



# team volunteer manual



**Habitat for Humanity<sup>®</sup>**

MidOhio

# getting started



## CHECKLIST

Volunteers are the heart of our mission and contribute daily to Habitat's success in providing decent, affordable housing to families in our service area. A wide variety of opportunities are available for volunteers.

We welcome your participation and will work with you to make this opportunity fun, productive, and fulfilling for all of the members of your team.

-  Read this volunteer manual.
-  Consider the activity that interests your group.
-  Determine the size of your group.
-  Designate one reliable person to be your team coordinator. This person will be responsible for all coordination, recordkeeping, and communications between Habitat and the group. A team coordinator should be designated whether your group works just one day or for the duration of an entire project.
-  The team coordinator should visit <https://www.habitatmidohio.org/get-involved/volunteer/> and complete the group volunteer form.
-  Habitat's Volunteer Services Department will work with the team coordinator to schedule your team's workday, taking into consideration project needs and availability.
-  Plan your team's experience. Volunteers are encouraged to wear identifying apparel such as company logo t-shirts. Also, many groups provide their team members with catered boxed lunches at the worksite; others simply ask their team members to bring their own lunch.
-  One week out, you will receive plans from a Habitat staff member for your workday.
-  Attend your assigned workday. All volunteers are asked to please arrive on time and complete all the necessary paperwork.

The team coordinator is responsible for distributing the following information to each volunteer:

- Release and Waiver of Liability Forms must be completed by each person before volunteering. Electronic waivers can be accessed at <https://waiver.smartwaiver.com/v/habitatmidohio> or through the QR code at the back of the manual.
- General volunteer information will be sent to the team coordinator prior to the volunteer day. This includes all the "need to know" information for making the workday a success and should be distributed to each team member.

**Please note that minors must review the youth policy and must have their Release and Waiver of Liability for Minors form electronically signed by a parent/guardian.**

# about habitat for humanity-midohio



## THE CRITICAL NEED

Affordable, decent housing is one of our most basic human needs, yet it is in alarmingly short supply in our very own neighborhoods and throughout the world. A decent place to call home creates stability, launching families onto a positive trajectory of generational change, one that includes hope, improved health, and a better quality of life.



## WHO WE ARE AND WHAT WE DO

Habitat for Humanity-MidOhio has spent more than thirty years helping to bring the dream of homeownership to families in need. Working in conjunction with Habitat for Humanity International, Habitat MidOhio's partners, donors, and volunteers have played a role in rekindling hope for over 1000 families living in central Ohio through new home construction and critical home repairs.

Habitat MidOhio offers a program designed to be a hand up, not a hand out, to families in need. Through hard work, commitment, and hundreds of hours of sweat equity, Habitat MidOhio families are breaking the cycle of poverty through homeownership and creating a brighter future for generations to come.

We view our work as meaningful because it helps transform lives and promote positive and lasting social, economic, and spiritual change within a community.

## our partner families



### NEW HOMEOWNERSHIP

Habitat MidOhio is one of the only affordable housing builders in the area serving families who earn 30%-60% of the area median income (AMI). Partner families are chosen after a comprehensive application process during which Habitat assesses their need for housing, their ability to repay an affordable mortgage, and their willingness to partner with Habitat through sweat equity. Partner families are all first time homebuyers, must live in the affiliate mission service area, and must currently be living in substandard conditions.



### HOME REPAIR

Habitat MidOhio also serves current homeowners in need of home repair services. Families who earn 0%-80% of the area median income and live in owner-occupied properties are able to receive discounted home repair services. Homeowners must be able to afford a portion of the home repair project and must be willing to partner with Habitat through sweat equity hours.



## HOW WE DO IT

**Habitat is able to make housing affordable to partner families in the following ways:**

1. Habitat works with lending partners to provide affordable mortgage options based on income.
2. Partner families and construction volunteers build under trained supervision and supply thousands of hours of labor to further reduce home-building costs.
3. Individuals, corporations, faith groups, and others provide vital support through house sponsorships, monetary contributions, and in-kind donations.



## habitat midohio restores



**Habitat**  
for Humanity®  
MidOhio

**ReStore®**

Open Monday through Saturday  
9:00am to 5:00pm

Habitat for Humanity-MidOhio ReStores play an important role in the effort to eliminate substandard housing in central Ohio. New, used, and surplus donated goods are collected and sold to the public at discounted prices.

The proceeds from these sales help to offset Habitat MidOhio's administrative costs, allowing donations to go directly toward building homes and revitalizing communities, locally and abroad.

The ReStores also allow local residents to recycle and repurpose items that would otherwise end up in our landfills. Last year alone, Habitat MidOhio ReStore operations diverted more than 2,000 tons of reusable materials from area landfills.

# habitat midohio restores



## OPPORTUNITIES WITH OUR RESTORES

### ReStore Team

Teams of 5-10 are needed to assist customers, stock shelves, organize product displays, and unload donations from the vehicles of individual donors and ReStore trucks. Volunteers also assist with the processing of new donations. Heavy lifting may be involved. Individuals must be 16 years or older to volunteer in the ReStore.

Youth under the age of 18 must have parent or guardian permission.

- ReStore group volunteer shifts are typically offered Thursday through Saturday in 2 hour shifts, depending on group size. Shifts are typically offered from 10am-12pm.
- All volunteer group shifts must be set up ahead of time with ReStore staff.
- Youth groups must have a minimum of one adult (21 or older) to every five youth.



### Deconstruction Projects

Teams of 5-10 are needed to deconstruct existing properties to salvage materials that can be sold at the ReStores. Projects vary in degree of effort and length of time and occur on an as-needed basis. This activity involves significant physical labor.

### ReStore Locations:

#### ReStore Westerville Road

3140 Westerville Road  
Columbus, OH 43224

#### ReStore Roberts Road

5419 Roberts Road  
Hilliard, OH 43026

#### ReStore Newark

1660 N. 21st Street  
Newark, OH 43055



# habitat midohio construction



## OPPORTUNITIES IN CONSTRUCTION

### Construction & Repair Crews



Your group may be assigned to a new build, rehab, or home repair project based on our current needs, so we appreciate your flexibility! Volunteers working on a new build project typically assist with all phases of construction from start to finish, with a few key exceptions: foundation work, roofing, drywall, and licensed trades such as electrical, plumbing, and HVAC. Home repair volunteers help with projects involving exterior painting, siding, porch/stair repair, water damage, etc.

Volunteers typically work in crews of five to ten people. An experienced Project Lead is assigned to each worksite to manage the project, teach volunteers what to do, and oversee worksite safety. Volunteers of all skill levels comprise a crew.

A regular workday is from 8:30am to 3:30pm on Tuesday through Saturday. Full shift commitment is required for all groups.

#### typical day breakdown

8:20AM-8:30AM  
volunteer registration



8:30AM-8:45AM  
introductions and safety talk



11:30AM-12:00PM  
lunch break



3:00PM  
begin clean up



3:30PM  
volunteer day concludes



**PLEASE NOTE:** Volunteer teams are asked to please understand that construction and home repair activities can be extremely variable due to issues like poor weather, contractor schedules, permits, etc. Last-minute changes sometimes occur due to circumstances out of the direct control of Habitat.

Because construction and home repair projects are the most popular among volunteers, teams often may be placed on a waitlist for on-site work. To ensure your team's work day(s), please consider a day sponsorship or a full or partial house sponsorship.

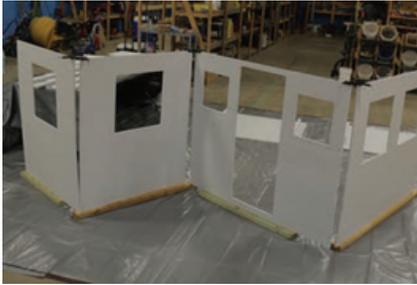
### Construction Age Requirements

Youth volunteers must be at least 16 years old to volunteer on a construction site and at least 18 years old to operate power tools or work at heights above 6 feet. Teams of youth volunteers should be accompanied by one adult (21 or older) per five youth. No special experience is necessary for youth or supervising adults.

# the playhouse project

## About the Playhouse Project

Habitat for Humanity-MidOhio launched the Playhouse Project in 2019, a program that allows Habitat MidOhio to partner with sponsors to build playhouses for local families – providing children with a safe place to play and imagine what home means to them. Funds raised through this program will go towards building new houses right here in central Ohio.



## OPPORTUNITIES WITH THE PLAYHOUSE PROJECT

The Playhouse Project is designed to offer a dynamic, fun, and meaningful teambuilding experience for corporate and faith partners who might not be able to commit a team for a traditional build day at a Habitat construction project. Each playhouse takes 5-6 hours to build and paint with the help of about 8-10 volunteers. Sponsors assemble the walls, door, windows, and trim and will construct the roof and paint the completed structure.

### Sponsorship Opportunities

Get your company, faith group, or other organization involved in Habitat's mission by sponsoring a playhouse! Habitat MidOhio will match you with a local family and provide a family biography that will help you design a one-of-a-kind playhouse that will be given to the family at no cost. There are two main options for sponsorship:

- Single Playhouse Build (\$3,000 sponsorship): Recruit up to 10 volunteers to participate in a playhouse build either at the Habitat warehouse or at a location of your choosing.
- Playhouse Project Blitz Build (\$3,500 sponsorship): Gather your team of 10 volunteers and join other groups in a Blitz Build in Franklin County or Licking County!

**For more information about sponsorship opportunities with The Playhouse Project, please contact Kate Ames, Director of Development, at [KAmes@habitatmidohio.org](mailto:KAmes@habitatmidohio.org).**

### Volunteer Opportunities

For groups unable to sponsor a playhouse, there are still other ways to get involved with this initiative! Prior to each playhouse build, playhouse kits will need to be created and primed at the Habitat warehouse. Groups of 8-10 are needed for priming sessions, typically in 2 hour shifts. The minimum age for priming is 12, working alongside a parent or guardian. Shifts are available during the workday for corporate groups, as well as weekends for other groups.

Special event volunteers will also be needed to assist with registration, parking, and logistics during the Playhouse Project Blitz Build.

# home sponsorship



## OPPORTUNITIES TO DOUBLE YOUR IMPACT

The work of Habitat is made possible with significant financial support from individuals, businesses, and organizations. In addition to providing volunteer labor, many volunteer teams also make a financial commitment to a project. Sponsorships help to cover the costs of land acquisition and development, building permits, construction materials, skilled trade services, and site supervisors. Funding is critical to sustaining our work, but your support is also very much about team-building, giving back to the community, and gaining recognition by partnering with Habitat.



### Day Sponsorships

Donors of \$1,500 or more have the opportunity to build on site, Tuesday through Saturday. A day sponsorship reserves all of the on-site volunteer slots (up to 10) for the day that you schedule with the help of a Habitat staff member. Sponsorships are most often funded by corporate philanthropy, marketing dollars, or volunteer grants awarded by employers.

Many groups also raise private support, which can be a fun team-building and community outreach activity. Feel free to contact Habitat's staff for ideas or to see if your company has a corporate giving program.

### House Sponsorships

Habitat only begins construction once all funding for that home is secured, and this is made possible in large part by our house sponsors. Each sponsorship level offers benefits to the donor, including the opportunity to reserve multiple workdays on the construction site, opportunities to participate in the wall raising and dedication ceremonies for your sponsored house, and marketing and public relations benefits.

**For more information about Home Sponsorship opportunities, please contact Kate Ames, Director of Development, at [KAmes@habitatmidohio.org](mailto:KAmes@habitatmidohio.org).**

# fundraising & other support

If a day or house sponsorship is out of reach, volunteer teams can find ways to raise funds, provide financial contributions, or support the mission of Habitat for Humanity in other ways.



These activities can also be utilized to raise the needed funds for a day or house sponsorship:

- Collect donations from all the members of your group or business. This gets everyone involved in the volunteer team project, even if they are unable to participate in hands-on construction. An easy way to do this might be “dress down” Fridays where employees may donate in exchange for the opportunity to dress more casually at work.
- Create a fundraising goal for your team and share your story with friends, family, and coworkers via social media and email.
- Many employers offer volunteer grants or matching programs. See if your company does the same.
- Host a fundraising event such as a golf outing, performance, auction, or some other activity.
- Conduct a home improvement materials drive to collect reusable items to donate to Habitat’s ReStores.
- Support Habitat’s mission through workplace giving campaigns.
- Follow us on social media and help spread the word about Habitat MidOhio ReStores.

For more ways to get involved, visit: <https://www.habitatmidohio.org/get-involved/donate/>





**Please complete an electronic waiver by  
using the QR code or link below:**



**Don't have a smart phone? Use this link:**

**<https://waiver.smartwaiver.com/v/habitatmidohio/>**

**If you prefer to complete a paper waiver,  
we will have some available on site at your  
first shift.**



Seeking to put God's love into action,  
Habitat for Humanity-MidOhio brings people together  
to **inspire** hope, **build** homes, **empower** families,  
and **develop** communities.

For More Volunteer Information or Questions:

Rachel Hardin, Volunteer & Community Resource Manager  
(614) 364-7030 / [RHardin@habitatmidohio.org](mailto:RHardin@habitatmidohio.org)

[www.HabitatMidOhio.org](http://www.HabitatMidOhio.org)  
614-HABITAT (422-4828)



**Habitat for Humanity-MidOhio**

Family & Program Center, powered by the AEP Foundation  
6665 Busch Boulevard, Columbus, Ohio 43229

**ReStore Bethel Road**

2555 Bethel Road, Columbus, Ohio 43220

**ReStore Roberts Rd**

5419 Roberts Road, Hilliard, Ohio 43026

**ReStore Westerville Road**

3140 Westerville Road, Columbus, Ohio 43224

**ReStore Newark**

1660 N. 21st Street, Newark, OH 43055



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