



# Build Site Volunteer Guidelines

Thank you for volunteering your time and heart with Habitat for Humanity of Greater Indianapolis!  
Please review the following information in preparation for your volunteer day.

## What can I expect at the build site?

When you join Habitat for Humanity for a day on the build site, you join in the mission of building hope and community one home at a time. Our volunteers do everything from raising the walls to planting the flowers... we wouldn't be able to do what we do without you! There is no experience necessary and everything you need will be provided for you, such as all necessary tools, materials and training. Come prepared to have fun and leave tired! 😊

### ● **SCHEDULE AND SIGN-IN**

- Please arrive to the build site on time to ensure that we are able to complete all scheduled tasks for the day!
  - Morning Shift: 7:30 to 11:30 AM
  - Break: 11:30 AM – 12:15 PM
  - Afternoon Shift: 12:15 to 4:00 PM
  - For the scheduled "Work Until We're Done Day" the day will run from 7:30 AM to 1:00 PM (at the latest)
- Upon arriving to the build site, please locate the Sign-In table:
  - PRINT your name in our Volunteer Binder
  - Turn in a signed Volunteer Release Form (We simply need one signed form per volunteer, per year)
    - Blank forms are available at the build site

### ● **PARKING**

- Parking is typically available on the streets surrounding the build site and/or in neighboring parking lots
- Please do not park directly in front of the home under construction to allow for delivery vehicles

### ● **TOOLS**

- All tools will be supplied for you at the build site
  - Please help clean up and return all Habitat tools to the tool trailer at the end of your shift
- We welcome you to bring your own tools, if you prefer; *\*You are responsible for any tools that you bring*
  - Tools that you may want to bring to the build site are: Hammer, utility knife, tape measure and pencil
  - Please do not bring any power tools or nail guns

### ● **DRESS AND SAFETY**

- Dress appropriately for work, sun and safety! *\*A hat and sunscreen are recommended*
  - Closed-toe shoes are required; Sandals are not permitted; Boots/thick-soled tennis shoes recommended
  - Shorts and short-sleeved shirts are permitted
- Habitat will have a first aid kit on site
- For safety, no one under the age of 16 is permitted on the build site
- Gloves, face masks, safety glasses and ear plugs are provided for you; *\*Safety glasses must be worn at all times*
- Bottled water will be provided for you; *\*Be sure to stay hydrated!*

### ● **WEATHER**

- We do work rain, shine, sleet or snow!
- The only conditions that merit delaying a volunteer day are lightening/severe threatening weather; Please plan to arrive on the build site at the beginning of your shift and Habitat staff will make the call on any delays at that time

If you have any questions, please contact Jessica Conway at 921. 2121 x114

*Thank you so much! We can't wait to see you! 😊*