

2011-2012 Partner Manual



Habitat
for Humanity[®]
of Greenville County

Updated January 2012

Table of Contents

TABLE OF CONTENTS	1
PARTNERING WITH HABITAT FOR HUMANITY OF GREENVILLE COUNTY	3
ABOUT HABITAT FOR HUMANITY OF GREENVILLE COUNTY	5
THE HABITAT RESTORE	5
ABOUT HABITAT FOR HUMANITY INTERNATIONAL	6
WHAT YOU CAN EXPECT FROM HFHGC	7
FAMILY SELECTION, PREPARATION, AND FAQ'S	9
EQUAL TREATMENT OF HOMEOWNERS POLICY	11
OVERVIEW OF THE PARTNERSHIP PROCESS	13
TIMELINE FOR PLANNING AN HFHGC BUILD	15
TYPICAL BUILD SCHEDULE	17
GIFT-IN-KIND CONTRIBUTIONS	19
THE PROJECT TEAM	21
PROJECT TEAM POSITIONS	23
PROJECT LEADER	25
CONSTRUCTION LEADER	27
<i>HFH Tool Recommendations</i>	31
<i>Safety Guidelines</i>	32
<i>Earth Craft Builds</i>	34
TASK LEADERS	35
<i>Framing & Roofing Task Leader</i>	36
<i>Exterior Trim Task Leader</i>	39
<i>Siding Task Leader</i>	40
<i>Interior Task Leader</i>	41
<i>Landscaping Task Leader</i>	43
<i>Punch-List Task Leader</i>	44
VOLUNTEER COORDINATOR	45
<i>VolunteerUp</i>	48
SITE HOST COORDINATOR	49
AMENITIES COORDINATOR	50
HELPFUL FORMS AND DOCUMENTS	53
HABITAT FOR HUMANITY OF GREENVILLE COUNTY CONTACT INFORMATION	55
MAP AND DIRECTIONS TO HABITAT GREENVILLE ADMINISTRATIVE OFFICES	56
MAP AND DIRECTIONS TO HABITAT GREENVILLE RESTORE 1	57
MAP AND DIRECTIONS TO HABITAT GREENVILLE RESTORE 2	58
<i>Directions to Gray Street, Travelers Rest</i>	59
<i>Directions to Abigail Springs Subdivision, Taylors</i>	60
HFHGC PARTNERSHIP AGREEMENT	61
POST-PROJECT QUESTIONNAIRE	63
VOLUNTEER SIGN-UP FORM	65
ADULT RELEASE AND WAIVER OF LIABILITY FORM	67
MINOR RELEASE AND WAIVER OF LIABILITY FORM	69
VOLUNTEER PROJECT TEAM CONTACT SHEET	71
THANK YOU	73

Partnering with Habitat for Humanity of Greenville County

ABOUT HABITAT FOR HUMANITY OF GREENVILLE COUNTY 5
THE HABITAT RESTORE..... 5
ABOUT HABITAT FOR HUMANITY INTERNATIONAL..... 6
WHAT YOU CAN EXPECT FROM HFHGC 7
FAMILY SELECTION, PREPARATION, AND FAQ'S 9
EQUAL TREATMENT OF HOMEOWNERS POLICY11
OVERVIEW OF THE PARTNERSHIP PROCESS.....13
TIMELINE FOR PLANNING AN HFHGC BUILD15
TYPICAL BUILD SCHEDULE17
GIFT-IN-KIND CONTRIBUTIONS.....19

About Habitat for Humanity of Greenville County

Mission Statement: In response to the teachings of Jesus Christ, Habitat for Humanity of Greenville County seeks to improve lives by partnering with families in need and community volunteers to provide decent, affordable homeownership opportunities.

Chartered in 1985, Habitat for Humanity of Greenville County is committed to providing affordable homeownership opportunities to deserving families in Greenville County. We are a non-profit, Christian organization affiliated with Habitat for Humanity International.

We attempt to remove the traditional barriers to homeownership by working with each family on a case by case basis to address credit issues and debt. The Habitat program consists of each applicant family completing at least 250 hours of service, called “sweat equity” – these hours can be completed through work in the Habitat office, the ReStore, volunteering in the community, helping to build another Habitat home, or building their own home. They also complete budgeting, financial planning, home maintenance, and a myriad of other classes that ensure they are prepared to be homeowners.

Each home we build is funded by one of our partner groups from the Greenville community. These groups provide the majority of the volunteers for the build while Habitat Greenville will recruit community volunteers to build alongside the partner volunteers.

Habitat homeowners receive a 25-year, no interest mortgage, which they pay back to Habitat. This allows us to continue to build more homes, creating a revolving “Fund for Humanity.” It follows the example set by Millard Fuller in the founding of Habitat for Humanity International.

Along with our construction staff on site, we provide additional on-site support with our Quality Assurance Team (QATs). This is a group of volunteers who work closely with Habitat to make sure each home is built to specific codes and standards. The QATs are knowledgeable about building and are enthusiastic supporters of Habitat.

The Habitat ReStore

In 1992, the Habitat for Humanity ReStore/HomeStore concept began in Austin, Texas. Today, with approximately 500 locations in 3 countries, the stores sell new and used household items and building materials.

The Habitat ReStore’s primary mission is to provide additional funding to support each affiliate’s home building goals. The store expands Habitat’s opportunity to serve the entire community by providing low cost building materials and home furnishing items. In addition, the ReStore allows for resource stewardship in our community by providing an alternative to throwing away used, but still usable household items.

The Habitat for Humanity affiliate in Greenville County opened its ReStore in 1995. The proceeds earned assist HFHGC in the mission of giving Greenville families the opportunity of a lifetime!

About Habitat for Humanity International

Habitat for Humanity International, based in Americus, Georgia, is a Christian ministry dedicated to eliminating poverty housing. In 2008 Habitat built its 300,000th house and more than one million people are now living in Habitat homes. All families help build their own home and purchase the home through a no-profit, zero-interest mortgage.

Habitat for Humanity affiliates are currently involved with 3,000 communities in 100 nations around the world. Affiliates are encouraged to tithe a portion of the funds that they raise to provide to other affiliates where the need is greatest. Habitat for Humanity of Greenville County provides a regular tithe to Habitat for Humanity International to support building homes in Guatemala.

For more information, please visit the Habitat for Humanity International website at www.habitat.org.

What You Can Expect from HFHGC

While Habitat is best known for building homes, we are ultimately focused on providing sustainable homeownership opportunities to motivated families in need. We think it is important to give each of our partners a look at some of what we commit to for each Habitat for Humanity of Greenville County homebuilding project:

- **Family selection (based on HFHGC selection criteria)**
 - Need
 - Willingness to partner
 - Ability to repay the no-interest mortgage
- **Family preparation**
 - Homeowner education courses
 - Coordination of Sweat Equity
 - 30-day finance check
- **Family support**
 - Recruit, coordinate, and equip Family Support Volunteers for each project
 - Provide post-move-in guidance to partner families
 - Provide post-move-in support in addressing warrantable home maintenance concerns
 - Provide post-move-in guidance in addressing non-warrantable home maintenance concerns
- **Land acquisition and development**
- **Produce volunteer construction schedule**
- **Site preparation**
 - Produce plot plan
 - Build the foundation or crawlspace
 - Establish temporary power, water/sewer taps, etc.
- **Overall construction coordination and supervision**
 - Project-specific construction manuals
 - Secure all permits
 - Coordinate all inspections
 - Coordinate delivery of all materials and rentals
 - Provide necessary tools and equipment throughout the build
 - Coordinate all subcontractors
- **Project funding**
 - Solicit financial partnerships to fund homebuilding projects
 - Solicit the deficit funding between true cost of the project and the funds provided by partners
- **Project Team coordination and support**
 - Train and support the Project Leader and Project Team

- Provide guidance and support in planning a kickoff event (if desired) and a home dedication
- **Volunteer recruitment and coordination**
 - Recruit and coordinate Quality Assurance Team volunteers
 - Recruit and coordinate additional construction volunteers, as needed
- **Project-specific publicity support**
- **Hold general liability, builders' risk, and volunteer disability insurance for each project**
- **Manage the closing process**
- **Service each partner family's no-interest mortgage**

Family Selection, Preparation, and FAQ's

Steps to Homeownership

1. Applicant fills out pre-application (determines financial eligibility).
2. Applicant attends application meeting to fill out full application.
3. Applicant completes steps to receive a recommendation to continue including a visit from the Family Selection Team to help determine need for better housing.
4. After complying with program goals and completing a minimum of 50 sweat equity hours, applicant is presented for Board approval.
5. Family Partner level is achieved when a minimum of 150 sweat equity hours is complete and all requirements are on schedule.
6. Family prepares for build season and the physical building of the home – at least 50 hours of sweat equity must be completed on their own home.
7. Once building is complete and a Certificate of Occupancy is obtained, the family closes on their home and takes possession!

Education Classes

Our homeowners complete at least 24 hours of education classes to prepare them for the transition into homeownership. These include, but are not limited to:

- Habitat History and Philosophy: Being a Habitat Homeowner
- Relating with Money
- Growing your Financial Future
- Fire Safety and Prevention
- Lawn and Landscaping Maintenance
- Being a Good Neighbor
- Wills and Trust
- Home Maintenance and Energy Saving Tips
- Conflict Resolution
- Getting Ready for Closing: Mortgage and Closing Documents

They also take classes after they move in to their home to continue helping them ease the transition to homeownership so they are successful homeowners. These include, but are not limited to:

- Adjusting to your New Budget
- How to Prevent Foreclosure
- Financial Planning

FAQ's

Q. Where do you get applicants from?

A. Because of the Habitat brand it is not hard to get applicants, many come from word of mouth and view the website. It is not necessary any longer to hold recruitment fairs around the Greenville area.

Q. How does Habitat qualify its applicants?

- A. There are 3 qualifications applicants must comply with
1. Need – meaning their current housing is in poor repair, too expensive for them, too small for their family size, or otherwise unfit for their family
 2. Ability to pay – must earn between 30-60% of the median area income and have reliable income
 3. Willingness to partner – must be willing to make the effort to earn their sweat equity hours, address any financial or credit issues, and attend the required classes

Q. What is “sweat equity”?

- A. An important connection between partner families and Habitat is sweat equity. “Sweat Equity” refers to the actual hands-on physical involvement of partner families. Their sweat equity hours can be earned by volunteering for other non-profit organizations like Goodwill and Meals on Wheels, at the Habitat ReStore, attending the required classes, working on building someone else’s home, working on their own home, etc.

Q. Why do you make them take classes?

- A. Many of our applicants come from a history of renting therefore not having the information needed to become successful homeowners. These classes help to provide information and experiences that will assist them throughout the home buying process.

Q. Will the applicant own their home and the land?

- A. Yes the home is sold with the land included

Q. Do the families get to choose the location, layout, size, etc. of their home?

- A. Because our builds are based on the acquired land available, applicants may provide us with areas they would most want to live, however they do understand that in order for their goal of homeownership to be achieved, we may move them to a different location. The size of the home is determined by family size and is within the HUD guidelines.

Q. Who holds the mortgage?

- A. Habitat for Humanity of Greenville County holds their zero-interest mortgage, making homeownership affordable for families who would not otherwise qualify for a home loan.

Equal Treatment of Homeowners Policy

It is the policy of Habitat for Humanity of Greenville County to prohibit gifts to partner families or partner family members totaling more than \$100 in value. It is recommended that any additional funds are applied to the construction cost of building a home for another Habitat family. If partner groups or individuals have items they wanted to give the family, we recommend that these items be donated to the Habitat ReStore in order to help fund the construction of homes for more families. Your donations of funds and goods to Habitat Greenville or the ReStore are tax deductible.

Please note that:

1. Direct gifts to partner families are non tax-deductible and are not receipted as donations.
2. Examples of prohibited gifts include new furniture, appliances, fencing, electronics, etc. (see list below for ideas of acceptable gifts)

Examples of possible gifts

The list below gives suggestions of possible gifts for our homeowners, though it is not an exhaustive list of gifts that are acceptable to give. Please remember to keep the value to less than \$100 in total.

- Bucket/tub of household cleaning supplies
- Garbage disposal
- Kitchen towels
- Bath towels
- Stocking the pantry
- Scrapbook of photos from the build
- Framed photo from the build signed by volunteers and project leaders
- A few house plants or potted herbs

If you have any questions about what may or may not be acceptable to give your partner family, please contact our Director of Family Services.



Overview of the Partnership Process

Habitat for Humanity of Greenville County is very grateful for your support. It's because of partners like you that allow us to provide homeownership opportunities for families of low income in our area. Your commitment to our vision of eliminating poverty by creating wealth and financial sustainability for these individuals will have a profound impact for generations to come. Thank you for being such an important part of what we do...*Providing an Opportunity Like no Other.*

Below are just a few guidelines and steps to help walk you through the Partnership process:

1. Submit the Partnership Agreement

Details of the agreement can be found on page 61 of this manual*. Getting this document signed in a timely manner is critical to the success of our overall project and allows us to properly implement the necessary steps that ultimately help a Habitat family to get into their home. Please submit it to:

Development Department
Habitat for Humanity of Greenville County
P.O. Box 1206
Greenville, SC 29602

**Please note that it will be necessary to have a representative from your organization coordinate with Habitat's Director of Development to establish an agreed-upon method for the disbursement of funds raised for this project that match the dates approved by both parties.*

2. Organize a Project Team

HFHGC works with the Project Team to guide your project through to completion. Habitat recommends that your Project Team, chaired by the Project Leader, consist of the following: Publicity Coordinator, Fundraising Coordinator, Volunteer Coordinator, Amenities Coordinator, Construction Leader and Task Leaders for each build weekend. HFHGC's Volunteer Coordinator will train the Project Leader and will help train your Project Team.

3. Raise Money for a Habitat Home

This admittedly can be one of the most stressful components of this entire partnership. Don't let it be. Know that you've got the full support from Habitat for Humanity of Greenville County and access to all of our many resources to help you meet your goals. We can assist with letter-writing campaigns, events, committee formation, corporate/congregation communication tools and overall fundraising strategy. You're committed to building a home for a family in need and we're going to do everything we can to make sure you succeed in this endeavor.

4. Plan the Project

Meet with HFHGC's Volunteer Coordinator to:

- Provide input as HFHGC produces a volunteer construction schedule
- Discuss recruiting and organizing volunteers.
- Plan for training of your Construction and Task leaders as needed.
- Plan for snacks, lunches, and devotions.

5. Get Some Positive Press

What you're doing is a wonderful thing and there's no shame in telling others about it. In fact, the more people that hear about a program dedicated to eliminating poverty, the more likely we'll be to help additional families realize their lifelong dream of owning their own home. Habitat for Humanity of Greenville County has the experience to put together an effective publicity campaign for your organization and has relationships with key contacts within our local media market to make sure your story reaches the broadest audience possible.

Our Development Department will work directly with your Publicity Coordinator (if you choose to assign one) to help craft your message, properly identify key spokespersons, draft a press release, arrange a photo-op or any number of things you may need assistance with in this category.

6. Meet the Family

About one month before the start date of your house, an approved HFHGC family will be paired with your group. This family will have already completed the first portion of sweat equity requirement (150 hours) and have been approved by the HFHGC Board of Directors.

7. Build the House

HFHGC's construction staff is responsible for preparing your building site, laying the foundation, and arranging for all building materials, subcontractors, and building inspections.

Construction volunteers complete the framing, roofing, vinyl siding, trimming out the house (doors, baseboards, etc.), installing hardware, painting, landscaping, and punch-list.

Habitat's construction staff and Quality Assurance Team (QATs) will provide continual guidance and direction during the build.

8. Dedicate the House

After the house is completed, a dedication service is held. The dedication is a celebratory event that provides a chance to recognize the family and your organization. It provides a sense of completion and usually includes a house blessing, an opportunity to thank everybody who helped on the project, a Bible and toolkit presentation to the family, recognition of your group, and an introduction of the family as homeowners. The dedication ceremony is planned primarily by the Project Leader and HFHGC's Volunteer Coordinator. We will contact you about planning this event.

Timeline for Planning an HFHGC Build

Key to Project Team Abbreviations

ALL: All members of the project team

PL: Project Leader

CL: Construction Leader

PC: Publicity Coordinator

FC: Fundraising Coordinator

VC: Volunteer Coordinator

AC: Amenities Coordinator

Your group may have less or more time available and will need to adjust your dates accordingly. Detailed information on each task is found in each position description (in the Helpful Forms and Documents Section).

14 weeks prior to construction

- Identify Project Leader
- Ensure signed Partnership Agreement (p. 61) has been submitted to HFHGC (PL)
- Schedule Project Leader Meeting with HFHGC Volunteer Coordinator (PL)
- Review HFHGC Partnership Manual (PL)
- Begin recruiting Project Team (PL)

12 weeks prior to construction

- Send first half of partnership fee to HFHGC Director of Development. (PL)
- Meet with HFHGC Volunteer Coordinator for Project Leader Training (PL)
- Provide input on volunteer construction schedule with HFHGC Volunteer Coordinator (PL)
- Schedule Project Team Meeting with HFHGC Volunteer Coordinator (PL)

9 weeks prior to construction

- Facilitate Project Team Meeting with all PT members and HFHGC Volunteer Coordinator. (PL)
- Complete the Project Team Contact Sheet (p. 71) and return it to HFHGC Volunteer Coordinator. (PL)
- Copy the appropriate position description and helpful forms for each member of your Project Team (PL)
- Set up a system for the Project Team to report to the Project Leader (PL)
- Schedule meeting with HFHGC Volunteer Coordinator for training on VolunteerUp, an orientation on volunteer recruiting and to obtain helpful templates (VC)
- Schedule meeting with HFHGC Development Department to begin coordinating publicity efforts, if necessary (PC)
- Schedule Construction Meeting with Construction Leader, Task Leaders and HFHGC Construction Dir. (PL/CL)

8 weeks prior to construction

- Send remainder of partnership fee to HFHGC Director of Development. (PL)
- Begin soliciting for meals and snacks that you will provide for construction volunteers (AC)
- Begin soliciting for construction volunteers (VC)
- Communicate build dates for which your organization may need more construction volunteers so HFHGC Volunteer Coordinator can recruit for these dates (VC)
- Meet with HFHGC Construction Director, Construction Leader(s), and Task Leaders (PL) to review construction schedule and plans

4 weeks prior to construction

- Forward to HFHGC Construction Director a list of contacts for gift-in-kind subcontractor or material donations. Any gift-in-kind info received later *cannot* be used on the build. (PL/CL)
- For construction volunteers aged 16-17, send the “Minor’s Release of Liability” (p. 69-70) for their parent/guardian to sign. (VC)
- Confirm *all* build dates for which your organization may not be able to recruit construction volunteers, so HFHGC Volunteer Coordinator can recruit for these dates. One month notice is necessary for recruiting from HFHGC volunteer database. (VC)
- Ensure devotions and amenities (lunches, snacks, and drinks) are coordinated for each build day. (PL/AC)

1 week prior to each build weekend

- Call or email volunteers to remind them of their commitment for the upcoming weekend. (VC)
- Update HFHGC Volunteer Coordinator on volunteer numbers for upcoming weekend. (VC)
- Remind food donors of their commitment and make final arrangements for pickup and delivery of food. (AC)
- Send thank you notes to food donors (HFHGC can supply thank you notes). (AC)

5 weeks after start of construction

- Make final plans for the Dedication of the home with Partner Family, Project Leader, Family Support Volunteer and HFHGC Volunteer Coordinator. (PL)

8 weeks after start of construction

- Contact HFHGC Const. Dir. to put together landscaping plan (PL)
- Contact HFHGC Const. Dir. regarding punch-list group for final build day (PL)

Final build day

- Forward complete list of food and amenities donors to HFHGC Volunteer Coordinator (AC)
- HFHGC’s Volunteer Coordinator will contact you to schedule follow-up meeting to discuss build experience. (PL)
- HFHGC is not responsible for anything left in the house or construction containers. Please remove any personal items left in either location.

Build Schedule Template

*** To ensure that our Partner Families have ample opportunities to work on their own home, learning critical maintenance skills, volunteering alongside the partner groups, and obtaining sufficient sweat equity hours on their own build, it is the practice of Habitat for Humanity of Greenville County to schedule no more than 1/3 of a project's build dates on Mondays, Tuesdays, or Wednesdays.

Days	Activities	# of Volunteers	Target Dates*
Project Day 1	~Layout ~Build headers, tees, and corners ~Begin framing of exterior and interior walls	25-30	
Project Day 2	~Finish framing exterior and interior walls ~Square & plumb walls ~Sheath walls	25-30	
Project Day 3	~Set trusses ~Build lookouts & boxing ~Start sheathing roof ~Install attic floor ~Install fascia	25-30	
Project Day 4	~Finish sheathing roof ~Install drip edge ~Felt roof ~Begin shingling roof	25-30	
Project Day 5	~Finish shingling roof ~Wrap house ~Install exterior doors ~Install windows	25-30	
Project Day 6	~Begin siding	25-30	
Project Day 7	~Complete siding ~Install shutters	25-30	
<i>Rain Date</i>	~ <i>Rain date</i>	0	
<i>Rain Date</i>	~ <i>Rain date</i>	0	
<i>Off</i>	<i>*Two weekends for subcontractors*</i>	<i>Off</i>	<i>Off</i>
Project Day 8	~Install interior doors and trim ~Caulk & putty ~Coat of primer	15-20	
Project Day 9	~1 st coat of paint ~Paint interior & exterior doors	10-15	
Project Day 10	~Sand walls, vacuum ~2 nd coat of paint	10-15	
Project Day 11	~Install shelving, door hardware, towel bars ~Work on unfinished interior work	10-15	

Project 12	Day	~Complete unfinished exterior work ~Complete unfinished interior work	10-15	
Project 13	Day	~Complete unfinished exterior work ~Complete unfinished interior work	10-15	
<i>Off</i>		<i>*One weekend for subcontractors*</i>	<i>Off</i>	<i>Off</i>
Project 14	Day	~Landscaping ~Install final molding after flooring	15-20	
Project 15	Day	~Punch-list items ~Landscaping	15-20	
<i>Off</i>		<i>*Two weekends for subcontractors*</i>	<i>Off</i>	<i>Off</i>
Project 16	Day	~Final touch-ups ~Clean-up ~Punch-list	5-10	

*** Exact build dates and activities will change due to weather, cancellations, and the pace of the build. HFHGC will make the decision as to whether or not the build day is canceled. Unless you hear from us otherwise, plan to be on site rain or shine.**

Each build day runs from 8:00 a.m. to 4:00 p.m. Volunteers may work a morning shift, an afternoon shift, or stay all day!

Family Move-in

Please be advised: the family will not be able to move in to the home directly following construction. There is no set date for them to move as there are numerous factors which can delay this process. Please **do not** answer any questions regarding when they can move in and refer all such questions to HFHGC.

Gift-In-Kind Contributions

Gift-in-kind contributions are a unique method of partially funding an HFHGC house. A gift-in-kind (GIK) is the donation of materials and/or subcontractor labor for the home. HFHGC's standard cost for the donation will be deducted from the total partnership cost of \$62,000. A complete list of the standard costs is attached.

There are a few things to keep in mind in case you decide to explore opportunities for gift-in-kind contributions:

- HFHGC has the final say on approval of all materials, labor and contractors on HFHGC builds. **HFHGC's Director of Construction must be notified of and confirm GIK contributions at least one month in advance of the build's volunteer start date.**
- Contractors working on HFHGC houses must hold a business license in good standing for the area in which the work will be done. Contractors must also hold a trade-specific contractor's license in good standing with the state of South Carolina.
- Contractors working on HFHGC houses must also agree to provide warranties consistent with our current contractors and suppliers. Contact HFHGC's Construction Director for specifics. All subcontractors must commit to working with our volunteer schedule for each house – it is very important that we do not delay volunteers that have committed to a specific schedule. Contractors must also meet all HFHGC EarthCraft standards.
- Contractors working on HFHGC houses must hold and provide proof of a minimum of \$1,000,000 of worker's compensation coverage, as well as a minimum of \$1,000,000 general liability coverage.
- GIK labor must be performed by employees of the GIK contractor (specifically covered under the contractor's worker's compensation coverage and general liability coverage) and cannot be performed by HFHGC volunteer(s) unless said volunteer is also an employee of the GIK contractor.
- Certain items of a decorative or ornamental nature such as siding, floor covering, cabinets, etc. are subject to the homeowner's approval and color choice.
- Credit for contributions will be given in writing after installation in the home. **Contractors must mail us an invoice** showing a credit for the value of your donation when it is complete. We can provide a thank you note for the suggested retail value of the donation, but we can only give credit toward the partnership fee for our standard cost as shown on page 20.
- Donating professional contract labor without materials for the house is allowed. It is recommended that related materials for that donated labor come from the same company, because coordinating labor from one organization and materials from another organization has proven to be very cumbersome. The contractor can provide his or her own materials and then be reimbursed by HFHGC. Credit will be given for our standard cost of the total materials and labor, minus the subcontractor's materials charge.
- ReStore donations do not result in GIK credit toward a partnership fee.
- Not all items and costs of building an HFHGC house are available for a gift-in-kind. The attached list shades out in gray those items that are not available.
- It is important that you discuss your gift-in-kind contacts and leads with our Construction Director before making calls. This helps you to avoid calling subcontractors and suppliers that already work with HFHGC and increase the likelihood of the GIK being accepted.

Standard House Construction Cost		
<i>Effective for projects beginning January 1, 2012</i>		
	<u>Slab</u>	<u>Crawlspace</u>
Construction Permits	\$ 500	\$ 500
Site Prep - Clearing and Grading	\$ 2,000	\$ 2,000
Foundations: Slab/Crawl	\$ 9,568	\$ 10,100
Foundation Waterproofing	N/A	\$ 850
Water Tap Fees	\$ 2,640	\$ 2,640
Sewer Tap Fees	\$ 3,100	\$ 3,100
Water and Sewer Tie-in	\$ 2,000	\$ 2,000
Driveway and Walkway	\$ 2,100	\$ 2,100
Framing Package	\$ 5,400	\$ 6,100
Roofing Materials	\$ 1,600	\$ 1,600
Roof Trusses	\$ 1,800	\$ 1,800
Floor Trusses (confirm amount with Luther)	N/A	\$ 2,100
Exterminating Treatment	\$ 200	\$ 200
Siding and Boxing	\$ 2,015	\$ 2,015
Exterior Doors and Windows (windows not available as GIK)	\$ 2,619	\$ 2,619
Wall Insulation	\$ 380	\$ 380
Attic Insulation	\$ 800	\$ 800
Crawlspace Insulation	N/A	\$ 360
Drywall Installation and Finishing	\$ 3,500	\$ 3,500
Interior Doors, Trim, and Kit Material	\$ 2,251	\$ 2,251
Paint (Valspar GIK)	\$ 600	\$ 600
Exterior Foundation Paint	\$ 100	\$ 100
Bath Vanities and Sink Tops	\$ 780	\$ 780
Kitchen Cabinets and Countertops	\$ 2,930	\$ 2,930
Flooring - Carpet and Vinyl	\$ 2,480	\$ 2,480
Appliances - Refrigerator & Range (Whirlpool GIK)	\$ 884	\$ 884
Electrical Panel Box & Circuits (Square D GIK)	\$ 1,066	\$ 1,066
Electrical – Materials & Labor	\$ 3,120	\$ 3,120
Light Fixtures & Bulbs	\$ 625	\$ 625
Plumbing – Materials and Labor	\$ 5,680	\$ 5,280
HVAC – Materials and Labor	\$ 4,680	\$ 4,680
Landscaping Materials	\$ 1,900	\$ 1,900
Finish Grading	\$ 550	\$ 550
Construction Support – HFHGC	\$ 1,900	\$ 1,900
EarthCraft Certification	\$ 500	\$ 500
Total Cost (Excluding land, overhead, etc.)	\$ 70,268	\$74,410
Total Partnership Fee	\$ 62,000	\$ 62,000

* Shaded items are not available for gifts-in-kind.

* \$62,000 partnership cost is subject to change from year to year

* Specific material, service, and labor costs are subject to change

* The tax-deductible value is set by the donor, while reductions in partnership costs are determined by HFHGC (using the above chart as a guide).

The Project Team

<u>PROJECT TEAM POSITIONS</u>	23
<u>PROJECT LEADER</u>	25
<u>CONSTRUCTION LEADER</u>	27
<i><u>HFH Tool Recommendations</u></i>	31
<i><u>Safety Guidelines</u></i>	32
<i><u>Earth Craft Builds</u></i>	34
<u>TASK LEADERS</u>	35
<i><u>Framing & Roofing Task Leader</u></i>	36
<i><u>Exterior Trim Task Leader</u></i>	39
<i><u>Siding Task Leader</u></i>	40
<i><u>Interior Task Leader</u></i>	41
<i><u>Landscaping Task Leader</u></i>	43
<i><u>Punch-List Task Leader</u></i>	44
<u>VOLUNTEER COORDINATOR</u>	45
<i><u>VolunteerUp</u></i>	48
<u>SITE HOST COORDINATOR</u>	49
<u>AMENITIES COORDINATOR</u>	50

Project Team Positions

Your project team is the group of people who will help you (the project leader) plan your Habitat for Humanity Homebuilding Project. These are the people who you will work with most closely and who you will need to rely on to get their part of the planning process done well and in a timely manner. Following on this page are brief descriptions of the type of person we have found works best in these positions. Beyond the summaries, you will find more in-depth position descriptions.

Project Leader (full description on p. 25): Leadership, communication, and organizational skills are key. Flexibility and the ability to work with a wide variety of people are also important. The Project Leader needs to be positive, persistent and able to encourage others to get things done.

Construction Leader (p. 27): The ideal Construction Leader should have both construction experience and leadership skills. This person should also enjoy working with and teaching inexperienced volunteers. Select your construction team to ensure leadership and construction skills will be present on the build site. For instance, if your Construction Leader is a strong leader but knows relatively little about construction, you could recruit an Assistant Construction Leader who knows construction but has less developed leadership skills.

Construction Task Leaders (p. 35-44): Task Leaders are in charge of an entire construction task, for example framing or siding. Ideally, a task leader will have some experience with the task. They can recruit others with some experience to help manage small groups of volunteers who will work together as a team on part of the house. For example, three siding crews (each of four members) would work together under the direction of the Siding Task Leader.

Volunteer Coordinator (p. 45): The Volunteer Coordinator should be someone with organizational and communication skills, as well as the ability to motivate and energize other people.

Site Host Coordinator (p. 49): This person makes sure there is always someone on the build site early to register, welcome, and give out nametags in the morning, as well as set up the water and tent. This is an optional position and may not be necessary if another Project Team member covers these responsibilities.

Amenities Coordinator (p. 50): This person will arrange for food on the jobsite so it can be helpful to find someone who has contacts in local restaurants. Someone who is organized and plans ahead will do best, as it can be difficult to get food at the last minute.

Devotion/Dedication Coordinator: This person makes sure there is always someone onsite in the morning to provide an opening devotion and/or prayer, and helps plan the dedication. This is an optional position and may not be necessary if another Project Team member covers these responsibilities.

Project Leader

Focus

Organizing a Habitat Homebuilding Project is an exciting and challenging task. As the Project Leader you play a key role in bringing together and empowering all of the volunteers you will be working with. You are the big picture person.

Tasks to be Completed

1. Serve as the liaison between HFHGC and your Project Team.
2. Forward the signed Partnership Agreement (page 61) to HFHGC's Director of Development.
3. Select start date and build schedule in consultation with HFHGC's Volunteer Coordinator. (A build schedule template is on pages 17-18).
4. Review the Partner Manual thoroughly and ask Volunteer Coordinator about any questions that arise.
5. Recruit and organize the Project Team (send the completed list of the Project Team members to HFHGC Volunteer Coordinator).
6. Give applicable sections of this Planning Manual to appropriate team members.
7. Organize and lead Project Team meetings regularly as you approach the build start day.
8. Set dates for accomplishing tasks on timeline (pages 15-16).
9. Set up a reporting system with your Project Team members so that they are reporting their progress to you regularly.
10. Make sure the list of build materials gift-in-kind contributors has been agreed upon and forwarded to HFHGC's Development Department.
11. Work with HFHGC's Volunteer Coordinator, the Family Support Volunteer and the homeowner to plan the home dedication.
12. Be sure that thank you notes have been sent to food or build materials donors (Amenities Coordinator or Fundraising Coordinator can help with this)
13. At the end of the project, fill out the Post-Project Questionnaire with HFHGC's Volunteer Coordinator (pages 65-66).
14. Make sure the list of all gift-in-kind contributors (both construction materials/services and meals) has been forwarded to HFHGC.

Quality Checkpoints

- Be sure that your Project Team members have the time available for their tasks and that they have a strong commitment to the project.
- Be sure Project Team leaders are clear on when tasks are due.
- Share progress reports with all Project Team members and HFHGC's Volunteer Coordinator.
- Check in with HFHGC's Volunteer Coordinator whenever you have a question or need advice – if they don't know the answer, they will find it for you or direct you to the correct person.

Build Schedule

HFHGC develops a building plan for the year in order to best coordinate construction supervision. A particular project schedule takes into account the need for volunteers to have time to work on the site, the need for our Partner Families to be on site, the time our contactors need on site, and the distribution of staff to ensure our homes are built to quality standards. To ensure that our Partner Families have ample opportunities to work on their own home, learning critical maintenance skills, volunteering alongside the partner groups, and obtaining sufficient sweat equity hours on their own build, it is the practice of Habitat for Humanity of Greenville County to schedule no more than 1/3 of a project's build dates on Mondays, Tuesdays, or Wednesdays.

Meetings

HFHGC coordinates three meetings with your group. The first is the initial planning meeting with the Project Leader and HFHGC's Volunteer Coordinator. The second is a meeting with HFHGC's Volunteer Coordinator and your Project Team. The third is a construction meeting with a staff member from HFHGC's Construction Department and your Construction Leader and Task Leaders. If you feel that your group needs to meet more frequently, please feel free to do so. HFHGC staff members are more than willing to attend.

Dedication

HFHGC is a Christian ministry and the home is dedicated to God. As a symbol of this commitment each family is presented with a Bible and a toolbox (provided by HFHGC). The dedication ceremony is a celebratory service that provides a chance for recognition of the partner family and your organization. HFHGC's Volunteer Coordinator will work with you to plan the dedication ceremony.

Construction Leader

Focus

The position of Construction Leader is among the most intense and rewarding on the jobsite. The key to being successful in this position is leadership. Concentrate on safety, quality, teaching, and morale. It is often said that an effective Construction or Task Leader rarely wears a tool belt or picks up a hammer.

Tasks to be Completed Before the Start of the House

1. Work with your Project Leader and Volunteer Coordinator to recruit Task Leaders.
2. Review the build schedule for the entire build.
3. Forward the task leader job descriptions and safety guidelines, found on pages 35-44 and pages 32-33 respectively, to your Task Leaders.
4. Approximately eight weeks before start day, work with HFHGC's Volunteer Coordinator to arrange a pre-construction meeting for you and the Task Leaders and HFHGC's Director of Construction.
5. Consult with the Director of Construction and the Development Department with any gift-in-kind materials and/or subcontractors your group may have donated, see pages 44-45 for more information. Proper scheduling of subcontractors is critical in keeping the project on schedule. HFHGC Construction staff must have all gift-in-kind information one month prior to the start of the build.

Tasks to be Completed Onsite

1. Arrive on time at the jobsite each workday.
2. Get the day started by following the list provided on the next page.
3. Circulate among volunteers, checking quality, safety and answering questions.
4. Communicate with HFHGC Construction Staff throughout the day on progress and any questions.
5. Meet with HFHGC Construction Staff and/or a QAT towards the end of the day to review work completed, materials used, and plans for the next workday.
6. Ensure proper use of tools and materials on the jobsite to prevent waste.

If the Construction Leader is not able to be present, he/she should assign these tasks to others.

Quality Checkpoints

- Ensure that no one under the age of 16 is present on the jobsite.
- Make sure that volunteers on the jobsite feel useful but are not working at a frantic pace.
- Prepare construction and task leaders for work on the jobsite.
- Communicate safety guidelines to all volunteers and make sure they are being followed.
- Circulate often so that mistakes are caught early, while praising those who are doing a job well.
- Communicate regularly with a QAT or HFHGC Construction Staff member, so that he/she can help point out potential quality problems, provide direction and answer any questions you might have.

Getting the Day Started

If HFHGC's Volunteer Coordinator is not present, you may have to ensure the day gets started by circling everyone up to go over introductions of yourself and HFHGC staff and QATs, the homeowner, other future homeowners and your Task Leaders, and explain the role each will play. These other items of interest may be necessary as well:

- Remind everyone to sign the Release of Liability (adult waiver on pages 67-68, minor waiver on pages 69-70) and get a nametag.
- Give thanks for the day with a devotion/prayer.
- Announce plans for lunch, breaks, etc.
- Outline the work to be done using the Task Lists provided in this manual.
- Give safety instructions (pages 32-33) and remind everyone to report accidents to a Habitat Greenville staff member regardless of how minor they appear.
- Indicate the location of the first aid kit and assign the staff member, QAT, or volunteer who would telephone 911 and/or begin first aid in the case of an emergency.
- Provide any basic instruction on how to complete the tasks that would pertain to the entire group.
- Ask if anyone has any questions.
- Divide into groups according to the work to be done and under the instruction of your Task Leaders.
- Contact HFHGC Construction Staff or Volunteer Coordinator with any questions.

Safety

Found on pages 32-33 is the list of safety guidelines that should be read at the beginning of each construction workday. If you see a situation that violates HFHGC safety rules, you must tactfully fix it. You can expect the HFHGC QATs and Construction Staff to support you in whatever measures you feel are appropriate to ensure the volunteer follows safety guidelines. It is better for a volunteer to leave a jobsite than to do things unsafely. A good approach to the situation is to say "You may not be aware, but HFHGC has a safety rule that requires ... I would appreciate it if you would follow this rule." Do not hesitate to contact HFHGC staff regarding safety matters.

- Plan how you are going to deal with unsafe situations and share that information with your Task Leaders. Contact HFHGC staff immediately if someone does get injured.
- Keep the site free of trash and debris.
- Have someone give a demonstration of how to use tools safely, especially power tools, and/or appoint specific people to use high risk tools.
- In regards to safety, ask everyone onsite to be their brother's (or sister's) keeper.
- Insist that volunteers take breaks for water especially during hot weather. Make sure your Amenities Coordinator plans to bring plenty of ice and liquids. Stop volunteers before they work to the point of exhaustion.
- Sometimes experienced volunteers will rush through things because they are in a hurry to get things accomplished, so make sure they continue to be conscious of safety concerns.
- Keep the pace of the work at a determined but not a frantic pace. Often people get hurt when they feel too rushed to move the ladder to a safer position or to watch where they are carrying lumber.
- Set a good example.

Quality

There will be times when a volunteer may not want to follow the HFHGC method of building. There will be times when a volunteer will test these issues with you, especially someone who has extensive construction experience. Should you feel that the quality of workmanship is less than you deem acceptable, either out of a lack of understanding or difference in opinion, try to come up with a tactful way to bring that person's work to HFHGC standards. Feel free to ask a QAT or HFHGC Construction Staff member for assistance. If the volunteer seems unable to accomplish the task correctly, or is at the point of frustration, you might consider thanking them for their work and diverting them to another task.

Homeowner

By the time the homeowner(s) reaches your site, they have already put in at least 150 hours of sweat equity. You should consider the homeowner as you would any other volunteer. Although some homeowners work in construction trades, most have limited construction experience. Because of their limited experience, they may feel intimidated by the work and gravitate toward low-skill activities such as cleaning up the site. It will help their morale and make for better interaction between homeowners and volunteers if you assign them to work with a specific person. Your attitude will help them feel confident and comfortable in performing construction tasks. *The more knowledge and experience you can give them, the better prepared they will be to maintain their home.*

HFHGC may also assign other future homeowners who are working on their sweat equity to your site. Please give them the same attention.

Changes in schedule

All changes in schedule are up to the discretion of HFHGC staff. If inclement weather prevents safe building conditions, HFHGC staff will call you to let you know that the build day is cancelled – otherwise assume that you are building and show up to the site. Sometimes rain is short-lived and only delays building. Do not hesitate to contact HFHGC staff regarding scheduling questions.

Utilizing Volunteers

It is crucial to ensure that volunteers are engaged and have a task to accomplish at all times. Volunteers who are not utilized will not feel that they are needed on site, and are not likely to have a good experience or return to volunteer with Habitat. We ask that you do all you can to keep volunteers involved and engaged throughout the day. If you do not know what task you can give to a volunteer, please do not hesitate to connect them with an HFHGC staff member who can help assign tasks.

Pre-Construction Meeting with HFHGC

Six weeks before the start of the house, plan to bring your Construction Leader and Task Leaders to a meeting with HFHGC's Construction Department. The following topics will be discussed/explained at this meeting: the build schedule for the house, specific job responsibilities for you and for HFHGC, the house and site plan, and suggestions on how to organize and manage the workday.

Release and Waiver of Liability

Everyone working on an HFHGC construction site is required to complete and sign a “Release and Waiver of Liability” form before they begin work onsite. Once a volunteer has signed a waiver, they do not need to sign another waiver for the same work site. HFHGC Volunteer Department Staff will pick up waivers from the site. Each person should carefully read the form before signing, as there is an inherent danger associated with a construction site. Volunteers should provide their own personal health insurance. A copy of the adult waiver is found on pages 67-68.

No one under the age of 16 will be permitted on a building site while building is in progress. No one under the age of 18 will be allowed to use any power equipment. Volunteers under the age of 18 and the parent or legal guardian are both required to complete and sign a special “Minor’s Release and Waiver of Liability” form (p. 69-70).

HFH Tool Recommendations

All tools must meet OSHA safety standards or they will need to be removed from the site. Store all tools provided by HFHGC in the storage container. *Please mark tools with the name of owner, otherwise they may end up being a donation to HFHGC.* HFHGC is not responsible for personal tools misplaced or damaged on the jobsite.

Nail Guns

The use of pneumatic air tools or cordless nail guns is rarely permitted due to safety concerns and the use of such tools will be at the discretion of HFHGC Staff.

It is advised that each volunteer bring the following:

Hammer
Measuring tape (preferable at least 25' long)
Nail Pouch
Pencil
Gloves

The following are some of the tools that will be provided by HFHGC. It is recommended that each Construction Leader is familiar with the following tools and is welcome to bring his or her own as well. HFHGC has a limited supply, so bringing your own will prevent wear and tear on HFHGC equipment.

Compound miter saw	Circular saw
Reciprocating saw	Framing saw
Framing square	Speed squares – several
Levels – 4' and 6'	Chalk lines – at least 2
Pry bars	Sledge hammer
½ inch drive with ¾ inch socket	Utility knives
Felt tip permanent markers	Ladders – lots of them at different heights
Nail pullers	Battery operated drill
Shears – for cutting vinyl siding and trim	Paint brushes
Coping saw	Nail punch
Sill plate nailer – for nailing sill plate to concrete	½ inch drill and bits – for porch beam
Hook tool for vinyl siding	Crimping tool for vinyl siding.
Scaffolding	2 50' Hoses
2 Sprinklers	
Staplers – for wrapping house in plastic and insulation	

Safety Guidelines

Review the necessary guidelines with your volunteers at the beginning of each workday.

“No job is so important that it can’t be done safely.”

General

- All those on site must wear a hardhat as soon as the first wall is raised and until the roof is completed.
- Wear safety glasses while working with power tools.
- Use ear protection when using power saws and ramset guns.
- Do not wear loose clothing. Wear closed toe footwear that has a non-slip sole and will resist nail penetrations.
- Tools must be in a safe working condition. (IE: no frayed cords, no dull blades, 3 pronged extension cords etc.).
- Speak up if something looks unsafe because it probably is. Be aware of your surroundings. If something appears unsafe, alert a QAT or HFHGC staff member.
- Don’t lift beyond your strength. Bend at your knees.
- Know where water and the first aid kit are located. Tell the Construction Leader and HFHGC Staff immediately in the event of an injury.
- Select the correct tool for your work. Carry only those you need. Think and concentrate on your task.
- If you are uncomfortable using a tool or performing a task then ask your task leader, a QAT or a staff member for help.
- No horseplay on site.
- No one under the age of 16 is permitted on site. Those volunteers ages 16 and 17 are not permitted on the second level of scaffolding, on the roof, or to use any power tools.

Framing and Siding

- It is critical to brace gable trusses properly.
- Use a ladder that is tall enough for the work. An extension ladder should reach 3 feet above the step off point. Move the ladder with your work. For every 4 feet of height, move the bottom of the ladder one foot away from the wall. Always place ladders on solid footing.
- Don’t bind the blade of any saw. If a saw blade binds, it will kick back toward the operator. Use two hands to hold circular saws and have solid footing. Don’t overreach.
- Keep electric cords out of the way of the saw.
- Remove nails from discarded lumber immediately!
- Don’t leave loose objects on the roof or on a ladder. Keep your tools in your tool belt at all times. Place nails and plywood and stack shingles so that they are stable and secure.
- No more than 12 volunteers on each side of the roof at one time.
- Use extra caution when on the roof. Watch your footing.
- Use extra caution when on scaffolding and watch your footing at all times.
- Keep the rooftop swept free of sawdust and dirt.
- Keep your hands out of the path of any blades. When using a utility knife, always retract blade when not in immediate use.

Interior Trim and Painting

- Don't cross hands to stabilize material when using miter saw. Have someone else hold it for you.
- Be cautious when trim gun is being used.
- Don't leave any paint or tools on top of ladders.
- Watch your step. There will be a lot of extension cords, tools, and other debris inside the house.



Earth Craft Builds

Habitat for Humanity of Greenville County builds its houses according to EarthCraft specifications. Developed in 1999 with help from the U.S. Department of Energy Building America program, EarthCraft House is a green building program that provides a guide to building more energy efficient homes. These guidelines include standards for resource-efficient design and building materials, indoor air quality, water conservation, and waste management. Building to the EarthCraft guidelines can increase the energy efficiency of a home by thirty percent, which can result in significant energy savings for Habitat homeowners.

EarthCraft v. Standard Construction Costs

	EarthCraft Cost	Standard Cost	Difference
Extra Cases of Caulk	\$40	\$0	\$40
Low-E, Low Coefficient Windows	\$2,560	\$1,745	\$815
Attic Insulation	\$650	\$520	\$130
Outside Vented Stove Exhaust Hood	\$120	\$40	\$80
High Efficiency HVAC System	\$5500	\$4530	\$970
Tub Insulation	\$30	\$0	\$30
Attic Access Insulated Box	\$60	\$0	\$60
EarthCraft Inspections	\$500	\$0	\$500
Energy Trusses	\$1,257	\$1,150	\$107
Miscellaneous	\$268	\$0	\$268
Total	\$10,985	\$7,985	\$3,000

Although there is a slight cost difference between EarthCraft Houses and standard construction, there are major benefits to building to EarthCraft specifications. These include:

- Reduced callbacks to the builder. Each home is inspected and tested so that many potential problems can be identified and corrected before the homeowner moves in.
- Showing home buyers that Habitat Greenville is dedicated to quality, sustainable construction, and that our homes are built to superior standards.
- Showing that Habitat Greenville is a leader in the home building industry, as well as a good environmental steward.
- Compared with standard homes, EarthCraft qualified homes use substantially less energy for heating and cooling, delivering \$200 to \$400 in annual savings. Homeowners may also see additional savings on maintenance.
- EarthCraft improvements deliver better protection against cold, heat, drafts, moisture, pollution, and noise and ensure consistent temperatures between and across rooms. This is achieved with the caulking of seams on exterior walls, better insulating techniques and increased “R” values, energy efficient windows, the addition of open venting between rooms, tight sealing of heating and cooling ducts, and exhausting inside air to the outside.

More information on EarthCraft Houses can be found at their website, www.earthcrafthouse.com.

Task Leaders

Focus

The position of each Task Leader is crucial to a well-run jobsite. The Task Leaders supervise other volunteers on site. The key to this position is leadership. Concentrate on safety, quality, teaching, & morale. Each Task Leader position may be shared by multiple people, if desired.

Tasks to be Completed Before the Start of the House

1. Six weeks before construction begins, plan to meet with the HFHGC construction department to learn more about how to successfully complete your project.

Tasks to be Completed Onsite

1. Review the day's task list before arriving and bring it with you to the jobsite.
2. Be among the first persons at the jobsite each workday.
3. Check materials and tools to be sure you have everything required for the day's work.
4. Provide building and safety instructions, review task list, and organize your volunteers for the workday. Allow time to orient and instruct volunteers.
5. Circulate among volunteers checking quality, safety, and answering questions. Think ahead so that all tasks will be completed.
6. Meet with the HFHGC Construction staff, QAT, and Construction Leader towards the end of the day to review work completed and prepare for the next workday. Clean the site and put away materials and tools.
7. Thank volunteers for their participation and ask for feedback. Be sure to share pertinent feedback with HFHGC staff.

Quality Checkpoints

- Be sure to focus on the next task in your schedule so that you can reassign volunteers or reorganize with a minimum loss of time so that volunteers on the job site feel useful but not frantic.
- Ensure that safety guidelines (pages 32-33) are being followed.
- Be aware of individuals and/or volunteers that may be struggling with a task or who appear to have nothing to do and intervene when necessary.

Framing & Roofing Task Leader

Task List #1 – Wall Framing (Pre-Build Day – Proj. Day 1)

Staffing

Construction Leader

Framing Task Leader

25-30 Additional Volunteers (only 1 person should be assigned to use chop saw)

Tasks to be Completed

By Whom?

1. Lay off floor if not done yet	3-4 people
2. Build door and window frames	2 crews
3. Build tees and corners	1 crew
4. Layoff exterior walls	2 crews
5. Construct exterior walls	All crews
6. Plumb and brace exterior walls	2 people
7. Rack walls if necessary	1 person
8. Construct interior walls	2 to 3 crews
9. Place tubs in bathroom	3-4 people
10. Make sure tub wall is framed correctly, must block at edge of tub	1 person
11. Install wall cap plates and nailer on front and back walls	1 crew
12. Straighten and brace interior walls	2 people
13. Construct and install porch beam	1 crew
14. Sheath gable trusses	1 crew
15. Build ladder extensions	1 crew
16. Layoff top plates for roof trusses.	1 crew
17. Chalk 1 ½” line from edge of wall for trusses	2 people
18. Verify and mark trusses for overhang	1 person
19. Insulate behind bathtub – exterior wall	1 person
20. Layoff and install OSB wall sheathing	1 crew
21. Clean-up site- put away materials, tools and equipment, stack excess wood	All crews
22. Empty all nail aprons, put all nails back into their proper boxes	1 person

Quality Checkpoints

- Check quality of lumber.
- Confirm window and door openings prior to framing.
- Crown and qualify studs, making sure crowns are all turned the same way.
- Bottom plates nailed outside of door openings (galvanized if touching treated wood)
- Windows, doors, tees, ladder tees and corners are located according to plan.
- Bathtub(s) is placed inside bathroom.
- Exterior and interior walls are plumbed.
- Porch beam is level, straight, and square.
- Cap plates are installed flush with top plates.
- Bathtub is completely protected with cardboard and poly-build on site.
- Restack materials, site cleaned, tools accounted for and put away at the end of the day.
- Ensure container is left neat.

Framing & Roofing Task Leader

Task List #2 – Roof Framing (Proj. Day 1 – Proj. Day 2)

Staffing

Construction Leader

Framing Task Leader

25-30 Additional Volunteers (only 1 person should be assigned to use chop saw)

Tasks to be Completed

By Whom?

1. Place first interior truss on walls/raise, plumb, brace & nail	2 crews
2. Set remaining interior trusses	2 crews
3. Install simpson spacers	1-2 people
4. Place gable trusses on walls and raise, plumb, brace & nail	All crews
5. Install pre-built ladders	1 crew
6. Install 2 x 6 fascia	1 crew
7. Install 5/8" roof sheathing	1 to 2 crews
8. Install permanent truss bracing (1x 4)	1 crew
9. Install hurricane clips	2 people
10. Install frame for attic floor including baffles	1 crew
11. Construct attic floor	1 crew
12. Install miscellaneous framing and blocking throughout house: laundry, bathrooms, kitchen and dead wood	1 crew
13. Install boxing returns	2 people
14. Remove bottom plates at door openings	1 to 2 people
15. Install drip-edge and roof felt	1 to 2 crews
16. If different than manual specs, mark flooring where blocking is	1 person
17. Do not remove any bracing until walls and roof sheathing are installed	
18. Clean-up site – put away materials, tools and equipment	All crews
19. Empty all nail aprons, put all nails back into their proper boxes	1 person

Quality Checkpoints

- Do not put gable truss up first.
- Ensure that trusses are braced securely- ensure first truss is plumb.
- Plumb gable trusses.
- Space the wall sheathing at the bottom with 16d nails on the plate.
- Install wall sheathing properly and check nailing pattern (6" on the edge, 12" in the field)
- Make sure OSB on walls is plumb when installed.
- Fascia board is straight and properly nailed.
- Install OSB roof sheathing properly and check nail pattern. (6" around edges, 12" in the field)
- Put 1 1/2" gap in roof sheathing on each side of ridge.
- All blocking is installed flush with front of studs in correct locations.
- Attic floor framing and decking is properly installed and nailed.
- Drip edge pieces are overlapped/locked correctly.
- All materials restacked, site cleaned, tools accounted for and put away at the end of the day.

Framing & Roofing Task Leader

Task List #3 – Shingling (Proj. Day 3 – Proj. Day 4)

Staffing

Construction Leader

Framing Task Leader

25-30 Additional Volunteers

Tasks to be Completed

By whom?

- | | |
|--|--------------|
| 1. Layoff for shingles | 1 crew |
| 2. Place shingles on top of house (as needed) | 2 to 3 crews |
| 3. Install roof shingles | 2 to 3 crews |
| 4. Install ridge vent | 1 crew |
| 5. Clean-up site – put away materials, tools and equipment | All crews |
| 6. Empty all nail aprons, put all nails back into their proper boxes | 1 person |

Quality Checkpoints

- Install and nail roof felt properly.
- Roof shingles laid off with minimum of 1 tab plus 3” at each end of the roof.
- Visible nails on roof tarred (shingle & ridge vent nails).
- Caulk over black felt before window/door installation.
- All materials restacked, site cleaned, tools accounted for and put away at the end of the day.

Exterior Trim Task Leader

Task List #4 – Exterior Trim (Proj. Day 4 – Proj. Day 6)

Staffing

Construction Leader

Exterior Task Leader

20-25 Additional Volunteers

Tasks to be Completed

	<u>By whom?</u>
1. Build/install porch ceiling	1 crew
2. Set permanent porch column	2 people
3. Build wood steps	1 crew
4. Install graspable hand rails/pickets if necessary	1 crew
5. Build/install crawl space door	1 crew
6. Cut out sheathing covering window openings	1 crew
7. Apply plastic house-wrap over OSB sheathing	1 to 2 crews
8. Install windows	1 to 2 crews
9. Install attic stairs	1 crew
10. Install exterior doors	1 crew
11. Install exterior door locks	1 person
12. Remove all temporary bracing	1 crew
13. Clean-up site – put away materials, tools and equipment	All crews
14. Empty all nail aprons, put all nails back into their proper boxes	1 person

Quality Checkpoints

- Flashing behind all wooden porches/steps on wood floor houses.
- Porch square with a slight slope away from house.
- Porch decking installed convex side up (grain looks like a frown).
- Porch posts set securely, nails and screws checked.
- Pickets installed inside porch rails and outside stair rails.
- Steps straight and level.
- All materials re-stacked, site cleaned, tools accounted for and put away.

Siding Task Leader

Task List #5 – Siding (Proj. Day 6 – Proj. Day 8)

Staffing

Construction Leader

Siding Task Volunteer

20-25 Additional Volunteers

Siding Prep Tasks to be Completed

- | | |
|---|-----------|
| 1. Layoff exterior walls and install starter strip | 1 crew |
| 2. Install & wrap boxing returns with fascia | 1 person |
| 3. Wrap beam(s) on porch | 3 people |
| 4. Install J-channel on porch ceiling | 2 people |
| 5. Install vinyl corner posts | 2 people |
| 6. Install J-channel around porch beams | 2 people |
| 7. Apply adhesive backed aluminum weather stripping over edges of windows and around exterior doors prior to siding | 1 crew |
| 8. Clean-up site – put away materials, tools and equipment | All crews |
| 9. Empty all nail aprons, put all nails back into their proper boxes | 1 person |

By Whom?

Siding Installation Tasks to be Completed

- | | |
|---|-----------|
| 1. Set up scaffolding | All crews |
| 2. Install vinyl siding and gable vents | All crews |
| 3. Install F-channel, soffit, and fascia | All crews |
| 4. Install porch ceiling | 2 people |
| 5. Clean-up site – put away tools and equipment | All crews |

By whom?

Quality Checkpoints

- Starter strip level and straight.
- Corner posts straight and plum.
- Corners of J-channel at doors are properly cut and fitted.
- Scaffolding securely braced.
- Siding panels level and nailed so panels can still move.
- Lap joints in siding away from main traffic pattern.
- Siding trim at top of walls properly installed.
- Last piece of siding at top of walls properly installed.
- ¼” gap where siding is cut around windows and doors.
- Soffit properly installed
- Corners of fascia lapped correctly.
- All materials restacked, site cleaned up, tools accounted for and put away.

Interior Task Leader

Task List #6 – Painting (Proj. Day 9 – Proj. Day 11)

Staffing

Construction Leader

Painting Task Leader

10 Additional Volunteers

Tasks to be Completed

By whom?

- | | |
|--|--------------|
| 1. Remove drywall sanding dust and excess sheetrock mud on window frames | 2 to 3 crews |
| 2. Prime ceilings and walls | 2 to 3 crews |
| 3. Paint first coat on exterior doors | 1 crew |
| 4. Prime exterior trim | 1 crew |
| 5. Paint ceilings and walls | 3 crews |
| 6. Caulk and putty interior trim | 2 crews |
| 7. Caulk and putty exterior trim | 1 crew |
| 8. Paint finish coat on interior walls and trim | 2 crews |
| 9. Paint exterior trim and second coat on exterior doors with white exterior satin paint | 1 crew |
| 10. Paint interior doors, trim, and shelving material | 2 crew |
| 11. Clean brushes and equipment | All crews |
| 12. Put away materials | All crews |

Quality Checkpoints

- All vinyl floors are covered carefully with drop cloths, if necessary.
- Drywall dust removed before priming begins.
- Ceilings painted evenly.
- All walls are primed, including insides of closets.
- All putty is to be applied after prime coat, as nails are easily seen.
- All paint drips are wiped from walls and floors.
- All baseboard, door casing, and window sills/aprons are caulked completely and neatly.
- Exterior trim nail holes and joints have been filled.
- Wall paint even and covers all walls of house, including insides of closets.
- Door hinges and cabinets cleaned with Goof-Off.
- All materials/tools cleaned, house straightened/paint consolidated.
- Exterior doors and trim are painted with white exterior paint.
- Protect hinges with tape provided, and be sure to remove once all painting has been completed.

Interior Task Leader

Task List #7 – Interior Trim/Hardware (Proj. Day 12 – Proj. Day 17)

Staffing

Construction Leader

Interior Trim Task Leader

10 Additional Volunteers

Tasks to be Completed

1. Install bathroom hardware
2. Install door hardware
3. Miscellaneous hardware
4. Install closet shelving
5. Install baseboards and window sills
6. Clean-up site – put away tools and equipment

By Whom?

2 people
1 crew
1 crew
1 crew
1 crew
All crews

Quality Checkpoints

- Towel bars and hardware are secure.
- Closet shelving installed securely.
- Door stops installed in the house.
- House numbers on porch beam and visible from street.

Landscaping Task Leader

Task List #8 – Landscaping (Proj. Day 15 – Proj. Day 16)

Staffing

Construction Leader

Family Nurturer

Homeowner

Landscaping Task Leader

15-20 Additional Volunteers

Tasks to be Completed

- | | <u>By Whom?</u> |
|---|-----------------|
| 1. Rake yard/clear rocks | 2 people |
| 2. Plant seeds/plants | 1 crew |
| 3. Any other necessary landscaping tasks | 1 crew |
| 4. Install mailbox | 2 people |
| 5. Throw away all garbage and clean-up/take care of tools at finish | All crews |

Quality Checkpoints

- Please remember to take your shoes off if you are going into the house.
- Compost is recommended when planting plants. This will help to aid the growth and help to prevent the plants from dying off.
- Involve the homeowner and Family Nurturer in landscape planning and design.
- All landscaping plans need to be made at least one month in advance.

Punch-List Task Leader

Task List #9 – Punch-List

Staffing

Construction Leader
Homeowner
Punch-List Task Leader
5 Additional Volunteers

Tasks to be Completed

1. A complete walkthrough of interior and exterior of the home, to address and resolve any outstanding construction related issues that remain to be completed. Once issues are noted in an initial walkthrough of the home, it is suggested that three groups of two, working with Punch-List Task Leader and homeowner, complete all necessary punch-list items.

By whom?

3 crews of 2

Quality Checkpoints

- Please remember to take your shoes off when going into the house.
- A walk-through will be completed by a member of the HFHGC Construction Staff and the Punch-List Task Leader.
- If possible, involve the homeowner in the walkthrough, as well as throughout the completion of the punch-list.
- Be sure to clean the house. Leave the house as you would expect it to be prior to moving in.

Volunteer Coordinator

Focus

The Volunteer Coordinator recruits volunteers and coordinates their efforts to ensure each build day has the necessary amount of volunteers. You may wish to organize a subcommittee, if many groups are involved. You may want to have one person from each organization serve on the committee and organize their group's volunteers and report back to you, the overall Volunteer Coordinator.

Tasks to be Completed

1. Recruit individuals for a Volunteer Subcommittee to help you recruit and organize volunteers if needed.
2. Review volunteer needs for all Project Team members (Amenities Coordinator, Construction Leaders, etc.) and for house construction.
3. HFHGC uses an online volunteer scheduling site called VolunteerUp, which can help you track which volunteers are coming out each day. You can either do most of the tracking yourself or have your volunteers sign up online for the days they can be there. You do not have to use this software, but it is recommended.
4. Distribute information to your group on types of volunteer work available. For example, if someone is skilled at roofing, he or she may want to serve as the Task Leader for roofing. Enclosed is a volunteer sign-up form that your group can use (page 65).
5. Work with your build's Project Leader to recruit the build's Project Team members.
6. Take special care to ensure that there is at least one Construction Leader and one Task Leader signed up for each build day to help lead volunteers onsite.
7. Recruit special volunteer jobs (Site Hosts and Devotions Coordinator) if needed. See next page for details.
8. After the house schedule is set, sign up crewmembers for specific days. Inform volunteers of the jobsite address and directions, appropriate clothing, and necessary tools.
9. For construction volunteers ages 16-17, send the "Minor's Release of Liability" for their parent/guardian to sign. This release is found on pages 69-70. It will need to be signed by a parent or guardian so may need to be filled out before they arrive on site. Volunteers over 18 will need to sign a waiver as well – the adult waiver is found on pages 67-68 and can be filled out on site. These are also available on the HFHGC website.
10. *Remind volunteers of their commitment one week before their scheduled workdays.*
11. Update HFHGC's Volunteer Coordinator each Wednesday on the number of volunteers for the upcoming weekend.
12. Let Volunteer Coordinator know prior to build start if you need help finding volunteers. HFHGC works with groups that can volunteer on dates that partner groups cannot find volunteers for, but can only do this when given enough notice. *Inform HFHGC's Volunteer department of volunteer needs at least one month in advance of the build day for which you need volunteers.*

Quality Checkpoints

- Remember to thank those involved.
- Keep accurate records of when each volunteer is signed up and their contact information.

- Remind those signed up about a week in advance of the day they are volunteering, when to arrive, what to bring, etc.
- Check regularly with Project Leader to be sure that you are informed about the progress of the house.
- Always feel free to contact HFHGC's Volunteer Coordinator with questions.

Suggestions for Recruiting Volunteers

- ASK! Set a table up and grab people as they go by. Most people will say "yes".
- See if your Partner Family is available to speak.
- Book the whole day with a group. Smaller parts of your organization may be looking for teambuilding activities. Try departments, Sunday school classes, prayer groups, or suppliers.
- Advertise via email or posters in your church or organization (we have posters available, just ask HFHGC's Volunteer Coordinator).
- Construction clothes day, at church or on a casual day at work.
- Ask Habitat. We have community volunteer groups that may be able to boost your numbers, as long as we have at least a month's notice.

Optional Volunteer Jobs

The Volunteer Coordinator should make sure these tasks are completed, whether by him or herself or by recruiting others to help with the tasks:

- *Devotion Coordinator:* Schedule volunteers to begin each build day with a brief presentation to add perspective to the day's work. This can be any number of things, including a prayer, a story, facts or statistics about low-income housing.
- *Site Host Coordinator:* HFHGC has a team of Site Host Volunteers, but you are certainly welcome to have members of your group join this team and act as Site Hosts on your house. These volunteers arrive early onsite to welcome volunteers, make certain they sign the Release of Liability and the sign in sheet as they arrive on site, and make sure that everyone has a nametag. If people arrive late, they also direct them to a construction staff member. When the homeowner arrives onsite, they welcome them and introduce the homeowner to volunteers. The Site Host also directs volunteers to the snacks and drinks, the first aid kit, and other amenities onsite. You may also want this person to bring coffee. The Site Host needs to arrive 15 minutes early to the site and at that time needs to help any HFHGC staff members in setting up tables, tents, and coolers. It is important to be sure to clean out the water coolers before each use with the provided dish soap. (List of Site Host Duties is located on page 49)
- *Translators:* If your partner family's English skills are not strong, your group can recruit volunteer translators to help integrate the family on the jobsite as well as at any special events, including the dedication.

Number of Volunteers

The optimum number of volunteers that can work effectively on any given day can be found on the build schedule template on pages 17-18. Having the appropriate number of volunteers onsite will enable everyone to feel useful without feeling rushed. Over-extended volunteers may often act unsafe and without attention to quality. If you have too many volunteers, they will not feel useful.

Note: Make sure you have enough skilled volunteers for the last few weeks of the build. The interior work requires more meticulous installation and it can be especially challenging to complete these tasks without the help of skilled volunteers.

What Every Construction Volunteer Needs to Know

- *Tools:* Each volunteer needs to bring work gloves whenever possible. Many volunteers also bring tools such as their favorite hammer, a nail apron, pencil, and tape measure.
- *Clothing:* Each volunteer should wear clothing that they do not mind getting quite dirty and that is appropriate for the season.
 - Closed-toed, flat-soled shoes only (tennis shoes, work boots, etc)
 - Do not wear clothing that is so loose that it could easily get snagged on the build site
 - Wear clothing that you do not mind getting dirty
 - It is always a good idea to bring a hat, bandana, or sunscreen
- *Directions:* Enclosed in this Partner Manual are directions to the neighborhoods in which we are currently working. Contact HFHGC's volunteer department for directions to your specific lot.
- *Release of Liability:* Let everyone know that they will be expected to assume responsibility for themselves on the jobsite.
- *Safety:* From the very beginning, encourage volunteers to be safe. Make sure this is covered in the morning circle-up.
- *Age of Volunteers:* No one under the age of 16 will be permitted on a building site while work is being done. No one under the age of 18 will be allowed to use any power equipment. Volunteers under the age of 18 and their parent or legal guardian are required to complete and sign a "Minor Release and Waiver of Liability Form" (pages 69-70).
- *Promptness:* It is important to be on time because key information is covered at the beginning of the day.
- *Rain Plan:* Have everyone show up rain or shine. It may not be raining where the house is located. If there are thunderstorms, speak with HFHGC's Volunteer Coordinator or another staff member on site for instructions.
- *Contact:* Let everybody know who to contact if they have any questions.

Volunteer Forms

Also included in this manual are several forms that your group may wish to use, including:

- Your Build Schedule outlines the number of volunteers that you will need each day (a Build Schedule Template is provided on page 17 if you do not have a copy of your build schedule).
- A Volunteer Sign-up Sheet, page 65, to distribute to potential volunteers.
- A Release and Waiver of Liability Form, pages 67-68, to have available in a notebook for people to sign as they arrive onsite (which HFHGC will provide).
- A Minor's Release and Waiver of Liability, pages 69-70, that will need to be sent out ahead of time and kept in the registration notebook when the volunteer brings it to the jobsite.

Age Limitations

No one under the age of 16 will be permitted on a building site while work is being done. No one under the age of 18 will be allowed to use any power equipment. Volunteers under the age of 18 and their parent or legal guardian are required to complete and sign a “Minor Release and Waiver of Liability Form” (pages 69-70).

Ideas to Involve Youth

If your group has members younger than 16, encourage them to participate by helping as follows:

- Prepare and serve meals. (away from actual house)
- Use photos from site to create a scrapbook as a remembrance of the project.
- Make banners, flyers, and posters.
- Make up a skit or song to entertain and inform potential volunteers about HFHGC.
- Provide special music or a litany during the dedication
- Call to remind volunteers that they are scheduled to volunteer.
- Assist in recruiting volunteers by working at the sign-up table.
- Raise funds by having tricycle races, car washes, penny drives, etc.
- Habitat for Humanity International has small banks that people can use to collect change for the project (we can provide these if you want to use them).
- Have youth sign their names/bible verses/best wishes on studs that will be built into the house

VolunteerUp

HFHGC uses a web-based volunteer management system to coordinate and schedule all our volunteers. Volunteers are able to sign up online, cancel build days online, and keep their own information up-to-date. As a Volunteer Coordinator you will have Team Administrator access to VolunteerUp, which is slightly different from the standard Volunteer access. This allows you to sign up volunteers who do not want to register or get online as well as allow you to see how many volunteers you have signed up for a specific day. You will receive training on the system with HFHGC’s volunteer department, as well as a Team Administrator VolunteerUp manual.

If you have any questions, please do not hesitate to contact HFHGC’s Volunteer Coordinator.

Site Host Coordinator

**Please note – HFHGC has a team of Site Host Volunteers who are available to help on your build site. If volunteers from your group are interested in serving long-term in this position, please have them contact HFHGC’s Volunteer Coordinator in order to coordinate training and scheduling. If you have volunteers who will only be serving for a short time during your build, training is not necessary, but please ensure they receive these tasks to be completed.*

Focus

The Site Host should be someone who is available to spend the day ensuring volunteers get signed in, help late volunteers get started working, ensure volunteers are staying hydrated, etc. This person may be someone who is not comfortable doing construction tasks but still wants to volunteer and make a difference.

Tasks to be Completed

- Arrive 15 minutes prior to start of shift (for standard build days, this is 7:15 am).
- Open site trailer. Obtain code from HFHGC Volunteer Coordinator or the build’s Project Leader.
- Setup tables, coolers, build box, and tent (if necessary).
- Pull out the Waiver Binder, nametags, pens, cups, first aid kit, and a trash bag from the Build Box.
- Fill coolers with water and ice
- Greet incoming volunteers.
- Ensure all volunteers have signed a waiver, are wearing a nametag, and sign the sign in sheet.
- Inform all volunteers that an HFHGC staff member will be starting the day.
- During the day, continue to check the water coolers to make sure water is available for volunteers
- Greet late volunteers and ensure they are filling out all the necessary paperwork. Go over safety concerns and find an HFHGC staff member or QAT to show them what needs to be done or get them plugged into a group.

Amenities Coordinator

Focus

The Amenities Coordinator is responsible for providing food, snacks, and refreshments onsite. It may be helpful for your committee to include volunteers who will be responsible for each of these tasks.

Tasks to be Completed – Food and Refreshments:

1. Plan meals and snacks and how you will provide them for your workers.
2. If you are planning to ask restaurants for meals and need ideas, HFHGC's Volunteer Coordinator has a list.
3. Work with your Volunteer Coordinator to recruit volunteers to solicit, prepare, or serve food, if needed.
4. Remind volunteers and suppliers one week before their service date.
5. Remove any trash from the jobsite that could attract animals and/or bugs.
6. Forward a list of names, addresses, and items that have been donated to HFHGC's Volunteer Coordinator once the build is finished.
7. If you are unable to find meals for your group, contact HFHGC's Volunteer Coordinator.

Quality Checkpoints:

- You are communicating with your Volunteer Coordinator about the numbers of volunteers that will need to be fed each day on the jobsite. (add 5 to total for QAT/Staff)
- You are serving food that has been stored in a safe and hygienic situation. For example, do not serve sandwiches with mayonnaise that have been kept un-refrigerated all afternoon.

Food and Refreshments

Providing food on the jobsite not only satisfies hunger, but also provides opportunities for fellowship among your group. Having meals on the build site will save time and help maintain your group's momentum.

Water

Remember that your group is responsible for providing drinking water and ice. You should plan to have plenty of water available for your volunteers, particularly if you are building in the summer. There will likely be tap water available onsite (check with HFHGC's Volunteer Coordinator).

Solicitation

There are many different ways that your group can provide food during the times your house is under construction. Many groups solicit within their own organization, for instance a church could ask different Sunday school classes, service organizations, or youth groups to provide, make, and serve the food. Many business groups ask restaurants or their own food services to provide meals for the volunteers.

Number of Meals

It's important to work closely with your Volunteer Coordinator to have an accurate count to give food suppliers. Remember to include the homeowner in your count as well as the HFHGC QATs and staff – the easiest way to do this is to add '5' to your volunteer count. Encourage members of your group to invite the homeowner to join them for lunch. If there is extra food after lunch, it can be taken to the soup kitchen or a children's shelter – for more information call HFHGC's Volunteer Coordinator.

Helpful Forms and Documents

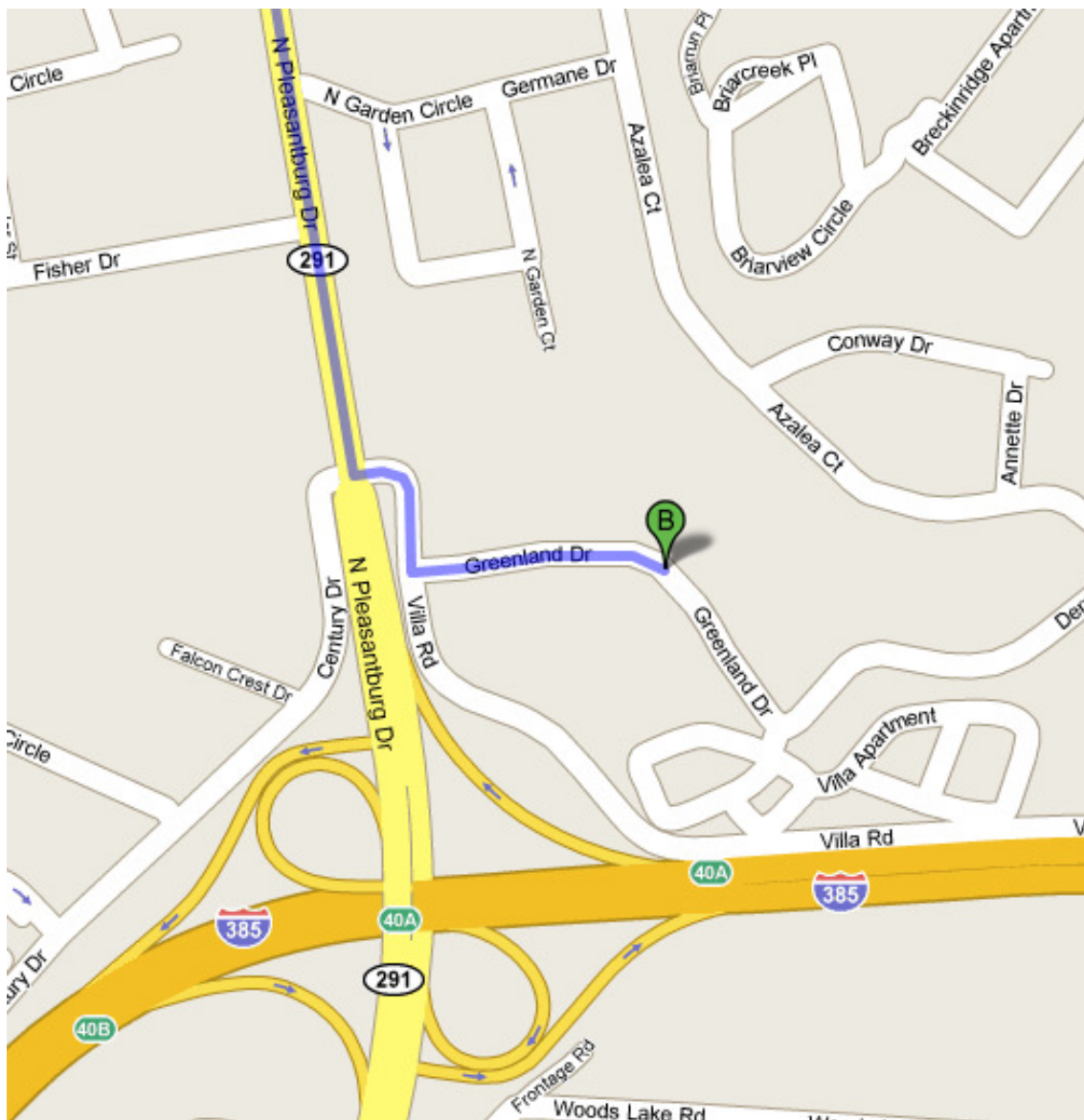
<u>HABITAT FOR HUMANITY OF GREENVILLE COUNTY CONTACT INFORMATION</u>	55
<u>MAP AND DIRECTIONS TO HABITAT GREENVILLE ADMINISTRATIVE OFFICES</u>	56
<u>MAP AND DIRECTIONS TO HABITAT GREENVILLE RESTORE 1</u>	57
<u>MAP AND DIRECTIONS TO HABITAT GREENVILLE RESTORE 2</u>	58
<i>Directions to Gray Street, Travelers Rest</i>	59
<i>Directions to Abigail Springs Subdivision, Taylors</i>	60
<u>HFHGC PARTNERSHIP AGREEMENT</u>	61
<u>POST-PROJECT QUESTIONNAIRE</u>	63
<u>VOLUNTEER SIGN-UP FORM</u>	65
<u>ADULT RELEASE AND WAIVER OF LIABILITY FORM</u>	67
<u>MINOR RELEASE AND WAIVER OF LIABILITY FORM</u>	69
<u>VOLUNTEER PROJECT TEAM CONTACT SHEET</u>	71

Map and Directions to Habitat Greenville Administrative Offices

Directions to Habitat Office:

From I-85 (North & Southbound) – Take I-385 N towards downtown Greenville. Take exit 40A onto North Pleasantburg Drive. Take a right at the first light onto Villa Road. Then, take a left onto Greenland Drive (at the Olive Tree restaurant). The Habitat Office will be the third building on the right.

From Greer – Follow Wade Hampton towards downtown Greenville. After about seven miles, take a left onto Pine Knoll Drive, which will become Pleasantburg Drive (If you miss that turn, take a left at the next light onto Pleasantburg and a right at the next light to remain on Pleasantburg). Continue on Pleasantburg Drive for about a mile, then take a left at Villa Road. Then, take a left onto Greenland Drive (at the Olive Tree restaurant). The Habitat Office will be the third building on the right.



Map and Directions to Habitat Greenville ReStore 1 305 Rutherford Rd. Greenville, SC 29609

Hours of Operation:

Tuesday-Saturday 9am-5pm
Closed Sunday and Monday

Physical Address:

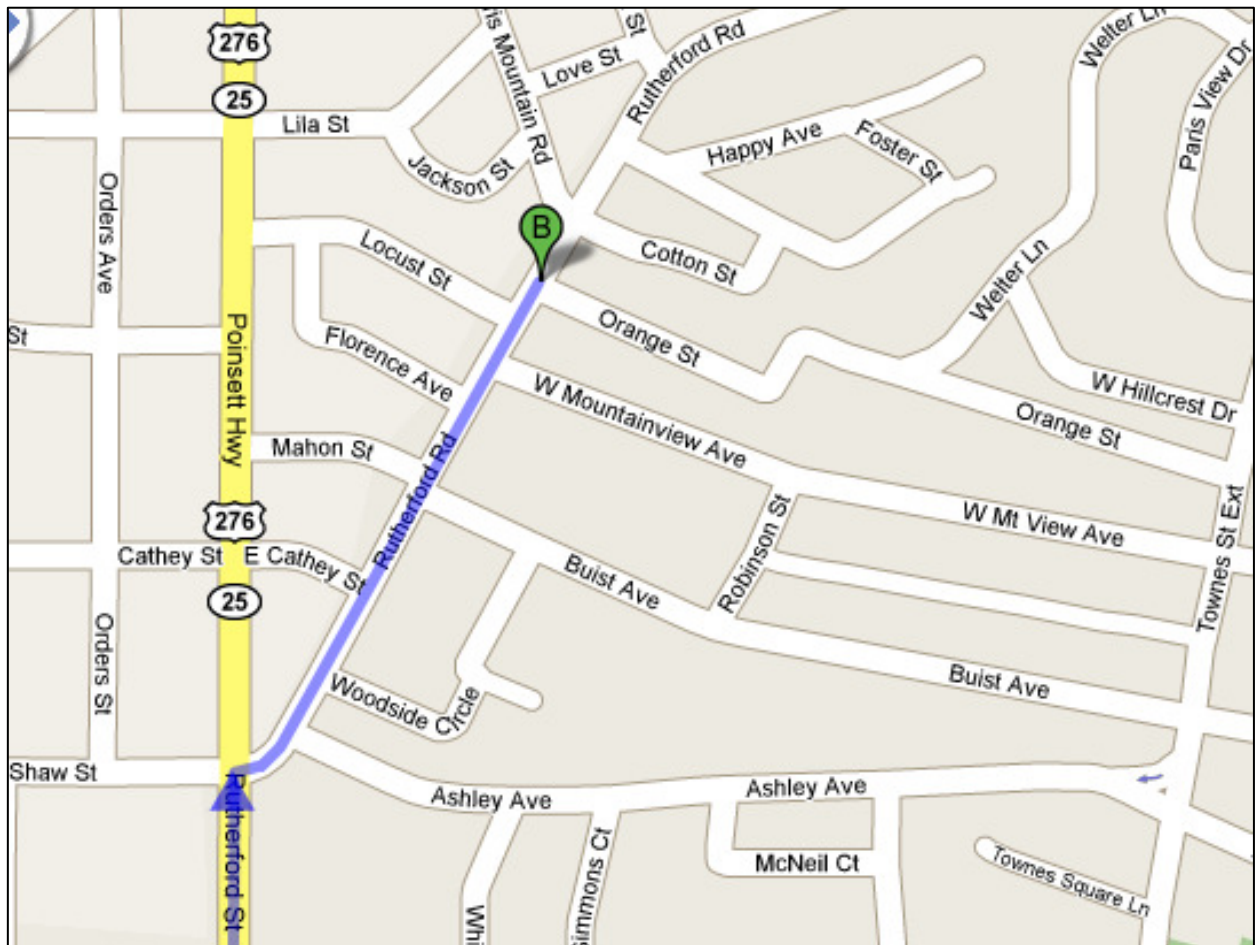
Habitat for Humanity of Greenville County
305 Rutherford Rd.
Greenville, SC 29609

Phone: 864-298-0099

Directions to Habitat ReStore

From I-85 (North & Southbound) – Take I-385 N into downtown Greenville. Follow until split at SR-276; take the right fork, which becomes Poinsett Hwy. Follow for approximately one mile until Rutherford Rd intersection, go right. Habitat ReStore is on the left, approximately ½ mile from intersection.

From Greer – Follow Rutherford Road towards downtown Greenville. From the intersection of Rutherford Road and Pleasantburg (where Greenville Care, Old Shriner’s Hopsital, is located) continue on Rutherford for two miles. The Habitat ReStore is on your right.



Map and Directions to Habitat Greenville ReStore 2 5201A W. Wade Hampton Blvd, Taylors, SC 29687

Hours of Operation:

Tuesday-Saturday 9am-5pm
Closed Sunday and Monday

Physical Address:

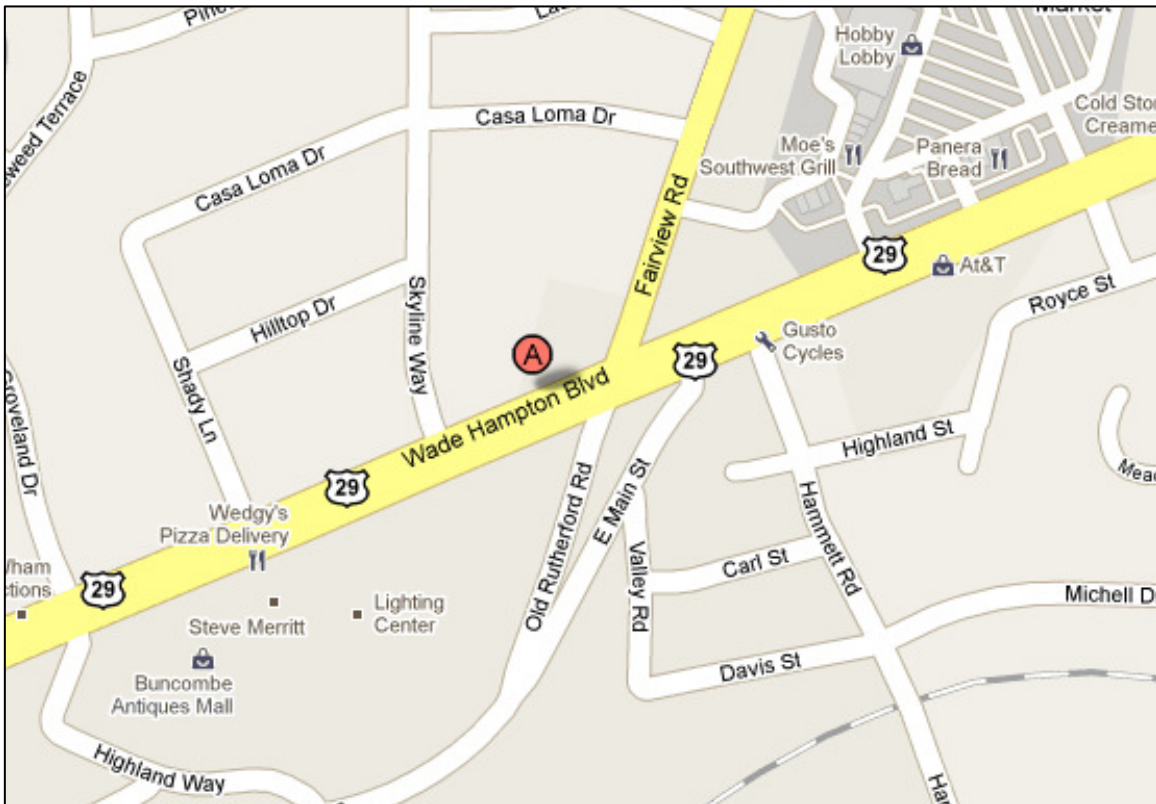
Habitat for Humanity of Greenville County
5201A W. Wade Hampton Blvd.
Taylors, SC 29687

Phone: 864-298-0099

Directions from Downtown Greenville: Follow Church St. north towards Wade Hampton Blvd. Follow Wade Hampton for 7.5 miles and the ReStore will be on your right across from the Lighting Center and right underneath the Fuddruckers billboard.

Directions from Greer: Follow Wade Hampton Blvd past Suber Rd. The ReStore will be on your right across from the Lighting Center.

Directions from Simpsonville: Take 385 North towards Greenville. Take the N. Pleasantburg exit, number 40A. Continue for 1.5 miles and veer right onto Wade Hampton Blvd (also 29). The ReStore will be on your left almost 6 miles down the road, across the Lighting Center and right underneath the Fuddruckers billboard.



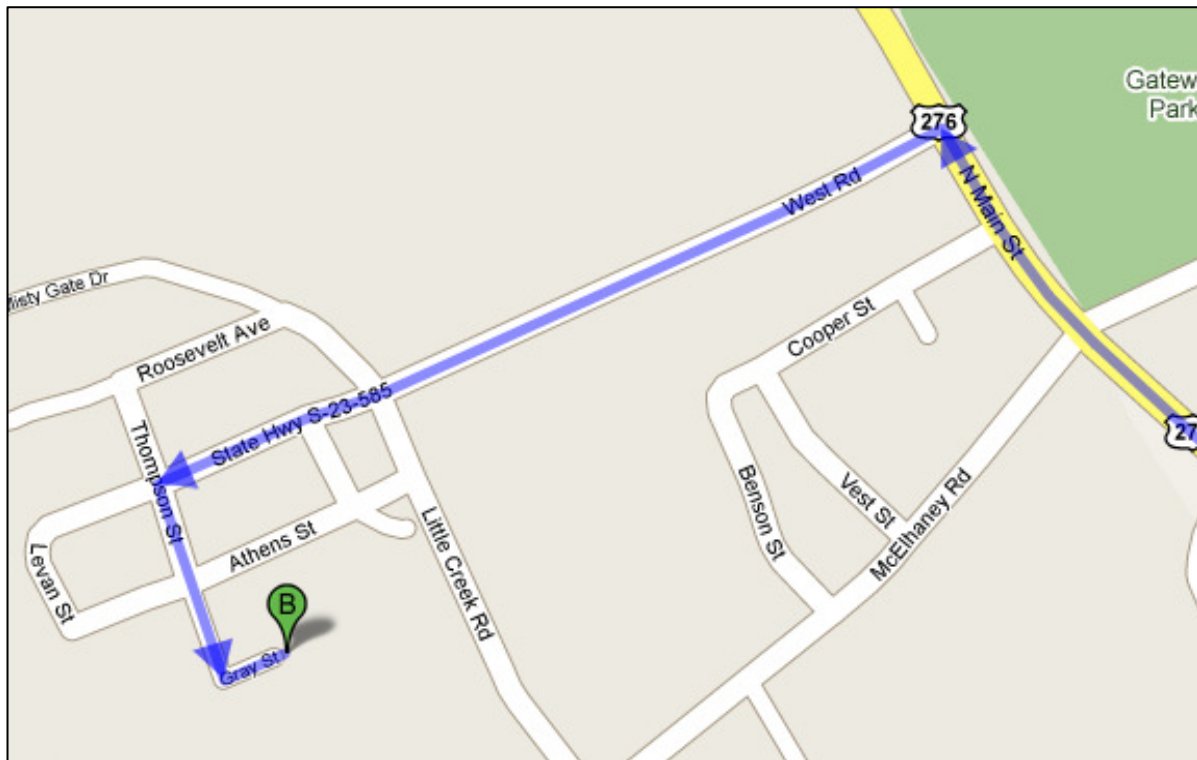
Maps and Directions to Build Sites

Directions to Gray Street, Travelers Rest

From Simpsonville: Take I-385 N towards Greenville for almost eleven miles. Take the Stone Ave/Travelers Rest exit. Turn right onto Stone Ave and go for a mile and a half. Take a right onto Rutherford St. Continue on Poinsett Hwy for about six miles and then veer left to stay on 276. You'll go through downtown Travelers Rest and take a left onto West Rd. – it's the second left after you pass Sunrift Adventures. It's also the street right before you get to the Duke Energy offices. If you see Travelers Rest High School, you've gone too far. Once you turn onto West Rd, take your third left onto Thompson St. which will dead end into Gray St.

From Downtown Greenville: From Main Street, turn onto College St. (it's a one way street) and stay right to continue on Buncombe Street. Take a right onto Rutherford St. (McDonalds will be right in front of you) and continue as it turns into Poinsett Hwy. Go for about six miles and then veer left to stay on 276. You'll go through downtown Travelers Rest and take a left onto West Rd. – it's the second left after you pass Sunrift Adventures. It's also the street right before you get to the Duke Energy offices. If you see Travelers Rest High School, you've gone too far. Once you turn onto West Rd, take your third left onto Thompson St. which will dead end into Gray St.

When you park, please be sure you are not blocking any driveways or mailboxes. Thanks!



Directions to Abigail Springs Subdivision, Taylors

From Travelers Rest/North Greenville area:

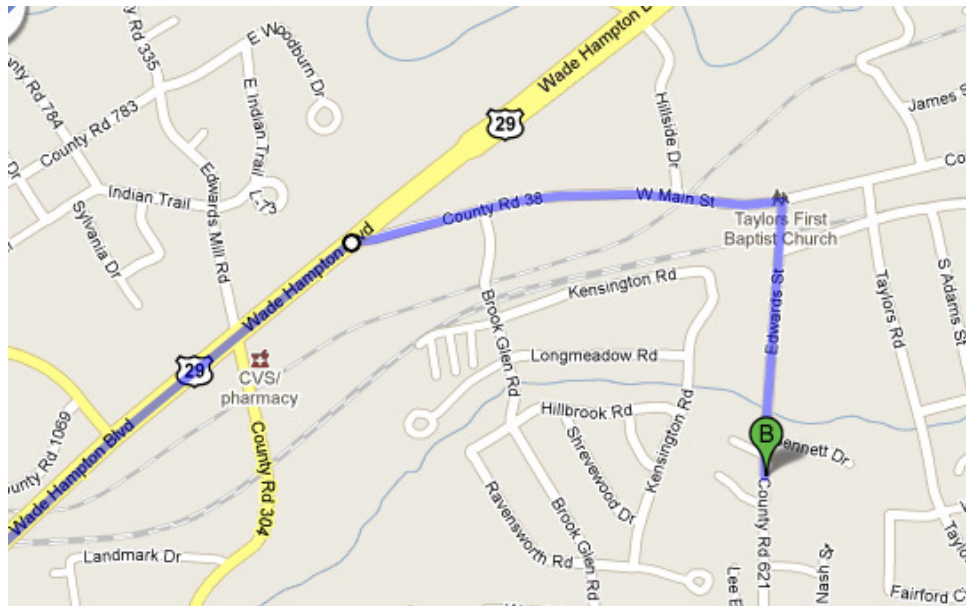
Take Poinsett Hwy/276 to the Cherrydale shopping area, turn left onto State Park Rd. which turns into Pleasantburg Dr. Continue on Pleasantburg for about two miles and then turn left onto Rutherford Rd. (just past the shopping center with BI-LO and Big Lots). Rutherford will eventually dead end into Wade Hampton Blvd – turn left onto Wade Hampton. Veer right onto W. Main Street after about half a mile (the corner with Wade Hampton Service Center, an old Texaco station). Then take your second right onto Edwards St. Take the second right into the Abigail Springs subdivision (the street after Plum Tree Court).

From Downtown Greenville:

Follow N. Church Street north out of downtown and then veer right onto Wade Hampton Blvd. Travel on Wade Hampton for 6.3 miles then veer right onto W. Main Street (the corner with Wade Hampton Service Center, an old Texaco station). Then take your second right onto Edwards St. Take the second right into the Abigail Springs subdivision (the street after Plum Tree Court).

From Greer:

From West Poinsett St, turn left onto Wade Hampton Blvd. Travel 3.3 miles on Wade Hampton and turn left onto Hillside Dr. It will dead end into W. Main Street – take a left. Then take your first right onto Edwards St. Take the second right into the Abigail Springs subdivision (the street after Plum Tree Court).



Please note: This is a new subdivision and it does not appear on any online mapping websites or GPS systems.

HFHGC Partnership Agreement



Return Completed Form to:

Development Department
Habitat for Humanity of Greenville County
P.O. Box 1206
Greenville, SC 29602-1206
Phone: 864-312-5017
Fax: 864-370-1477

Organization Name _____

Mailing Address _____

Name of Build _____

Primary Contact _____

Phone Number _____

E-mail _____

Monetary Support or Pledge (please initial):

_____ Pledge \$ _____ to be paid in agreed-upon increments and in-full by the beginning of the volunteer build start date. This Commitment letter will serve as the commencement of the invoice process

_____ Pledge a Project Team for this build, providing construction volunteers

_____ Pledge to comply with HFHGC policies, including but not limited to Construction Safety and Equal Treatment of Homeowners policies

Authorized Signature _____

Print Name and Title _____

Date _____

(Please contact our Development Department if you have any questions or need any further information).

Habitat for Humanity of Greenville County
Post-Project Questionnaire



Partnering Organization:

Your name & role in build (optional):

The purpose of this questionnaire is to assess your volunteer experience with HFHGC. The questions cover your experience from the planning stages through construction completion. Please answer the following questions openly and honestly. The staff at HFHGC will utilize your responses to evaluate our process and make changes as deemed appropriate.

Yes No

- Was this your organization's first Habitat for Humanity experience?

- Do you feel that an adequate number of planning meetings were held before the start of your build?

- Did you have a good understanding of what the project planning volunteer positions (project leader, construction leader, etc.) were?

- Do you feel that the appropriate HFHGC staff members were accessible throughout your build to answer questions and address concerns?

- Did you have adequate construction leadership from HFHGC staff and the Quality Assurance Team (QAT) members throughout your build?

- Were the appropriate building materials and tools onsite each morning when your workday began? *If not, please provide specific examples:*

- Did HFHGC effectively communicate the roles and responsibilities of ...
... Construction Department staff?

- ... Volunteer Department staff?

- ... Family Services Department staff?

- Did HFHGC effectively communicate to you as the partner group, your roles and responsibilities?

- Was the length of workday appropriate?

(continue on reverse)

What aspects of your experience met or exceeded your expectations?

What aspects of your experience did not meet your expectations?

Please list any additional comments that might be helpful for us as we plan future HFHGC homebuilding projects:

Volunteer Sign-Up Form



Name: _____ E-mail: _____

Home Phone: (_____) _____ Alt. Phone: (_____) _____

Address: _____

Availability: Please review the following list of activities and initial the days/activities in which you would like to participate. A full shift is from 8am-4pm with lunch around noon-1pm. If necessary, you may choose to work half days (AM or PM). Please be aware that these specific dates may change due to weather, subcontracting, etc. The tasks are also subject to change depending on the weather, subcontracting, and how much previous volunteers accomplished.

Dates	Activities	Day	A.M.	P.M.
Thursday (Date)	▪ Build headers, tees, & corners	Thurs.		
Friday (Date)	▪ Frame exterior & interior walls	Fri.		
Saturday (Date)	▪ Sheath exterior walls ▪ Set trusses	Sat.		
Friday (Date)	▪ Sheath and felt and shingle roof	Fri.		
Saturday (Date)	▪ Wrap the house ▪ Install doors and windows	Sat.		
Friday (Date)	▪ Complete siding	Fri.		
Saturday (Date)	▪ Insulation ▪ Install shutters	Sat.		
Friday (Date)	▪ Install and paint interior doors and trim	Fri.		
Saturday (Date)	▪ Caulk, putty, & primer coat	Sat.		
Friday (Date)	▪ 2 nd coat of paint	Fri.		
Saturday (Date)	▪ Install shelving hardware	Sat.		
Friday (Date)	▪ Complete unfinished exterior work	Fri.		
Saturday (Date)	▪ Complete unfinished interior work	Sat.		
Friday (Date)	▪ Landscaping	Fri.		
Saturday (Date)	▪ Punch-list items	Sat.		
Saturday (Date)	▪ Final punch-list & cleanup	Sat.		

Activities: If you would rather coordinate or prepare food, we welcome you to sign-up for other important tasks. Please circle those that apply below.

▪ I will help with snacks, lunches, and drinks.	YES	NO
▪ I will serve as a Site Host.	YES	NO
▪ I will help with devotions.	YES	NO
▪ I am willing to serve as a Task Leader (skilled volunteer).	YES	NO

Adult Release and Waiver of Liability Form
For volunteers 18 years and older



Please complete the following (Print Clearly):

Last: _____ First Name: _____ M.I. _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: _____

E-mail Address: _____

What organization and activity are you involved with? _____

Emergency Contact Name: _____ Phone number: _____

Please check the following if applicable:

I would like to receive information regarding the following:

Volunteer Opportunities

Financial Gifts

Becoming an HFHGC homeowner

Becoming a House Partner

RELEASE AND WAIVER OF LIABILITY

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the "Release") executed on this ____ day of _____, 20__, by _____ (the "Volunteer") in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity of Greenville County, SC, Inc., a South Carolina non profit corporation, their directors, officers, employees, and agents (collectively, "Habitat").

The Volunteer desires to work as a volunteer for Habitat and engage in the activities related to being a volunteer (the "Activities"). The Volunteer understands that the Activities may include constructing, deconstructing and rehabilitating residential buildings, working in the Habitat offices, and living in housing provided for volunteers of Habitat.

The Volunteer hereby freely, voluntarily, and without duress executes this Release under the following terms:

Release and Waiver. Volunteer does hereby release and forever discharge and hold harmless Habitat and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with Habitat.

Volunteer understands that this Release discharges Habitat from any liability or claim that the Volunteer may have against Habitat with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's Activities with Habitat, Whether caused by the negligence of Habitat or its officers, directors, employees, or agents or otherwise. Volunteer also

understands that Habitat does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the even of injury or illness.

Medical Treatment. Volunteer does hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer’s Activities with Habitat.

Assumption of the Risk. The Volunteer understands that the Activities include work that may be hazardous to the Volunteer, including, but not limited to, construction, deconstruction, loading and unloading, and transportation to and from the work sites.

Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases Habitat from all liability for injury, illness, death, or property damage resulting from the Activities.

Insurance. The Volunteer understands that, except as otherwise agreed to by Habitat in writing; Habitat does not carry or maintain health, medical, or disability insurance coverage for any Volunteer.

Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

Photographic Release. Volunteer does hereby grant and convey unto Habitat all right, title, and interest in any and all photographic images and video or audio recordings made by Habitat during the Volunteer’s Activities with Habitat, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Other. Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of South Carolina, and that this Release shall be governed by and interpreted in accordance with the laws of the State of South Carolina. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day _____ and year _____ first above written.

Witness: _____

Volunteer: _____

Address: _____

Phone: (H) _____

Phone: (W): _____

Minor Release and Waiver of Liability Form
 For volunteers 16 to 17 years of age
 This Release **MUST** be signed by the Minor's Parent/Guardian



Please complete the following (Print Clearly):

Last: _____ First Name: _____ M.I. _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: _____

E-mail _____

What organization and activity are you involved with? _____

Please check the following if applicable:

I would like to receive information regarding the following:

Volunteer Opportunities

Financial Gifts

Becoming an HFHGC homeowner

Becoming a House Partner

RELEASE AND WAIVER OF LIABILITY

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the "Release") executed on this _____ day of _____, 20____, by _____, a minor child (the "Volunteer"), and _____, the parent having legal custody and/or the legal guardian of the volunteer (the "Guardian"), in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity of Greenville County, SC Inc., a South Carolina nonprofit corporation, their directors, officers, employees, and agents (collectively, "Habitat"). (Note that any additional parent or guardian should sign the Release).

The Volunteer and Guardians desire that the Volunteer work as a volunteer for Habitat and engage in the activities related to being a volunteer (the "Activities"). The Volunteer and the Guardians understand that the Activities may include constructing, deconstructing and rehabilitating residential buildings, working in the Habitat offices, and living in housing provided for volunteers of Habitat.

The Volunteer and Guardians do hereby freely, voluntarily, and without duress execute this Release under the following terms:

Release and Waiver. Volunteer and Guardians do hereby release and forever discharge and hold harmless Habitat and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with Habitat.

Volunteer and Guardians understands that this Release discharges Habitat from any liability or claim that the Volunteer or Guardians may have against Habitat with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's Activities with Habitat, Whether caused by the negligence of Habitat or its officers, directors, employees, or agents or otherwise. Volunteer and Guardians also understands that Habitat does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the even of injury or illness.

It is the policy of Habitat that children under the age of 16 not be allowed on a Habitat worksite while there is construction in progress. It is further the policy of Habitat that while children between the ages of 16 and 18 may be allowed to participate in construction work, ultra hazardous activity such as using power tools, excavation, demolition, or working on rooftops is not permitted by anyone under the age of 18.

Medical Treatment. Volunteer and Guardians do hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer’s Activities with Habitat or with the decision by any representative or agent of Habitat to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in the Parental Authorization for Treatment of a Minor Child.

Assumption of the Risk. The Volunteer and Guardians understands that the Activities include work that may include work that may be hazardous to the Volunteer, including but not limited to construction, deconstruction, loading and unloading, and transportation to and from the work sites.

Volunteer and Guardians hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases Habitat from all liability for injury, illness, death, or property damage resulting from the Activities.

Insurance. The Volunteer and Guardians understands that, except as otherwise agreed to by Habitat in writing; Habitat does not carry or maintain health, medical, or disability insurance coverage for any Volunteer.

Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

Photographic Release. Volunteer and Guardians do hereby grant and convey unto Habitat all right, title, and interest in any and all photographic images and video or audio recordings made by Habitat during the Volunteer’s Activities with Habitat, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Other. Volunteer and Guardians expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of South Carolina, and that this Release shall be governed by and interpreted in accordance with the laws of the State of South Carolina. Volunteer and Guardians agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, Volunteer and Guardians has executed this Release as of the day and year first above written.

Witness: _____

Volunteer: _____

Witness: _____

Parent/Guardian: _____

Witness: _____

Address: _____

Phone: (H) _____

Phone: (W) _____

(your build name here)

Volunteer Project Team Contact Sheet

Leadership Role	Name	Mailing Address	Work/Home #	Cell #	Email Address
Project Leader					
Construction Leader					
Volunteer Coordinator					
Amenities Coordinator					
Devotions Coordinator					
Task Leader – Day 1					
Task Leader – Day 2					
Task Leader – Day 3					
Task Leader – Day 4					
Task Leader – Day 5					
Task Leader – Day 6					
Task Leader – Day 7					
Task Leader – Day 8					
Task Leader – Day 9					
Task Leader – Day 10					
Task Leader – Day 11					
Task Leader – Day 12					
Task Leader – Day 13					
Task Leader – Day 14					
Task Leader – Day 15					
Task Leader – Day 16					

Habitat for Humanity of Greenville County would like to thank you in advance for your commitment to providing safe, decent, affordable homes to deserving and motivated Greenville families. You are providing them with an opportunity like no other! Please call or email us with any questions – our contact information is listed in this manual. We look forward to partnering with you and hope that your experience as a House Partner will be rewarding.

Thank you

from

*Habitat for Humanity of Greenville County
and the families we serve!*