



*Building
houses,
building
hope*

To whom it may concern:

Thank you for your interest in bringing your group to work at a Habitat for Humanity construction site! Volunteering at a Habitat for Humanity construction site can be a very rewarding experience for both individuals and groups. At our site we promote team building, safety, education and awareness.

Before submitting your group registration form, please be aware of the following:

- Group workdays are Wednesdays, Fridays and Saturdays
- The maximum size for a group is 15 people
- All volunteers are expected to work a full day (8:00am – 4:00pm)
- The minimum age requirement is 16 (no exceptions!)

Volunteers should be prepared to work on a variety of tasks on any given workday. There are generally 2-6 homes under construction at any given time and are in different stages of construction. Volunteers may be asked to work on anything from grading, landscaping, framing, siding, roofing, painting, interior trim, etc. No experience is necessary; we will provide all required training and supervision.

Groups are scheduled at the construction site 30-90 days in advance. Please be prepared for extensive waiting lists for Saturday workdays (in excess of 90 days). Fridays are generally more readily available.

Please fill out the enclosed 'Volunteer Registration Form for Groups', designating a group leader to be the main contact person for your group. You will be notified when a date is available for your group (45-60 days in advance, for most workdays). After your group has been scheduled you will receive a Volunteer Packet which will contain valuable information and tools to assist you in organizing your group and enjoying your experience with Habitat for Humanity.

Your support is greatly appreciated and is a contribution to the many families in need of decent and affordable housing. If you have any questions or concerns, please feel free to contact me at 303-447-3787 xt 22 or visit our website at www.flatironshabitat.org.

In Community Partnership,

Katie McKenna
Director of Volunteer and Family Services
303-447-3787 ext 22
kmckenna@flatironshabitat.org



VOLUNTEER REGISTRATION FORM FOR GROUPS

- 1) Please read this application and answer each question thoroughly (PLEASE PRINT CLEARLY). Failure to provide sufficient information may result in your application being declined. If you have any questions, please contact us at (303) 447-3787.
2) Please read the important scheduling information on the opposite side of this form. All groups will be scheduled in a manner consistent with the scheduling policy.

General Information for Group Contact Person
Please print. Date
Contact Information
First Middle Last
Preferred First Name (for name tag)
Preferred Phone: Home Work
Preferred Email: Home Work

Organization/Group Information
Group Name
Business Organization Church School Other
Mailing Address
City State Zip Code Phone
Website
Appx. Group Size: Day Preference: Friday Saturday
Please check if any of the following apply to your group:
Youth Group Current House Sponsor
Past House Sponsor My Employer Has a Matching Gift Fund
Special Accommodations or Needs (if any):

Yes, I understand that all volunteer schedules are determined on a space availability basis; times and dates are subject to change without notice.

Yes, I would like to be added to the FHFH mailing list and receive Homes Front, Flatirons Habitat for Humanity's Newsletter.

Applicant Signature: Date:

For Office Use Only: DO NOT WRITE IN THIS SPACE
Date received Received by
Schedule Date & Site Entered by

Scheduling Policy

There is a limited amount of space at all of Flatirons Habitat for Humanity's construction sites. Therefore all groups and individuals will be scheduled following the guidelines of this policy.

GENERAL GUIDELINES

-All volunteers (individuals and groups) must contact the FHFH main office to be scheduled; volunteers will not be allowed on-site unless they are on the schedule.

-All volunteers must complete level 1 or 2 Safety Orientation before they will be allowed to work at any FHFH construction site (available on-line or on-site)

-All volunteers must submit a signed waiver of liability before working on-site (available on-line or on-site).

-All groups must select a contact person who is responsible for submitting a volunteer application for their group, signing up individual volunteers, providing them all with waivers and other pertinent information. The contact person will be notified of changes and cancellations and is responsible for passing that information on to individual volunteers.

-The deadline to confirm the total number of volunteers signed up for your scheduled workday is 30 days prior to your workday, unless noted otherwise; any spots unfilled at that time will be reallocated by Habitat. If the group leader does not contact the FHFH office to confirm their group size 30 days prior to their work date they will be dropped from the schedule.

-All groups are expected to provide lunch for the worksite (25 people, includes your group members, crew leaders and Habitat families).

-Workdays are booked up to 90 days in advance.

-All groups (sponsoring and non-sponsoring) must submit a volunteer application form. Groups are added to the waiting list and scheduled in the order their registration form is received. Current house sponsors are not subject to the waiting list.

-The maximum number of volunteers allowed on-site during workdays is 30.

-5 crew leaders, 1 site host, 5 regulars, 4 family members, 15 volunteers (group or individuals).

-Four (4) spots will automatically be left open for Habitat families to work at the site.

-Homeowners are encouraged to be site hosts and crew leaders; this will open up space for additional volunteers and give the homeowner a stronger sense of leadership as well as help them to develop more skills.

-We ask that all family members whose home is not currently under construction to call the office to be put on the schedule, especially if they plan to bring additional volunteers.

HOUSE SPONSORS

-A house sponsorship is a commitment of \$60,000, which pays for the construction costs for one home locally and one home internationally.

-Any group providing a complete house sponsorship is entitled to bring groups out to the site eight (8) times during the period that the house they are sponsoring is under construction.

-Multiple sponsorships are entitled to no more than eight (8) days, to be divided among the joint sponsors, according to the amount of their pledge. These workdays must be scheduled during the actual construction of the sponsored home.

-House sponsors are strongly encouraged to provide a least one volunteer to go through house or crew leader training and act as a group leader on their workdays.

-House Sponsors that are interested in bringing groups to work at the site *in addition* to the reserved days during the construction of the home will be added to the waiting list.

NON-SPONSORING GROUPS

Businesses and Organizations

-Groups financially supporting the mission and objectives of Flatirons Habitat for Humanity will be given priority when scheduling large work groups. Only through financial support, as well as valuable volunteer labor, are we able to continue building at the current rate of construction.

-A Fund Raising Committee representative will work with the contact person designated from a non-sponsoring group to discuss opportunities for support before a group will be scheduled. Then, groups will be added to the waiting list in the order their application was received.

-Non-sponsoring groups are entitled to one full workday (subject to the waiting list) and are required to re-submit their application if they are interested in additional workdays.

Church Groups

-A Church Relations Committee representative will work with the church's contact person to discuss opportunities for support before a group will be scheduled. Each church group will be added to the waiting list in the order their call was received and will be contacted when space is available.

-Churches making a pledge or sponsoring a home see *House Sponsors* above. All other group will be added to the waiting list.

-At least one day a year will be set aside for the "Pastors Build" or "Building on Faith" day.

Individuals

-We do not have a waiting list for individuals; individuals will be scheduled immediately as space is available. If all workdays are full they will be asked to call back.

-Individuals may opt to be a Crew Leader or Site Host. Both of these positions require a time commitment and give individuals an opportunity to work at the site even if the schedule is full.