



Build-A-Thon Challenge! Group Participation Guidelines

To reserve a Build Day, please follow the Four Simple Steps to Start Volunteering on our website. We suggest that you schedule your Build Day as far in advance as possible since dates often fill up quickly. Your Build Day(s) will not be booked until you receive confirmation from Habitat Greater Boston's Volunteer Coordinator. (Please note that for each Build Day we schedule one Build Group of 8 *or* up to 8 volunteers.)

Build Group Safety Captain Responsibilities include:

- ❖ *Recruit group members.* Groups are limited to a maximum of 8 people; there is a five person minimum. Please note that we cannot accept larger groups, though you may consider scheduling an additional group slot if you have more than 8 volunteers.
- ❖ *FUNDRAISE!* We encourage Build Groups such as faith-based and school groups to fundraise a minimum of \$750. For corporate groups, however, a minimum contribution of \$2,000 per weekday Build Group and \$3,000 per weekend Build Group is a requirement. Donations are dedicated to building materials, on-site supervision, and other supplies. Individual group members may wish to use a Pledge Sheet to obtain sponsors from among friends, co-workers, relatives, etc.
- ❖ *Collect donations.* Donations should be mailed to the Habitat Greater Boston office at least one week prior to the Build Day. Please do not give donations to the construction staff at the site on your Build Day. We are happy to acknowledge all donations directly given to Habitat Greater Boston.
- ❖ *Designate a Safety Captain.* If the Group Captain is unavailable, please designate another individual who will become familiar with the Safety Checklist and help ensure that volunteers have a safe work environment. Safety Captains also need to attend the mandatory volunteer orientation and then report back to the entire group.
- ❖ *Arrive at the site on time.* Working begins at 8:30 a.m. and ends at 3:30 pm.
- ❖ *Info.* Make sure all volunteers in the group have the information needed to make the day a success. It is important to familiarize yourself with the Volunteer Manual in order to *inform your group of relevant information like* site restrictions, appropriate clothing, etc.
- ❖ *Release Forms.* Bring signed Volunteer Release and Waiver of Liability forms to the work site on the Build Day. Volunteers who are 16 or 17 must be sure to include a parent or guardian's signature.
- ❖ *Contact.* Please contact the Volunteer Coordinator at (617) 423-2223 as soon as possible if your group needs to cancel or reschedule, or if there are any other problems.



76 Webster Park
West Newton, MA

Build-A-Thon Challenge! Group Registration Form

Build Group Name: _____

Build Group Organization Address: _____

Build Group Safety Captain: _____

Phone:(work) _____(home) _____(fax) _____

E-mail: _____

Number of Build Days Requested: _____

Number of volunteers per Group (max 8): _____

Open Dates on the online calendar, in order of preference:

1st Choice: _____ 2nd Choice: _____

3rd Choice: _____ 4th Choice: _____

Donation Amount per Group Build:

- a. Corporate groups- \$2000/Build Group, per weekday or \$3000/Build Group, per weekend day.
- b. Faith-based and school groups- minimum of \$750/Build Group, per day.

We will send Habitat Greater Boston Inc. \$_____ to the address located below (thank you!!).

All donations are tax-deductible. Habitat Greater Boston is a 501 (c)(3) organization. Please put the Group name and Build Day in the memo section of the check. When sending the check, please include any individuals who contributed to the donation.

I have thoroughly reviewed the Group Participation Guidelines and have consulted the online calendar, www.localendar.com/public/HFHNewton, for availability at **NEWTON**. I will send the appropriate donation to the Habitat Greater Boston office at least one week prior to the Build Day.

Signature: _____ Date: _____

Habitat Confirmation?: YES NO Date: _____

Notes: _____

Please fax or mail this form to the Habitat Boston office. Please remember that your Build Day is *not confirmed* unless you send this form and receive confirmation from Habitat Boston. **Thank you!!!!**