

TEAM LEADER WORKBOOK



Built by women, for women



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Resource Webpage: indyhabitat.org/women-build-info

The resources listed below, can also be found on the [Women Build Resource page](#).



Women Build

- [Habitat Talking Points and FAQ](#)
- [Women Build FAQ](#)

2024

- [Homebuyer Biographies: The Carter Family & The Berry Family](#)
- [Important Dates](#)

Phase One: Team Leader Recruitment

- [Team Leader Workbook](#)
- [Team Leader Orientation PowerPoint Slides](#)

Phase Two: Builder Recruitment

- [Classy Registration and Fundraising Page](#)
- [Builder Recruitment FIRST Year Email Template](#)
- [Builder Recruitment REPEAT Year Email Template](#)

Phase Three: Fundraising

- [Fundraising Toolkit - Sample emails, text messages, and social posts!](#)

Phase Four: Build Day

- [Volunteer Video - How to prepare and what to expect on your build day](#)
- [Copy of Waiver \(Accepted during Classy registration\)](#)
- [Volunteer Build Site Safety Guidelines](#)
- [Tips to Prepare for You Build Day](#)
- [Volunteer Confirmation Email](#)



A letter from this year's Co-Chairs

Dear Team Leader,

YOU are the Women Build! As we launch into a new decade, THANK YOU for dedicating your time, energy, and talent to the 2024 Greater Indy Habitat for Humanity Women Build. This year, we will build our 13th and 14th homes alongside two more women striving to achieve their dreams of homeownership in Indianapolis. We couldn't do this without YOU.

Homeownership, while a dream for many, is becoming more and more difficult to achieve. Coming out of a global pandemic and entering into record inflation and a challenging housing market, this work is only more critical to the women and families we build on behalf of.

As we continue to find our way, please know our purpose is you - you are why we build, why we volunteer, and you are why this will be another successful Women Build!

Ceceily Brickley, 2024 Co-Chair: My first experience with Women Build was as a team leader. I remember walking into team leader orientation feeling nervous but determined to bring my friends and the amazing women in my life into this space. I was met with excitement and a genuinely warm embrace, in a room full of women I had never met. I truly believe when women come together, there really isn't much we can't accomplish. In my experience, Women Build team leaders are supportive, positive, and respect what one another bring to the table. I'm proud to be a part of such an important movement in our city, one that specifically supports women in achieving their dream of homeownership. Every build year is special, but in 2024 we celebrate our 11th year - get ready to work hard and have some fun!



Meghan Martin, 2024 Co-Chair: When I first heard that a friend was participating in the Women Build, I immediately wanted to be involved. After years of serving on various fundraising teams, I was ready to do something where I could get my hands dirty instead of always focusing on the dedicated but safe work of sitting in committee meetings. I now have five builds under my belt and yet, climbing a ladder with a power tool in hand still pushes me out of my comfort zone. It also gives me the opportunity to meet the women and families who will ultimately call these houses their homes. Hearing each homeowner's journey of overcoming roadblock after roadblock to finally secure a home humbles and inspires me every year. It's easy for us to feel powerless to change the multitude of forces that keep so many in our community from being able to access affordable housing. However, the Women Build provides us the chance to make a very real and tangible difference in the



lives of families living in and around Indianapolis.

Greater Indy Habitat for Humanity

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope. We envision a world where everyone has a decent place to live.

Since 1987 Greater Indy Habitat for Humanity has provided housing solutions for more than 1,611 families globally. More than 1,000 of these homeowners are here in our community of greater Indianapolis and more than 580 are in Central America. Habitat homeowners help build their own homes alongside volunteers and pay an affordable mortgage. The foundations laid by Habitat go far beyond the physical structure of a home. Habitat for Humanity builds strength, stability, and independence through homeownership. To learn more or get involved in another way, please visit indyhabitat.org.

Habitat for Humanity Women Build

The Habitat for Humanity Women Build program recruits, educates, and encourages women to build and advocate for decent and affordable houses in their communities. Women have made up 50 percent of Habitat for Humanity International's volunteer force; yet often because of lack of training, they accounted for less than 15 percent of workers on the construction site. The Women Build program was established to encourage the involvement of women in the construction of Habitat homes.

What Makes the Women Build Unique?

Greater Indy Habitat homes are typically supported by sponsors who provide funds, volunteers, and/or in-kind materials to make building a Habitat home possible. Sponsors are often businesses, churches, civic organizations and individuals or groups of individuals who want to make a difference in the lives of families in need of decent, affordable homeownership.

On most builds, volunteers who come out to build a house are associated with the sponsor that is funding the house and, therefore, do not raise individual funds. **However, the Women Build house is a unique project.** For the Women Build home, the women who volunteer their time, energy and talents, also provide financial sponsorship for the house.

Four Phases of Indy Women Build

There are many components to the Indy Women Build, making it a nearly year round effort by Greater Indy Habitat and the Women Build committee. We have divided the project into four phases to help explain the flow of the build to supporters. The phases are listed below and explained in depth throughout this workbook.

Phase One: Team Leader Recruitment and Training (Nov. - Jan.)

Phase Two: Builder Recruitment (February)

Phase Three: Fundraising (March - August)

Phase Four: Construction/Volunteer Day (April - June)



Phase One: Team Leader Recruitment

Greater Indy Habitat recruits' women to serve as team leaders. These team leaders are the foundation of the Women Build project. Team leaders are the first to sign up to participate and are the primary resource for support, inquiries, and information for their team.

Team Leader Role and Responsibilities

- Recruit Builders: Recruit women to be "builders" on your team by the builder deadline
- Fundraise: Each team is responsible for raising/donating a minimum \$4,200 (\$350/person)
- Connect: Contact your Women Build Coach for questions, ideas, and encouragement.
- Stay in Touch: Remind your team of deadlines, events and build information. Send encouragement and suggestions to teammates who may be having difficulties fundraising.
- Build Day: Coordinate details for your team's assigned build day to help with construction of the house.

Why I Build: Finding your WHY

Setting your purpose of dedicating your time, treasure, and talent to the Women Build has utmost importance for making this year's Women Build your best yet! When you know your personal Why I Build, you are empowered. Your "Why" becomes the foundation for talking about the Women Build to your family, friends, and community. When you want to ask for a donation, start with sharing your Why. Sharing your personal passion will attract the same energy to your build. During a brainstorming session with our Women Build Committee a few key whys arose. Yours may be similar or they may be completely unique to you.

- I build to provide a safe home for the homeowner
- I build to impact my community
- I build so I finally get to use power tools
- I build because I love being a team leader and empowering the women on my team



Women Build Coach Roles and Responsibilities

Members of the Women Build committee serve as Coaches throughout the build. Each team leader is assigned a coach, who will help guide throughout the full build. Your Women Build Coach is your number resource, as a team leader. Each coach was chosen due to their experience and passion for the Indy Women Build mission.

Primary responsibilities for your Women Build Coach are:

- Support team leaders through each phase of the project
- Liaison to Habitat: Your Women Build Coach will be your primary contact and **your biggest fan!**
- Troubleshoot team issues
- Brainstorm ideas

Classy Registration and Fundraising Webpage

Classy is the online peer-to-peer fundraising platform used by Greater Indy Habitat. It is an important tool for our Women Build and serves many purposes. First and foremost, this is our builder registration and thus, how we track who is on which team. Once builders are registered, we are able to share pertinent information with the monthly builder emails and event invites.

Each team leader will create a team page and a personal page. Their builders will then create personal pages under their team via a custom link. Once pages are created, they can and should be customized with photos, a personal message and a custom link. Builders will share this link with friends, family and social networks to ask for donations to help fund the Women Build. More information about Classy for fundraising will be discussed in Phase Three.

Resource Page

We have created an online webpage full of resources to help you and your builders along each phase of the build. This page is called the [Women Build Resource Page](#) and contains answers to many frequently asked questions including, links to homeowner bios and videos, important dates, sample email templates for recruitment and fundraising, additional fundraising resources including sharable graphics and the builder donation forms which are extremely important for offline donations. Turn to page 3 of this workbook to view a limited list of the items available on the resource page.



CHECKLIST

Phase One: Team Leader Recruitment

- ⏏ **Read** and understand Phase One: Team Leader Recruitment information.
(If you have any questions, please contact your coach.)
- ⏏ **Create** my team page on the Classy webpage.
- ⏏ **Create** my personal fundraising page on the Classy webpage.
- ⏏ **Customize** my personal AND team fundraising pages on the Classy webpage.
- ⏏ **Check out** the [Women Build Resource Page](#) and save it to my bookmarks for easy access throughout the build.
- ⏏ **Meet** and discuss questions with my Women Build Coach
 - **Share** with your Women Build Coach: How do you plan to communicate with your team?
 - ⏏ Email
 - ⏏ Text
 - ⏏ Facebook
 - ⏏ Other

Team Name		Women Build Coach Name	
Build Date		Women Build Coach Email	
Team Leader (1)		Women Build Coach Cell	
Team Leader (2)		Preferred contact	Text / Call / Email

Activity: Find your why...share below why you are excited to be a part of Women Build

1. _____
2. _____
3. _____

Now create your “Why I Build” Statement:

I am a Women Build Team Leader and I build because....

Phase Two: Builder Recruitment

At orientation, team leaders receive the build date for their team's volunteer day. They then have 30 days to recruit women to be builders on their team. Each team will have 12 build day volunteer spot available.

How to Recruit an Exceptional Builder



Step 1: Brainstorm/Strategize

Think of women in your network who you feel would be interested in joining your team. Use the activity on the Phase Two checklist to help you brainstorm names or groups who might be a great fit.

Step 2: Make the Ask

Invite these women to join your team by sharing what Women Build is and your "Why" for being involved. Personal asks are always the best. Be sure to communicate the fundraising requirements and your team's build date to ensure she is available and up for the task. To help you with recruitment, Habitat has written [builder recruitment email templates](#) that you may copy and customize to send to those you feel would be great additions to your team and to the Indy Women Build.

Step 3: Registration

Add your confirmed builders to your team list located in the phase two checklist and share the link for your Classy Team Page so your builders can register and create their personal fundraising page.

- When builders follow the link, they will arrive on your Team Fundraising Page.
- From here, builders will click "JOIN TEAM" on the left and will be prompted to register.

All builders must be registered on Classy by the builder deadline.

**Pro Tip: A common issue with Classy is often browser compatibility. If you, your builders, or donors are having any issues with Classy throughout the build we always suggest trying a different browser or device first. If this does not fix the issue, please contact your coach for further investigation.*

Virtual Builder Opportunity

We realize that some women are not comfortable volunteering on the build site but still want to be involved. Again this year we are offering a way for women to be a part of the build and earn a Women Build shirt without volunteering in-person on the build site. Women can join your team as a virtual builder to help raise funds and spread awareness about the build. Virtual builders who raise a minimum of \$350 will receive a Women Build shirt as a symbol of their contribution and involvement!

Women interested in being virtual builders should register to "JOIN" your team same as your "onsite" builders who will volunteer on your build date. Although virtual builders will not be joining your team on the build site to volunteer, those registered in Classy before the kick-off will be invited to join and meet the homeowners!

Builder Communication

Habitat will send regular email communication to all builders registered in Classy. These monthly emails will include reminders about upcoming events and deadlines, builder and team recognition, helpful fundraising tips, etc. It is your job as the team leader to ensure every member of your team is not only receiving, but reading those emails and taking any action steps that might be included. As a team leader, you will also be in frequent communication with your team to ensure that they are fundraising and act as a resource for their questions.

Phase Two: Frequently Asked Questions

What are the characteristics of a good Builder and a good team?

Whether it is your best friend, family member, friend's friend, or co-worker, this is your Women Build team and you have your reason to be here. A good team has both passion and commitment. First, you want someone who believes in the Habitat mission and is inspired by the Women Build. Second, you want someone who will give energy and receive energy equally for volunteering. Third, recruit to balance out the strengths of the whole team from positive energy to fundraising expertise! *Pro tip: If you are a veteran team leader, we recommend having a mix of newbies and veterans on your team!*



I have filled my team, but have more women who want to join. What do I do now?

Site safety is our top priority at Habitat for Humanity, and because of this we simply cannot accommodate more than the listed number of volunteers on the build site. We suggest that you start a waitlist of women interested in joining your team. This way if another builder needs to cancel for any reason you can quickly connect with and offer the spot to another woman. Another option would be for women to join your team as a "virtual builder," as described in the previous section. A virtual builder can participate in the build and earn a Women Build shirt by raising a minimum of \$350. Virtual builders will NOT volunteer on the build site with your team, however, they will be invited to the kick-off event and home dedication celebration.

What if someone can only stay half of the day?

Because we will be building a home primarily with volunteers, it is valuable to have a consistent work crew for the entire day. That way your team will learn the skills they need and be proficient at them by the end of the day. If you have a unique situation and feel it's important to get your half day builder involved, please contact your Coach so she may work through options with you and Habitat.

What if someone on my list would like to participate, but cannot come on my assigned day?

This year we are offering volunteer spots on the Women Build Panel Build event, Saturday, April 15. Panel Build volunteers will still be asked to raise the minimum \$350/indv. If you know anyone interested in participating, please have them email womenbuild@indyhabitat.org.

What if someone wants to sign up to build on more than one day?

If space allows, builders are welcome to volunteer on multiple days/teams. Keep in mind, for each builder spot that a woman fills, she will need to raise the minimum \$350 to help her team. Thus, if a woman signs up for two Women Build days, she will need to raise or donate a minimum of \$700.

What if I can't fill my team?

We understand – life happens! We are here to support you and we want you succeed. Call your Coach to talk about options. Your Women Build Coach will be checking in leading up to the Builder recruitment deadline – please be honest and let us know how we can help!

Is there an age requirement for builders?

Yes – Builders must be at least 16 years-old to participate and 18 years-old to use power tools.

Can men build?

While we appreciate the contributions of men to make Women Build happen, we have truly curated this space for women and ask that only women, and those who identify as women, volunteer on the build day.

CHECKLIST

Phase Two: Builder Recruitment

⏏ **Read** and understand Phase Two: Builder Recruitment information.
(If you have any questions, please contact your coach.)

⏏ Builder registration deadline: _____

⏏ **Use** the activity below and the following worksheets to track my builder recruitment process.

⏏ **Invite** women (>16 years-old) in my network to be on my team/build date. You may choose to utilize the Builder Recruitment Email Template.

Activity: Builder Brainstorm

Do you already have women in mind to join your team or groups you are involved in who you would like to ask? Use this space to brainstorm with your co-leader and/or coach. Once they confirm add them to your team list.

Friends, Family, Co-Workers, Company, Church, Social Groups

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.

10.	20.
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NOTE: Builders **must be registered in Classy by the deadline** to ensure they begin to receive important info and communications.

Team Contact List: Builders

#	Builder Name	Email	Signed up on Classy (Y/N)	Fundraising Minimum Goal	Fundraising Stretch Goal	Goal Reached (Y/N)	Congrats Email Sent (Y/N)
1				\$	\$		
2				\$	\$		
3				\$	\$		
4				\$	\$		
5				\$	\$		
6				\$	\$		
7				\$	\$		
8				\$	\$		
9				\$	\$		
10				\$	\$		
11				\$	\$		
12				\$	\$		
				Total Amount = \$	Total Amount= \$		

Waitlist Contacts

#	Builder Name	Email	Signed up on Classy (Y/N)	Fundraising Minimum Goal	Fundraising Stretch Goal	Goal Reached (Y/N)	Congrats Email Sent (Y/N)
1				\$	\$		
2				\$	\$		
3				\$	\$		
4				\$	\$		
5				\$	\$		

**Pro tip:* Start a waitlist of individuals that you could add to your team if one of your builders is unable to build or fundraise.

Virtual Builders

(These women will register on Classy to fundraise, but will NOT build on your team volunteer day)

#	Builder Name	Email	Signed up on Classy (Y/N)	Fundraising Minimum Goal	Fundraising Stretch Goal	Goal Reached (Y/N)	Congrats Email Sent (Y/N)
1				\$	\$		
2				\$	\$		
3				\$	\$		
4				\$	\$		
5				\$	\$		

Phase Three: Fundraising

Every year since our second Women Build in 2015, the Indy Women Build has earned the title Dream Builder by raising more than \$100,000! Funds raised help fund the necessary resources to support the Habitat homeownership program, which includes but is not limited to: homeownership qualification and counseling, land purchasing and support, construction management, construction costs, neighborhood support, and post-purchase engagement to ensure homeowner success and neighborhood revitalization.

Raising \$350 to participate in Women Build may seem daunting at first. However, once you get started you'll learn how quickly small amounts add up to allow you to meet your goal. For instance, **if you send out an email to 25 friends and each agrees to contribute only \$15, you've already exceeded the baseline goal!**



Check out helpful resources in the [Fundraising Toolkit](#), including sample email/texts, social media graphics and more! Your Women Build Coach and fellow team leaders and builders will be a helpful tool, especially if you are just starting off.

Fundraising Incentives

Even with every builder hitting their minimum we still won't reach our goal. We need builders and teams to go above and beyond to support the full program. All builders (onsite or virtual) who raise the minimum \$350 will earn a Women Build t-shirt.

Builders who go above and beyond, raising \$1,000+ will earn a spot in the \$1,000 Club and will receive an item based on the amount of years they have continued to be in the club. First year earners will receive the coveted Women Build Jacket and second year earners will receive the Women Build Tool belt (pictured right).



Classy

The most important fundraising tool is Classy. As you learned in Phase One, Classy is an online database and website that will not only be used for Builder registration, but will also be used to share the Women Build mission with your personal network and where electronic donations will be made.

At this point you should have already created your personal and team fundraising pages and ensured that all of your builders have also created their individual page via the team page. Hopefully, you and your team have also taken a few moments to customize your page with your personal story.

From here you can either share or email your webpage directly to your social network or email contacts or you may copy and paste your custom URL to your contacts.

Donation Processing

Online donations via Classy is the easiest way for donations to be processed. This will credit each donation directly to the builder or team it's supporting and send a digital thank you and tax receipt. Cash and checks are accepted in person or via mail to the Habitat office. To ensure donations are credited to the correct builder and/or team, all offline donations must be accompanied by a [builder donation form](#) or [team donation form](#).



Matching Donations

Many companies offer matching donations to their employees, which can be an easy way to help to reach the overall goal. Encourage your builders and donors to check with their employer about what they offer. Classy makes matching easy, asking each donor if they would like their employer to match and offering a drop down list of many companies known to offer one. Not all companies are on the list; let donors know they can still check internally. Many companies have a form to be completed to make the match. Please note: Matching gifts often take several months to process. Habitat will add the donation to your page once the funds are processed and received. Do not count on matching gifts to cover your minimum \$350 prior to the deadline.



Events

Some teams or individuals have opted to host a fundraising event to help reach, or in many cases surpass, their goal. If you decided to host an event, we encourage you to work with what you know. Consider resources and connections that your team already has. Be sure to inform Habitat so we can share the event to other builders and supporters. Habitat also has some table materials and handouts that can be picked up and utilized for your event. Please let your Women Build Coach know the details of the event and she will work with Habitat to provide any further materials and support.

Please note: Habitat is not able to issue donation receipts for any items or services donated to you for your events, however, they can provide a donation acknowledgment letter. Please complete the [donation acknowledgment request](#) if you are in need of such document.

Fundraising Ideas

It's truly amazing how women can come together to raise the walls and funds for an entire home. As you may have discovered, the mission of Women Build sells itself if you share your enthusiasm and explain the uniqueness of the project. The following ideas can provide a starting place for your fundraising efforts:

- Direct asks to individuals in your network are the best. Send emails, text, or calls to tell them your "Why I Build." Even if they don't support you with a donation, you have shared the mission!
- Use special occasions such as Galentine's Day, Women's History Month (March), International Women's Day (March 8th) and/or Mother's Day to share about the mission of Women Build and ask for support.
- Ask for donations in place of birthday or anniversary gifts.
- Get the kids involved! Some builders have their children make small gifts to sell engaging them in the mission of Women Build at an early age.
- Reach out to a yoga or other fitness instructor to ask if they'd donate their time to host a class for your friends. Set out a basket or jar for a suggested donation at the door.

Get additional ideas about fundraising in the [Fundraising Toolkit](#). Whatever platform you use, be sure to share your "Why I build" and passion for the mission with supporters. The more others see how dedicated you are the more likely they are to support your participation.

Give Thanks

Be sure to thank your donors and supporters early and often. You will be able to see who has made donations to your personal and team pages. From there you can:

- Give them a shout out on your Classy page feed! Just hit “Reply” under their donation, type a message of thanks and Classy will send them an email with your note!
- Give them a social media shout out/thank you
- Send them an emailed thank you (template available on resource page)
- Send them a Women Build thank you card (available to all builders at the Habitat office)

Phase Three: Frequently Asked Questions

What does Habitat for Humanity do with the funds raised?

Each house Greater Indy Habitat builds is sponsored in some way; we use these and other funds to purchase building materials, land for the home, homeowner preparedness courses, among other things. Building costs continue to rise to construct each home, and each Women Build team’s donation of at least \$4,200 will help us reach the required funds for both homes. Any funds raised above the Women Build goal will support the Greater Indy Habitat homeownership program (including but not limited to: homeownership qualification and counseling, land purchasing and support, construction management, construction and/or repair costs, neighborhood support, and post-purchase engagement to ensure homeowner success and neighborhood revitalization). The funds raised can also ensure that our affiliate has the ability to host a future Women Build.



What do my team members do with the money they raise?

Funds should be sent to Greater Indy Habitat by the **fundraising deadline**. All checks should be made out to Greater Indy Habitat for Humanity, with “Women Build” (or “WB”) AND the builder’s name written in the memo line. When sending funds to Habitat, please ask all your team members **to include a copy of their donation form** (found on resource page) so we can be sure to credit the right person and team for the gifts!

How will my supporters be recognized?

If donors give through your Women Build page, their name will show on the fundraising page, unless they choose to remain anonymous. Habitat will provide each person who supports you financially an electronic thank you which includes a tax receipt. Habitat will also invite them to the home dedication, if their email is provided. We urge you to also personally thank each of your supporters. See the “Give Thanks” section of this workbook for ways for you to show your appreciation.

What if someone wants to make a general donation to help out our team?

Wonderful! The Classy website allows donors to choose an individual or a team they would like to support. You can share your custom team vanity URL to send them directly to the team page. Any money donated to your entire team will be included in your team total.



Women Build: Builder Donation Form*

Thank you for supporting me as part of the Greater Indy Habitat for Humanity Women Build!

Please complete and mail this form along with your donation to:

Greater Indy Habitat for Humanity
ATTN: Women Build
3135 N Meridian St, Indianapolis, IN 46208

*Please complete the below fields in case there are concerns or questions regarding your donation.

Donor First Name: _____ Donor Last Name: _____

Donor Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

Enclosed is my support of: \$ _____ Date _____

▪

This donation is in support of:

Women Builder Name: _____

Women Builder Team Name: _____

▪

Method of payment:

___ Cash

___ Check number: _____ * Checks should be made payable to Greater Indy Habitat for Humanity

* Include 'Women Build' and the builder's name on the memo line

___ Credit card Master Card Visa Discover American Express

Card Number: _____ Expiration Date: _____ Security Number: _____

Signature: _____

▪

NOTE: Incomplete fields on this form may delay proper credit for donations.

(PRINTABLE COPIES OF THIS DONATION FORM AVAILABLE ON THE [RESOURCES PAGE](#).)

CHECKLIST



Phase Three: Fundraising

△ **Read** and understand Phase Three: Fundraising information.
(If you have any questions, please to contact your coach.)

△ **Locate** and **review** Phase Three additional resources on the [RESOURCE PAGE](#).

△ **Fundraising Deadline:** _____

△ **Set Goals:**

Team Goal: _____ Builder Goal: _____

Activity: Event brainstorming

(Events are optional. Use the space below to brainstorm possible events for your team.)

NOTE: If your team plans to host a fundraising event, please notify your Women Build Coach and Habitat WB leadership at womenbuild@indyhabitat.org so that we can provide support and promotion if needed.

Phase Four: Build Day

Each team will volunteer together on one day of the build. Every build shift begins with check-in, a welcome and a safety debriefing. It is important that each member of your team arrive on time and prepared for your build day. Please share the [volunteer confirmation email](#) with your team at least once before your build day. This message includes the build address, the volunteer video and additional important info about the day.

Daily Schedule

Each build site day will begin at 8:15 a.m. with check-in, a welcome and safety debriefing. The Habitat construction staff member and Tiger Team volunteers will give an overview and instructions for the day's tasks and then help teach and guide teams to complete them. The day will break for lunch around 11:30 a.m. and will conclude around 2:30 p.m.

Note: All activities on the build calendar are subject to change. Please prepare your team to be flexible and ready to do whatever needs to be done on their volunteer day.



Phase Four: Frequently Asked Questions

What is the build address?

Please refer to the [volunteer confirmation email](#) for the build address and additional important info about the build day.

Will lunch be provided?

Yes, lunch will be provided to all volunteers on the build site. If you or any of your builders have any dietary restrictions or preferences, please plan to pack an individual lunch for the day.

What happens if our volunteer day is canceled due to inclement weather?

We build rain or shine so please arrive on site in appropriate attire regardless of the conditions. If inclement weather persists, we will call the day on site. We will keep safety our first focus and cancel the day if safety is threatened. We may be able to offer an opportunity to build on another construction site as a back-up plan or reschedule your team for another day on the Women Build. If your team opts to try to reschedule you will work with Habitat to do so. In the event that we are ultimately not able to reschedule your team, the funds that you raised will still support this year's Women Build home and be tied into this year's build season.

CHECKLIST

Phase Four: Build Day



△ **Read** and understand Phase Four: Build Day information.
(If you have any questions, please contact your coach.)

△ **Locate** and review the Phase Four additional resources on the [RESOURCES PAGE](#).

△ **Schedule** a time to receive and distribute t-shirts for my team or distribute on build site.

△ **Confirm** my team has received the confirmation email which includes:

- Build site address and start time
- Volunteer video - Make sure builders watch this

△ **Volunteer** on your team's build date.

NOTE: Lunch and water will be provided by Habitat. Please talk to your Women Build Coach about any breakfast, coffee or day of snacks.

