



## VOLUNTEER ORIENTATION MANUAL

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### 19<sup>th</sup> Annual Summer Building Week: June 21-25, 2010

*Thank you for your interest in volunteering with Sandtown Habitat during our 19th Annual Summer Building Week! The following information will help to answer any questions you might have regarding various aspects of SBW 2010. After reading through this manual, if you still have further questions, please contact Michael Barb, Resource Development Manager & Volunteer Coordinator. He can be reached via e-mail at [mikeb@sandtownhabitat.org](mailto:mikeb@sandtownhabitat.org) or during office hours Monday – Friday at (410) 669-3309.*

#### **REGISTRATION**

All volunteers who have pre-registered (mailed in an application) should report to the line under the tent that is marked by the first letter of their last name. There you will receive your t-shirt, name badge and work assignment.

Volunteers who have not pre-registered will need to report the “Walk In” table. If we still have available slots, we will give you a work assignment at that time.

#### **WHAT WILL MY DAILY SCHEDULE BE LIKE?**

All volunteers, both construction and support, should plan to participate in the orientation at the beginning of the day. Below is a sample schedule for each day. NOTE: We plan to dedicate at least one house during the week. On that day(s) we will end the work day early and meet together to celebrate.

7:45 - 8:30 am	REGISTRATION UNDER TENT(S) AT 1400 SCHOOL STREET LOT <i>(Only necessary to register the first day you arrive)</i>
8:30 - 9:00 am	KICK OFF AND ANNOUNCEMENTS
9:00 am	CONSTRUCTION ORIENTATION AT YOUR ASSIGNED HOUSE OR WITH CREW AND BEGIN WORK
9:30 am	SUPPORT SERVICES ORIENTATION UNDER TENT(S)
12:00 - 1:30 pm	LUNCH UNDER TENT(S) (crews will eat in shifts)
4:30 pm	WORK DAY ENDS

### **WHAT ABOUT MEALS DURING THE WEEK?**

Lunch will be served for all workers under the registration tent(s) each day. **We will not be able to accommodate special dietary needs.** Fruit and drinks will be amply provided throughout the day.

### **HOW WILL I KNOW WHO IS WHO?**

Identification badges will be issued to all volunteers at registration and **must be worn** while on site to receive lunch and for entry into houses. Staff will have special name badges and shirts so that they are easily recognized.

### **WHAT WILL THE WORK BE LIKE?**

#### **ON-SITE CONSTRUCTION MANAGEMENT PLAN**

Sandtown Habitat for Humanity Construction Staff will be coordinating all construction on the houses. Their job will be to fill needs and solve problems with the House Leaders and to work with the inspectors. They will interact primarily with the House Leaders to ensure that all labor and materials needs are met.

#### **ON-SITE CONSTRUCTION SAFETY**

Safety is of utmost importance, and safety standards will be strictly enforced throughout all phases of construction. Crew members should wear comfortable clothing but not loose-hanging garments that could be easily caught on objects or in power tools. Boots or hard-soled shoes should be worn. First-aid stations are available on site. Please comply with all safety requests, including wearing hard hats, gloves, safety glasses, and dust masks when needed.

***NOTE: Our primary safety problem has consistently been having workers getting dust or debris in their eyes, so you should bring safety glasses and wear them!***

#### **CONSTRUCTION CREW ASSIGNMENTS**

You will receive your house or crew assignment at registration. Non-construction volunteers will be given instructions by their crew leader.

Each house will be built by a crew of approximately ten people assigned as follows:

**HOUSE LEADER:** Will manage construction by delegating tasks, communicating with the management team, and problem solving. House Leaders are skilled professionals and are knowledgeable about construction practices and techniques. All information regarding a particular house is directed to the House Leader for that house. Also responsible for assigning a crew member to return the water coolers and fruit buckets to the tent at the end of the work day (i.e. by 4:30 p.m.).

**CREW LEADERS:** Will work with their tools and direct the crews in tasks assigned by the House Leader. Crew size will fluctuate throughout the five-day period depending on the complexity of each phase.

**TOOL HANDLER:** Will track tools needed for each house, bringing them out in the morning and returning them to the warehouse at day's end (i.e. by 4:30 p.m.). Requisition of tools, electrical power cords and equipment is very important and will require the Tool Handler to arrive early each day to prepare for daily events.

**MATERIALS HANDLER:** Will be completely familiar with what materials are on site and where they are intended to be used in the construction process.

**HOUSE MONITOR:** Will ensure that materials and tools are monitored and kept secure in the house during the entire work day. The house monitor also ensures that people entering the house are authorized to do so.

**CREW MEMBERS:** Will build the house by performing various tasks as directed by the House Leader.

### **TOOL REQUIREMENTS**

Habitat will provide many of the tools needed to build. However, everyone is asked to bring work gloves and safety goggles. If you have any of the following tools, please bring them as well. (Identification marking on your tools is highly recommended to avoid loss. We will have security but cannot guarantee their safety.)

### **BASIC TOOL LIST**

- \* Hammer (16-22 oz) and hammer loops
- \* 16' or 25' measuring tape
- \* Nail apron
- \* Hard Hat
- \* Circular saw
- \* Screw gun
- \* Carpenter's pencil

Also, we insist on the wearing of hard-soled shoes (not sneakers) to avoid injury. If you have a hard hat, please bring it.

### **WHAT SHOULD I BRING OTHER THAN TOOLS?**

Regardless of how you'll be volunteering, proper working attire will help make your day more comfortable. As you know, Baltimore in the summer is hot and humid, so dress accordingly. Be sure to put name tags on all your items!

- \* work boots or hard-soled shoes
- \* wide-rimmed hat/visor
- \* bandana (highly recommended)
- \* shorts and t-shirts
- \* safety glasses
- \* sunglasses (highly recommended)
- \* sunscreen (highly recommended)
- \* canteen/1 qt. water bottle
- \* rain poncho

### **WHAT IF I'M A HOUSE OR CREW LEADER?**

Someone on the Construction Staff will contact you prior to the work week to insure that you are able to volunteer as a House or Crew Leader. There may also be a meeting or conference call scheduled to go over additional information prior to Summer Building Week. At that time, you will be instructed on how to run your crews.

### **WHAT IF I'M NOT ASSIGNED TO CONSTRUCTION?**

If you will be helping with registration, Barbara Baer, our Administrator, will contact you prior to the work week to confirm. You should plan to attend a brief meeting at the Sandtown Habitat office located at 1300 N. Fulton Avenue on Friday, June 18<sup>th</sup> at 6:30 p.m. (Dinner will be provided). Registration volunteers need to report to the tent(s) by 7:30am each morning.

If you will be helping with support, LaVerne Stokes, our Co-Executive Director, will be assigning you various tasks. You should report to her after you've registered.

### **WHAT IF I BECOME ILL OR AM INJURED?**

There will be provisions for on-site medical assistance for any worker who becomes ill or is injured. You will be welcome to rejoin your work team after you recover and can again participate fully. In the event of a serious injury or illness, arrangements for transportation to appropriate medical facilities in Baltimore have been made.

### SAFETY TIPS

Yes, Baltimore in the summer can be **hot!** Midday temperatures reach 90+ degrees with high humidity. You need to take precautions and please keep in mind the following safety tips:

- ✓ Wear a hat and light-colored clothing.
- ✓ We recommend sunscreen with SPF of 15 or higher.
- ✓ Pace yourself. Move a little more slowly and take occasional breaks if necessary.
- ✓ Drink large quantities of fluid before you get thirsty; water will be provided.
- ✓ Expect to sweat. It is the body's mechanism to keep your body temperature under control.
- ✓ If you feel dizzy, get a headache, or stop sweating, stop working at once. Tell your House Leader and report to the medical tent.

### **WHAT ABOUT DEVOTIONS?**

Habitat is an ecumenical Christian housing organization with a diversity of individuals and groups involved, and everyone is welcome to participate. Group opportunities for fellowship, prayer, and worship include devotions every morning and informal sharing and fellowship while working. **Note: Registration will not be open during the morning devotional/kick-off time.**

### **WHAT ABOUT 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.

### DIRECTIONS FROM I-95

Take I-395 exit in Baltimore. Stay in right lanes and you will be on Martin Luther King Jr. Blvd. Turn left at 9th traffic light onto W. Franklin Street. Turn right one block past fourth traffic light onto N. Calhoun Street. Proceed to stop sign at Presstman Street. Cross Presstman. The tents will be set up on your immediate left.

### DIRECTIONS FROM I-83

Take North Avenue exit in Baltimore City. Turn right on North Avenue and proceed to Fulton Avenue (8th traffic light). Turn left and proceed to Presstman Street (2nd traffic light). Turn left onto Presstman Street and go to third STOP sign, which is at N. Calhoun Street. Turn left onto N. Calhoun St. Look for the tents on the left side.

### **WHAT MORE CAN I DO TO SUPPORT THIS PROJECT FINANCIALLY?**

We are grateful for your willingness to volunteer your time to help transform vacant housing in Sandtown into new homes owned by Sandtown families. The work that you will do this week helps to rebuild not only homes, but our community as well.

If you desire to do more, there are many other things you can do. You can personally provide financial support; approach family, friends or your place of work to pledge support for each hour worked; or request a special offering from your congregation or civic group to provide additional support. Your commitment of time and energy will make people take notice of the excitement which we know as **Habitat for Humanity**. Funds raised prior to the week, designated for **Summer Building Week 2010**, can be sent directly to the address listed below. You may also bring

money with you to the project and turn it in at registration. Checks should be made payable to "**Sandtown Habitat for Humanity.**" We are excited to have you join us and look forward to seeing you in June!

**ATTN:** *Summer Building Week 2010*  
*Sandtown Habitat for Humanity*  
*1300 North Fulton Avenue*  
*Baltimore, Maryland 21217*  
*phone: 410-669-3309*  
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