

VOLUNTEER INSTRUCTIONS

On-Site Construction

We hope these instructions will make this a safer and more enjoyable experience for you, please review before joining us at our build site. If you have additional questions please contact our Volunteer Coordinator.

We will be building at Hamill Ranch on
Wednesdays: 8:00am until 3:00pm
Thursdays: 8:00am until 3:00pm
Saturdays: 8:00am until 3:00pm

- 1) If you are with a group (four+ people) you must be assigned a work day and time by our Volunteer Coordinator. Individuals may come out any Wednesday, Thursday or Saturday.
- 2) If you are arriving on a Saturday morning you should be on-site by 7:45 AM to sign-in and prepare for the day. We will start with an Orientation meeting at 8:00 AM. Sometimes in the morning it takes a few minutes to “get up and running”. If you are unable to find a task to do, locate the Volunteer Coordinator or a Crew Leader for instructions. At about noon we will break for lunch. We have volunteer groups who provide lunch for everyone on the construction site on Saturdays. Clean-up starts at 2:30pm ending the day around 3pm.
- 3) Once you arrive in the Hamill Ranch subdivision you will see “Habitat Parking” signs posted. Please do not park in current homeowners’ lawns or driveways.
- 4) We will build every Wednesday, Thursday & Saturday except Holiday week-ends.
- 5) Please plan to remain on-site until all tools are put away and the site is cleaned-up.
- 6) Because of affiliate guidelines and your own safety you must be at least 14 to be on the work site. If you are under the age of 18 you must have a parent or guardian sign a waiver of liability form and be accompanied by an adult. Adults must accompany youth on 1 to 5 ratio.
- 7) When you first arrive you will be required to sign a “Release of Liability” (which is the same as the sign in sheet). If it is your first time volunteering with us, we also require you to fill out our Waiver Form. New Waiver Forms need to be filled out once a year.
- 8) You must wear closed toed shoes on site. Especially during warm weather we suggest you wear light clothing, a hat, and sun screen. You can bring gloves if you have them and you can also bring a hammer, nail apron, and any other tools you feel could be helpful. If you bring tools, mark your name on each item! You are not required to bring tools as we will have some available on-site. Water will be provided, but you are welcome to bring additional drinks.
- 9) We can find work to do in most weather. In case of extreme conditions you should call the Hotline at **713-968-9766**. On Saturdays our staff will update the Hotline at about 7:15 AM with the current conditions. However, keep in mind the weather could continue to change after that time. Unless you are instructed at that number that we are **NOT** working that day, we would ask that you show up on-site. Houston weather is spotty and unpredictable but we do work in nearly every type of weather condition.
- 10) Future homeowners will be on-site building with you. We encourage you to introduce yourself and meet them. You can also assist them with their sweat equity hours. Discuss this with the site Greeter or Volunteer Coordinator.

11) *Safety*- We strongly encourage you to review the safety guidelines located at our web site, prior to building. These will be found under the 'Current Projects' tab under 'Volunteer Opportunities'.

12) If you are doing Community Service for a school or church, either as an individual or a group, please make sure our Volunteer Coordinator knows that when you arrive. The build site is not, however, set up to do Court Appointed Community Service.

13) Experience is NOT required to help construct a Habitat house. However, please be cautious and ask questions of any available Crew Leader or Red Hat if you are trying to perform a task and are unsure how to accomplish it.

14) **Parking at the build site is very tight, if possible please carpool.** Make sure your vehicle is locked and valuables are out of sight. A lot of people go through our build site on a typical Saturday and while we have had very few problems we suggest being careful.

15) **Insurance**- You are going to be at an active build site. While we have few accidents, the possibility always exists. We will ask you to sign a waiver of liability in case of a problem, however for your own protection we **strongly request you be covered by medical insurance** if you are going to be building on our site!

16) If you would like more information about the work planned for an upcoming build day you can email our Volunteer Coordinator the Friday before your build date and she can let you know. We are constantly building so Thursday or Friday before your work day is the soonest we will have knowledge about your group's specific activities.

17) Habitat for Humanity Northwest Harris County is always in need of funding to continue our work. If you are able to assist or know a company, church, or organization that might be interested in providing funding please contact our office and ask for the Development Director.

18) **Houston Heat**- Please drink enough fluids if you are building during hot weather. We have also been advised to encourage you to **eat before coming out**, it helps against the heat. Most important, STOP and seek shade if you start feeling bad!!

NOTE: After your group has worked on-site, we will ask for your input on how we can make this a better experience. Please give us your comments, both good and bad.

Regards,
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