



VOLUNTEER INFORMATION AND GUIDELINES REBUILDING TOGETHER PASADENA 2009

Commitment

Each volunteer is vital to this operation, and we are counting on you. Your house crew has planned its work and without you may not be able to finish the job. If you are unable to be there, please call the organization you volunteered with, or the Rebuilding Together Pasadena office at (626) 798-6176.

Schedule

Our scheduled workdays are Saturday, April 25 and May 2, 2009. Other workdays are scheduled throughout the year. Please call for information. You will be provided with directions to your assigned worksite. Plan to arrive by 8 AM. Work is scheduled to finish around 3:30 PM with cleanup to follow. Please plan to be there for the full day.

House Captain

A House Captain directs each project. You should take direction from your House Captain or an assigned skilled professional. Any questions should be directed to these individuals. They are there to ensure your safety. They will ask you to sign a waiver form legibly so we know who to thank. If you complete the form ahead of time, be sure to bring it with you to the work day, and be sure to fill out the emergency contact information.

YOUR HELP IS APPRECIATED BY EVERYONE INVOLVED – THE DONORS AND SPONSORS, THE COMMUNITY, THE HOUSE CAPTAINS, AND ESPECIALLY THE HOMEOWNERS! OUR

RT PASADENA Volunteer Guidelines 2009 (Cont.)

- Dress** A Rebuilding Together T-shirt will be provided to you at your worksite and must be worn while working. You will likely get dirty, so dress comfortably in work attire (old jeans, sneakers, or workboots) -- no open-toed shoes (sandals or slippers) are allowed. If you prefer, bring work gloves and painting caps, although gloves and caps will be provided. If you have old rags, bring 'em!
- Food** Breakfast, lunch and beverages will be provided. If you bring your own beverages, they must be in a spillproof, unbreakable container.
- Toilets** Toilet facilities (restrooms or porta-potties) will be available at each worksite.
- Supplies and Tools** Supplies such as paint and paintbrushes will be available at each worksite. Tools will be provided, but extras are always welcome. If you choose to bring personal tools, be sure they are clearly marked with your name and phone number. We are glad to receive tax-deductible donations of tools and materials.
- Work Quality** We understand that most volunteers are not professional craftspeople. However, please work to the best of your ability. You are working on someone's home, their most valuable asset and a source of pride. Treat it as if it was your own home. Try not to damage tools or waste materials.
- Children and Pets** Children 16 years of age and older are welcome if they are willing and able to help with the work, and have signed permission from a parent or legal guardian. Please do not bring children under 16. Safety is our concern. Please call to verify. No pets are allowed.
- Valuables** Please do not bring purses or other valuables to the worksite. There are no provisions for safeguarding valuable items.
- Safety** Volunteers are insured while on the worksite and first aid kits will be available if needed. Volunteers will not be asked to engage in work that might endanger health or compromise safety. We are specifically prohibited from doing roofing work.
- Be Courteous** The Rebuilding Together Pasadena Board and your House Captain have put in many long hours to prepare for your project. We want this to be a good experience for all and to be the very best renovation possible. If you encounter frustrations or confusion, we ask that you use patience and understanding. Laughter is contagious and your sense of humor could turn an unexpected situation into a positive experience for everyone.

REMEMBER – PLEASE WORK SAFELY!!!