

## Workday Information

**Funding:** We have \$1500 to \$5000 a day in expenses not covered by our sponsors.  
Thank you for your donation which helps to cover these expenses.  
*YOU will make a family's dream come true!*

**Scheduling a work day:** Contact office – 847-623-1020 ext.115.

**Workdays/Hours:** 8:00am – 4:00pm Tuesday thru Saturday. **NO HALF DAYS.**  
Sign-in & Safety Talk: 7:45am - 7:55 am Crew & Individual Assignments: 7:55am - 8:00 am  
Be on time – if you miss the safety talk you will be sent home.

**Safety:** Building sites can be dangerous places! ALL volunteers should be physically fit and able to stand for long periods, lift at least 25 lbs, maneuver on uneven ground, bend, stoop & carry heavy and/or awkward items for our 8 hour work day. All volunteers must complete our on-line safety course “Volunteering on a Habitat for Humanity Job Site” before coming to a build site. See website for link.

**Age Requirement:** Volunteers must be at least 16 years old. No exceptions.  
Youth crews must have one adult for every four teens. Individual student volunteers must have a parent or adult guardian (age 23 or older) working with them. Minors **MUST** have parent(s) signature on **our waiver** of liability. School or individual notes/permission slips will not be accepted.

**Waiver of Liability:** We require all volunteers to sign our waiver of liability. Read, sign and turn in to the volunteer coordinator on site. Waivers expire annually on December 31st.

**Crew Size & Assignments:** 4 - 12 people maximum  
Crews and individuals are assigned to whatever tasks are available including foundations, laying gravel, siding, insulation, painting, landscaping, clean-up. **Every job is important!**

**Bring:** Label & bring tools if you have them. Consider donating them at the end of the day. Thank you!  
Hammer (16-20oz) – Tool Belt/Nail Apron – Tape Measure (25') – Construction Pencils, Work gloves

**We welcome donations:** hammer (16-20oz) – tool belt/nail apron – tape measure (25') – construction pencils, work gloves, heavy duty extension cords (25'-100'), utility knives, chalk lines, tin snips, garbage bags, toilet paper.

**Wear:** Be prepared to work inside or out. Come prepared to get dirty! Dress for the weather. Layers are best. Wear old boots, shoes, coat. No sandals or open-toed shoes. No dangly jewelry or scarves. You must be able to work with both hands free and not have to hold up your pants!  
**No cell phones, I-pods, ear buds, etc.**

**Food/Water:** Bring lunch for 30 minute lunch break **on site.** Bring ice & water

**Restrooms:** Porta-potties