction to provide technical assistance and additional direction where needed. Please be patient in waiting for assistance, as there are as many as 15 houses under construction at one time.

The construction team is responsible for all construction activities at Sandtown Habitat and is our primary source of construction expertise. Your specific house will be overseen from beginning to end by a staff team. Technical questions on site can be directed to any member of that team.

PERSONAL VALUABLES: While some monitoring will be provided at the work site, Habitat accepts no responsibility for lost or stolen items. We recommend that you not bring items with high monetary or sentimental value, that you remove all valuable items in your car from view, and that you put your name on any items you do bring.

LUNCH: Lunches will not be provided by SHFH. You may either bring lunches to the worksite or go out to lunch during the lunch break.

Important Sandtown Habitat Contacts: 410.669.3309

Executive Director – LaVerne Stokes

Construction Team – Danny Waid, Bo Punnett, Gary Mitchell, Leroy Smith, Kevin Mills, Mike Teaford, David Wunderink, Wille Rooks, James McCall, Orlando Mobuary, Isaac Newman, and Denise Sample

Resource Development Manager & Volunteer Coordinator – Michael Barb

Administrator – Barbara Baer

VOLUNTEER SKILLS INVENTORY

Name of Volunteer: _____

Sponsoring Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____ Date: _____

Please check the phrase that best describes your skills or experience.

___ I have enough knowledge and experience in building that I could do it for a living.

___ I have enough knowledge and experience to supervise others doing construction.

___ I do minor repairs around my own home and have my own tools.

___ I can assist with plumbing and/or electrical work.

___ I am a good support person for someone who knows what they're doing. (For example, I can measure accurately, paint, help with drywall, etc.)

___ I don't know which end of a hammer to use, but I would love to help.

I have particular skills in: _____

THE LEADERSHIP TEAM

The Leadership Team works with Sandtown Habitat for Humanity to ensure a successful build. This team consists of several positions, briefly outlined below. While we encourage the sponsor to fill each of these positions, not all are integral to the building process and may be filled at the discretion of the sponsor. The sponsor may choose to have one person to fill all of these positions.

***PROJECT COORDINATOR:** Oversees the Leadership Team and serves as the liaison between the sponsor and Sandtown Habitat for Humanity throughout the project. If you are co-sponsoring a house with another organization, each organization should have a primary contact person.

VOLUNTEER COORDINATOR: Works closely with the Project Coordinator. The Volunteer Coordinator is responsible for the recruitment and placement of all volunteer labor required for the project. The Volunteer Coordinator ensures that the appropriate numbers of volunteers are scheduled each volunteer day, including at least one skilled volunteer per volunteer day. The Volunteer Coordinator also ensures all volunteers have filled out and turned in a waiver of liability form within the calendar year.

SAFETY COORDINATOR: Responsible to the Project Coordinator. The Safety Coordinator is responsible for ensuring all volunteers are complying with the safety regulations. The Safety Coordinator is also responsible to report any tools/materials that are broken/hazardous to Sandtown Habitat for Humanity staff.

PUBLICITY COORDINATOR: Responsible to the Project Coordinator for all publicity needed for the project and for all special events such as kick-offs and dedications. The Publicity Coordinator covers publicity within the sponsor group and is responsible for taking any photos of construction work and special events. The sponsor is responsible for keeping the project before the congregation and/or employees and/or students and maintaining their enthusiasm for the duration of the project.

FUNDRAISING COORDINATOR: Responsible to the Project Coordinator for the acquisition of all the funds and in-kind contributions required for the project. The Fundraising Coordinator should keep accurate record of in-kind contributions as well as checks paid to Sandtown Habitat for Humanity. A written thank you for any donations of in kind materials and labor should come from the sponsor if donated through the sponsor.

† MATERIALS DISTRIBUTION COORDINATOR: Responsible to the Project Coordinator to carry tools and materials from the warehouse to the work site and returning it to the warehouse at the end of the day. Materials Distribution Coordinator should have access to a vehicle that can handle carrying items such as ladders, lumber, etc. This person needs to arrive to the warehouse before work is scheduled to transport items in a timely manner.

**Project Coordinator is a required position. Please provide Sandtown Habitat for Humanity with the contact name, phone number and e-mail address prior to beginning work on the project.*

† Materials Distribution Coordinator is highly recommended. Filling this position will ensure you have your materials at the house when you need them.

FINANCIAL SUPPORT

Sandtown Habitat for Humanity is able to provide affordable homes to very low-income families only with the help of volunteer labor, donated materials and financial contributions. We are grateful to your organization for committing to a sponsorship.

We ask your cooperation in keeping operating costs low by making payments in a timely fashion. By making your full contribution in advance, or by paying promptly at key points in the construction process, you help us avoid additional borrowing expenses and assure a smooth flow of materials and services for completing your sponsored house.

PLAN A: Provide the full sponsorship in advance of beginning the house.

PLAN B: Provide one half of the sponsorship donation in advance and the second half at the time of _____ (approximately _____ weeks into construction).

PLAN C: Provide payments at the following construction stages:

_____ % at _____ (phase) (approximately _____ weeks into construction)

_____ % at _____ (phase) (approximately _____ weeks into construction)

_____ % at _____ (phase) (approximately _____ weeks into construction)

_____ % at _____ (phase) (approximately _____ weeks into construction)

DIRECTIONS TO OUR OFFICE

Directions from I-95

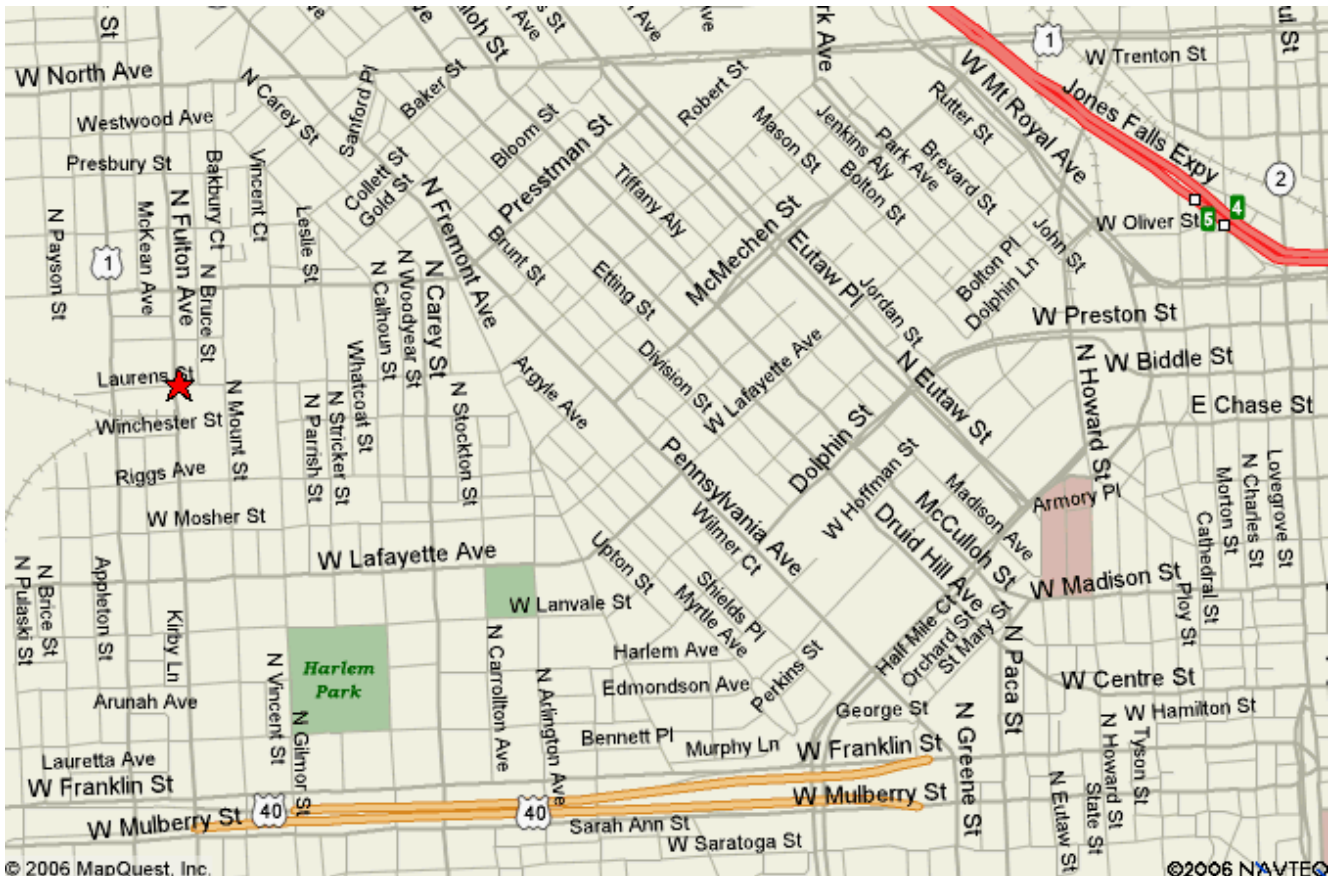
Take I-395 exit in Baltimore. Stay in right lanes and you will be on Martin Luther King Blvd. Turn left at 9th traffic light onto W. Franklin Street. Turn right at 7th traffic light onto N. Fulton Avenue. Proceed to 1300 N. Fulton Avenue (cross street is Laurens Street and has a traffic light). Building is on the left. Come to the door with the SANDTOWN HABITAT sign. The warehouse is located in the back of our office on the Laurens Street side.

Directions from 295

As you are entering the downtown area of Baltimore, just past M&T Bank Stadium (to your right) exit to the right onto Martin Luther King Blvd. Turn left at 9th traffic light onto W. Franklin Street. Turn right at 7th traffic light onto N. Fulton Avenue. Proceed to 1300 N. Fulton Avenue (cross street is Laurens Street and has a traffic light). Building is on the left. Come to the door with the SANDTOWN HABITAT sign. The warehouse is located in the back of our office on the Laurens Street side.

Directions from I-83

Take North Avenue exit in Baltimore City. Turn right on North Avenue and proceed to N. Fulton Avenue (8th traffic light). Turn left and proceed to 1300 N. Fulton Avenue. The building is on the right side. Come to the door with the SANDTOWN HABITAT sign. The warehouse is located in the back of our office on the Laurens Street side.



ABOUT SANDTOWN HABITAT FOR HUMANITY

Sandtown-Winchester is a vibrant West Baltimore community with a rich history and deep cultural traditions. The housing stock is architecturally beautiful but has deteriorated. Too many Sandtown families with incomes below the neighborhood median of \$15,000 must rent substandard units from absentee landlords, and hundreds of units sit vacant and boarded. Awareness of Sandtown's housing crisis led members of New Song Community Church to initiate an affiliate of Habitat for Humanity in 1989 to respond to the challenge of rebuilding homes and hope.

Sandtown Habitat for Humanity is a nonprofit Christian housing organization here in the Sandtown-Winchester neighborhood of West Baltimore with the purpose of rebuilding the vacant housing in Sandtown, increase homeownership and improving the health of the community. By having affluent and poor, black and white and Asian, urban and suburban working together in partnership, Habitat serves to build new relationships and an increased sense of community.

Sandtown Habitat rehabilitates and builds houses in partnership with the homeowners using mostly volunteer labor and private funding, selling the completed homes at cost to low-income families on a 20- or 30-year mortgage with no interest charged. Payments go into a revolving fund which in turn helps to finance other homes in the community. It works! Our first 265 homes have been completed using this model.

Our funding comes from numerous individuals, congregations, corporation, foundations, educational institutions and government entities. The City of Baltimore Department of Housing and Community Development is a major partner in every home that Sandtown Habitat completes (providing vacant houses for rehabilitation as well as general support). All of our legal work is provided on a pro bono basis by Whiteford, Taylor & Preston.

The average construction cost of a Sandtown Habitat house is around \$100,000, about half of the cost for traditional development. Cost is kept low through maximum use of volunteer labor and donated materials and the family who will own the home investing at least 330 hours of "sweat equity" in their own home and others. Volunteers come from both here in Sandtown and outside the community and include individuals as well as numerous congregations, corporations, colleges and universities. All are overseen by our full-time construction staff.

A family selection committee reviews applications and selects homeowners based on level of need, willingness to become partners in the program, and ability to repay the loan.

Sandtown Habitat is committed to eliminating all vacant housing in our 15-block focus area, a total of 350 Habitat houses for Sandtown families with the next several years. Having completed more than 265 homes, including the ten initiated during the 1992 Jimmy Carter Work Project, 20 more houses are under construction. Together, a full-time staff of more than 15 plus homeowners and thousands of volunteers are joyfully rebuilding homes and hope together here in Sandtown.

Sandtown Habitat for Humanity
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Baltimore, Maryland 21217
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Fax: (410) 523-3015
E-mail: info@sandtownhabitat.org
Website: www.sandtownhabitat.org

SAMPLING OF ACCOMPLISHMENTS: The First 21 Years (and counting...)

- Completion of over 285 houses for homeownership for low-income first-time homebuyer families
- Unique in City in provision of homeownership opportunities for low and very low-income families
- Fostered investment of more than \$20 million in housing in Sandtown community
- Elimination of more than 285 vacant houses, now contributing to tax base
- Have attracted other developers who have completed hundreds of additional homes for Sandtown families
- Contributed to increased homeownership rate and substantial increase in property values in Sandtown
- Hundreds of children now living in homes with no lead-based paint which can cause major irreversible health problems
- Hosted tens of thousands of volunteers from throughout the region and the nation
- Hosted 1992 Jimmy Carter Work Project and 18 annual Summer Building Weeks
- Neighborhood-based organization run by neighborhood-based staff and Board of Directors
- Employment and training of men and women from the neighborhood in construction and construction management
- Provided an effective model which is profiled both locally and nationally
- Served as a catalyst for change and a sign of hope
- Built first LEED home in 2010

SANDTOWN HABITAT PROGRAM OVERVIEW

SANDTOWN HABITAT FOR HUMANITY – is one component of a holistic approach to neighborhood development known as “church-based Christian community development.” Initiated in 1988, the program has grown to a staff of more than 75, mostly from the community. While our neighborhood, Sandtown Winchester in West Baltimore, encompasses 72 square blocks, our concentration is upon a 15-block focus area in the north-central section of the community. Here we are eliminating all vacant houses and providing various programs and opportunities that foster empowerment.

Many different individuals – black and white and Asian, affluent and poor, urban and suburban – are working closely together to break down barriers of race, geography, class and culture and to rebuild the Sandtown community, presenting a model that shows incredible possibilities for hope and change.

A multicultural congregation, **New Song Community Church**, is the foundation out of which our other programs emanate, including the following:

SANDTOWN HABITAT FOR HUMANITY – Providing houses for homeownership for low and very low income families in Sandtown. Have completed more than 265 homes toward current 350-Home Project initiated during 1992 *Jimmy Carter Work Project* with 20 more under construction. More than 15 full-time staff, primarily from the neighborhood, including numerous young men who are being trained as assistant construction managers. Thousands volunteer annually.

NEW SONG COMMUNITY LEARNING CENTER – Providing educational enrichment and assistance for Sandtown children and youth since 1991. 150 children involved in preschool (age 3) and after-school (K through high school) programs and in **New Song Academy**, a pre-K through 8th grade public school under Baltimore’s New Schools Initiative. Plans to add a high school, currently provides scholarship assistance for high school students. More than 30 full-time and part-time staff.

NEW SONG FAMILY HEALTH SERVICES – Primary health care for Sandtown residents, both adult and pediatric. A network of volunteer doctors and nurse practitioners supplement our full-time staff. Open part-time 1991-1995 with approximately 1,000 patient visits annually. Began operating full-time in May 1996 in newly-rehabbed, 3,000 square-foot facility seeing several thousand patients annually; currently in partnership with People’s Community Health Center.

EDEN JOBS – Jobs and economic development. Job development and placement program for unemployed Sandtown residents. Begun in 1994, more than 1,000 placements to date, plans for 100 annually.

BUSINESS DEVELOPMENT – Facilitating the development of resident-owned small businesses. The first business start-up, *Gerry’s Goods*, a coffee shop/convenience store, opened in December of 2008 and is now serving Sandtown neighborhood residents and visitors.