



2009 Handbook

Rebuilding lives and neighborhoods...making homes safe, warm and dry.

We cannot live only for ourselves. A thousand fibers connect us with our fellow-men; and along those fibers, as sympathetic threads, our actions run as causes, and they come back to us as effects.

~ Herman Melville

Team Information

Homeowner: _____ House#:

Phone: _____

Address: _____

Team Name: _____

Team Captain: _____

Phone: _____

Address: _____

E-mail: _____

Skill Captain: _____

Phone: _____

Address: _____

E-mail: _____

Area Director: _____

Phone: _____

Address: _____

E-mail: _____

Rebuilding Together:

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Oklahoma City, OK 73116

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margaret@coxinet.net, Margaret West, Event/Volunteer Coordinator

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www.rebuildingtogetherokc.org

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The Story...

Rebuilding Together, formerly named Christmas in April, originated in Midland, Texas in 1972. Bobby Trimble's Sunday school class adapted the old-fashioned barn raising tradition of neighbor helping neighbor to a home repair project dedicated to serving the elderly and disabled. One of the recipients exclaimed that it felt like "Christmas in April" and thus the project was named. In 1988, Christmas in April★USA was founded, and in 1992 the Oklahoma City affiliate took shape. The organization was renamed to Rebuilding Together to lend itself to year-round programs and include people of all faiths. Today these programs are rebuilding America with 250 affiliates serving more than 955 cities and towns.

Since the first Oklahoma City Work Day in 1992, we have repaired over 1,100 homes, 29 non-profit facilities, and 8 public school buildings with the help of over 42,500 volunteers, resulting in over \$12 million worth of donated goods and services.

The Mission...

Rebuilding lives and neighborhoods...making homes safe, warm, and dry.

The Philosophy...

Rebuilding Together, a 501(c) (3) nonprofit organization, improves the living conditions of low income elderly homeowners in the Oklahoma City metropolitan area by making repairs and modifications to homes. The objectives of the program are to make homes safe, secure and weatherproof; to improve neighborhoods and foster neighborhood improvement by other residents; and to engage volunteers in a "hands-on" community improvement project. Repairs are made at no cost to the homeowners.

The homeowners we serve often have great needs. Rebuilding Together has limited resources. We do our best to give the homeowner *reasonable expectations* about what we can do. We are fair to our volunteers and do not ask them to do more than they can in the time they have agreed to work. The programs benefit everyone involved. Repairs allow elderly homeowners to remain living independently and safely in their homes, volunteers from all walks of life unite to rebuild the community while witnessing the impact of their labor, and our community becomes a stronger and better place to live.

Rebuilding Together is Teamwork

Team Captains

...are responsible for communicating with the homeowners and assuring their satisfaction. They are responsible for recruiting, organizing, and supervising volunteers. After planning the project, they must inform the homeowner about what the team hopes to accomplish and what the team cannot accomplish. On Work Day, they communicate with the homeowner, manage volunteers and make sure the work is completed and the site is cleaned up. They are responsible for staying within their budget and returning any unused materials to the warehouse.

Skilled Captains

...are responsible for the technical aspect of the repairs undertaken by the team. Skilled Captains determine the scope of work to be undertaken and the materials needed. They coordinate the skilled volunteers necessary to complete the project. On Work Day, they provide technical and skilled advice to volunteers and ensure satisfactory completion of the project.

Team Volunteers

...are the primary asset of Rebuilding Together. Most volunteers are expected to work between 8:00 a.m. and 6:00 p.m. on Work Day. However, if the scope of work determined by their Team Captain cannot be completed on Work Day, volunteers may need to work before and/or after the scheduled event. These are the people ultimately responsible for the success of Rebuilding Together.

Area Directors

...act as liaisons between the Rebuilding Together staff and the Captains of three to four teams. Area Directors work with Team & Skill Captains to determine the scope of work to be undertaken and the materials to be purchased, keeping each project within the mission and budget of Rebuilding Together. On Work Day, they act as troubleshooters and communicate with Team Captains and staff.

Skilled Volunteers

...are small groups and individuals who volunteer their time independently from a team to supplement repair needs prior to or on Rebuilding Together Work Day. The staff coordinates these volunteers to assist teams who submit a request on the Volunteer Estimate Form.

The Staff

...organizes project selection, provides volunteer training and support, manages logistics, solicits and distributes resources, and coordinates Work Day.

Team Support

Board of Directors President

Kati Christ 731-0673 (work)

Executive Director

Valerie Dick Aubert 607-0464 rebuildingtogether@coxinet.net

- Budgeting and allotment of funds
- Identification and solicitation of donations
- Creation of solicitation materials and grant requests
- Tracking of donations and acknowledgments
- Development and implementation of PR plan
- Liaison with media

Work Day Coordinator

Margaret West 607-0464 margaret@coxinet.net

- Team solicitations and information management
- Team and Skilled Captain training
- Team Liaison
- Homeowner solicitation and fall evaluations
- Liaison with elderly agencies
- Coordination of procurement and use of in-kind donations and services
- Coordination of waste removal

Technical Coordinator

Tim Reardon 607-0464

tim@coxinet.net

Fred Dalton 607-0464 (assisting Tim) fred.dalton@coxinet.net

- Recruitment, training and coordination of Area Directors
- Identification and solicitation of skilled volunteers
- Coordination of skilled volunteers
- Year-Round repairs
- RT owned supplies inventory control
- RT Warehouse access and security
- Coordination with City of Oklahoma City Exterior Maintenance Dept.
- Approval of scope and material requests
- Budgeting and Allotment of Funds

Area Directors

- Oversee 3-4 work sites throughout project
- Liaison with Skilled Captains & Team Captains
- Assist in initial work site review by teams
- Assist in determining scope of work for each work site
- Assist in preparation of materials list
- Provide technical resource for Skilled Captain

Timeline of Events: Dates to Remember

- February 9** **Area Directors** attend a meeting at 5:30 p.m. at the Rebuilding Together office 730 W. Wilshire Blvd., Suite 108.
- February 17** **Team Captains and Skilled Captains with 3 years or less experience** attend a 5:30 p.m. meeting at the Rebuilding Together office: 730 W. Wilshire Blvd., Suite 108.
- February 24** **Team Assignment Meeting** for Area Directors, Team Captains, and Skilled Captains at 5:30 p.m. **Location:** Integris Baptist Medical Center, 3300 NW Exp., Conf. Rms, F, G, and H.
- March 19** **Area Directors, Team Captains, and Skilled Captain** turn in: **Scope of Work, Logistics Information, Volunteer Estimate, and Team Information.**
- March 31** **Area Directors, Team Captains, Skilled Captains and Homeowners** attend Homeowners Meeting at 5:30 p.m. **Location:** Chesapeake Energy Corp., 6200 N. Western, Building 7 (blue room in basement).
- By March 31** **Team Captains and Skilled Captains** turn in: **Materials List and signed Homeowner Agreement.**
- By April 14** **Team Captains and Skilled Captains** provide information to volunteers:
- ★ Assignment (map to work site and homeowner profile)
 - ★ Tools needed (volunteer's name clearly marked)
 - ★ Lunch plans
 - ★ Distribute ***Volunteer Waiver Forms*** - get signed by each volunteer
 - ★ Letter to volunteers provided by Rebuilding Together
- April 20** **VIP Donor Night at Warehouse, 4:00-7:00 p.m. – Rebuilding Together Warehouse.**
- April 21 - May 1** **Rebuilding Together Warehouse opens 9:00 a.m. – 6:00 p.m. Monday – Friday and Saturday, April 7 1-3 p.m. - 730 W. Wilshire Blvd., Suite 108.**
- April 13 – April 23** **Team Captains** call and remind all volunteers of April 18 Work Day and call homeowner to confirm plans and discuss any problems.
- May 2** **Rebuilding Together Work Day! 8:00 a.m. - ? p.m.**
At end of day - Return re-usable supplies, yard sign, all receipts, *Homeowner Agreement and Acceptance Form* to Rebuilding Together Warehouse.
- May 9** **Work Day Rain Date**
- By May 25** **Team Captains and Skilled Captains** return completed evaluations, record of volunteer hours and list of donated materials to Rebuilding Together office.

MATERIALS AND SUPPLIES . . .

Businesses donate store credit and the demand for a large amount of merchandise in a short period of time puts a considerable strain on their resources and employees. Please be patient, considerate and appreciative!

Team Leaders have the responsibility of ensuring that all materials and supplies are at the work site. It is extremely important to carefully complete the Materials List and obtain materials before Work Day. They may need a truck to pick up materials and supplies and a place to store them until Work Day.

REBUILDING TOGETHER WAREHOUSE

Location: 730 W. Wilshire Blvd., Suite 108

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	April 20 4-7 p.m. Donor Night	April 21 Close at 6 pm	April 22 Close at 6 pm	April 23 Close at 6 pm	April 24 Close at 6 pm	April 25 1-3 pm
April 26 Closed	April 27 Close at 6 pm	April 28 Close at 6 pm	April 29 Close at 6 pm	April 30 Close at 6 pm	May 1 Close at 6 pm	May 2 Work Day 8am-? pm
May 3 1-3pm						

If access is necessary at other times, call the Rebuilding Together Office at 607-0464 to schedule an appointment.

Although inventory varies, items available to teams on a “first come, first serve” basis include:

- paint brushes buckets tape nails
- paint rollers trash bags lumber knobs & locks
- paint pans caulk & caulk guns cleaning supplies

CREDIT CARD

Beginning April 6, a Rebuilding Together Credit Card and a Debit Card for material purchases may be picked up at the Warehouse. Only the Team Captain and Skilled Captain are authorized to make purchases with these cards. Team Leaders must obtain as many materials as possible at the Warehouse-the cards are only used to purchase materials not available at the Warehouse. Credit limits will be clearly indicated and are based on the Materials List submitted by the Skilled Captain.

Rebuilding Together Credit Cards may be used only at the authorized stores listed on the face of the card. At checkout, purchases must be noted on the Cards to keep a running total of charges. Credit limits cannot be exceeded – ***do not expect to be reimbursed without prior approval!*** Debit Cards should be given to the Area Director first thing on Work Day morning.

Notice: Spectrum Paint is open until noon on Saturdays.

THE TEAM CAN HELP

We encourage teams to assist with the cost of materials by being a cash sponsor, obtaining in-kind donations of supplies or "passing the hat" to contribute to the purchase of materials.

EMERGENCY PURCHASES

Remember...if additional materials may not be available at the Rebuilding Together Warehouse. Team or Skilled Captains may obtain approval for emergency purchases from a staff member. Your Area Director has Lowe's cards and Forest Building Materials is an option. Keep all emergency purchase receipts and turn them in to your Area Director or the Warehouse at the end of the day.

****Important Note****

***If materials are purchased from another supplier,
The team is responsible for the cost.***

HOW TO HANDLE DIFFICULT SITUATIONS

UNFORESEEN PROBLEMS

Sometimes unforeseen problems occur while making repairs. Remember, the project should be complete by the end of the day, so there is not much time. Be creative and do the best you can. Rebuilding Together resources are limited. *Do not make promises to the homeowner that may be difficult to keep!*

NO SHOWS

Despite the best of efforts and intentions, volunteer “no shows” happen. If the Team can get by without them, do. If not, the Team Leaders may need to consider adjusting the Scope of Work or coordinating another day to complete repairs. You may contact an Area Director or Rebuilding Together staff for advice or assistance; however, they may not have volunteers to send on short notice.

TOO MANY VOLUNTEERS

If you find you have too many volunteers, contact the Rebuilding Together staff. There may be another Team that needs the additional help.

EMERGENCIES/INJURIES

Team Leaders or the Area Director should handle problems. This is not the responsibility of individual volunteers. Immediately report problems or injuries to staff and, if possible, seek guidance before taking action. Identify witnesses and write down their names & phone numbers. Write down your recollection of the incident and encourage others to do the same. Do not admit liability.

If contacted about information on a problem, defer to the Executive Director. Give only facts, not opinions. All media inquiries should be referred to the Executive Director.

WHEN TO PULL A TEAM

The safety of the homeowners and volunteers is paramount. If there is any serious threat to safety, the situation should be dealt with immediately. Threatening behavior, verbal assaults, sexual harassment, drug or alcohol abuse, or other inappropriate behavior by a homeowner or family member are all “just cause” for quitting the job and pulling the team.

Family members who do not offer to help may create a problem for some team members, but unless they are rude, demanding, or abusive of volunteers, this is probably not sufficient reason to pull the team – remember, the family members not willing to help should be told prior to Work Day not to be present while your team is working. Every effort should be made to change the behavior or encourage the offending person to leave. The homeowner should be made aware of the problem. If possible, the homeowner and the offending person should be given the opportunity to correct the problem before you pull the team. ***Do not pull your team without discussing it with the Executive Director.***

Checklists

Team Captain Checklist

Getting Ready

- ✓ Make an appointment to visit the assigned work site with Skilled Captain and Area Director.
- ✓ Discuss the repairs needed with the homeowner, making note of the homeowner's priorities.
- ✓ Work with Skilled Captain and Area Director to plan the scope of work and determine materials and volunteers needed.
- ✓ Coordinate scope of work with the Exterior Maintenance list of repairs, if applicable.
- ✓ After getting Scope & Materials List approved, obtain signed Homeowner Agreement.
- ✓ Prepare "homeowner profile" to include in volunteer packet that introduces the volunteer to the home situation before they arrive.
- ✓ Recruit volunteers and obtain information on special skills they may have.
- ✓ Recruit skilled volunteers needed to complete work. Submit request for skilled assistance to Area Director (if you are unsuccessful in recruiting for a particular skilled need).
- ✓ Plan the details of Rebuilding Together Work Day with the Skilled Captain and Area Director.
- ✓ Meet with volunteers or mail information packets to them.
- ✓ Obtain Volunteer Liability Waiver form from all volunteers.
- ✓ Turn in waivers in exchange for a T-shirt for each volunteer at the Rebuilding Together Warehouse.
- ✓ Contact homeowner a week before Work Day and inform of plans.
- ✓ Determine with input from your team a plan for lunch.
- ✓ Call volunteers for a final reminder of Work Day.

Work Day

- ✓ Thank the volunteers for coming.
- ✓ Introduce and explain the roles of yourself and other coordinators.
- ✓ Introduce the homeowners to your volunteers.
- ✓ Provide an overview of work to be done at the house.
- ✓ Tell volunteers location of supplies and have them contact you if they need a supply they can't find.
- ✓ Explain the lunch schedule, location of food/drink, restrooms, etc.
- ✓ Emphasize safety. Point out the location of the first aid kit in case of injury.
- ✓ Be sure all volunteers have signed a Volunteer Liability Waiver. No waiver = No T-shirt.
- ✓ Assign volunteers to their tasks if any have not been assigned previously.
- ✓ Pump them up for a great day of hard and rewarding work!
- ✓ At the end of the day, review with the homeowner all the work that has been completed and go over any necessary instructions. Make homeowner aware of any repairs that were not made.
- ✓ Clean up all traces of your labor. Leave opened cans of paint with the homeowner.

- ✓ Get homeowner's signature on Homeowner Acceptance Form.
- ✓ Collect all unused materials and Rebuilding Together owned supplies. Return unused purchased materials to the appropriate supplier and obtain a credit receipt. Return all other supplies to the Warehouse.
- ✓ Return all purchase receipts, credit receipts, Credit Card, and Homeowner Acceptance Form to the Warehouse or Area Director.
- ✓ Make plans with volunteers to complete any unfinished work. Make arrangements with the homeowner for work to be completed.

Skilled Captain Checklist

Getting Ready

- ✓ Make an appointment to visit the assigned house with Team Captain and Area Director.
- ✓ Discuss and prioritize the repair needs with Homeowner.
- ✓ Use the Job Analysis Form to organize the planned repair work.
- ✓ Complete a prioritized Scope of Work and a detailed Materials List.
- ✓ Turn in Scope of Work and Materials List to your Area Director by Feb. 25.
- ✓ Determine how many volunteers will be needed for the Team Captain to recruit.
- ✓ Assist Team Captain in finding skilled volunteers.
- ✓ Submit request for skilled assistance to Area Directors (if you are unsuccessful in recruiting).
- ✓ Discuss with Homeowner any work to be done prior to Work Day.
- ✓ Notify Area Director and Rebuilding Together office of work to be done prior to Work Day.
- ✓ Coordinate volunteers to work prior to Work Day as needed.
- ✓ Plan Rebuilding Together Work Day - projects, schedules, tasks, etc.
- ✓ Pick up donated materials and supplies at the Warehouse.
- ✓ Check delivery schedule for Exterior Maintenance materials, if applicable.
- ✓ Purchase materials using the Rebuilding Together Credit Card.
- ✓ Get team members to assist in obtaining material donations.
- ✓ Make plans to store materials and supplies prior to Work Day.

Work Day

- ✓ Meet with Team Captain and Area Director to discuss last minute information.
- ✓ Thank the volunteers for coming
- ✓ Introduce and explain the roles of other coordinators.
- ✓ Provide an overview of work to be done at the house.
- ✓ Tell volunteers where supplies are located and who to contact if they need a supply they can't find
– remind them not to expect to be reimbursed without prior approval from staff.
- ✓ Emphasize safety. Point out the location of the first aid kit in case of injury.
- ✓ Be sure all volunteers have signed a waiver form. No waiver = no T-shirt.
- ✓ Assign volunteers to tasks if they have not been previously assigned.
- ✓ Keep the homeowner informed.
- ✓ Delegate and supervise. Don't do it all yourself.
- ✓ Clean up all traces of your labor. Leave opened cans of paint with the homeowner.
- ✓ Collect all unused materials and supplies owned by Rebuilding Together. Return unused purchased materials to appropriate supplier and obtain a credit receipt. Return all other supplies to the Warehouse.

- ✓ Return all purchase receipts, credit receipts, Credit Card, and Homeowner Acceptance Form to the Warehouse or the Area Director.
- ✓ At the end of the day, review with homeowner all work that has been completed and go over any necessary instructions.
- ✓ Discuss plans for completing any unfinished work

Area Director Checklist

Getting Ready

- ✓ Make an appointment to visit the work site with the Team Leaders.
- ✓ Work with the Team Leaders to plan the Scope of Work and Materials List and determine volunteers needed.
- ✓ See that Team Leaders discuss and prioritize repairs with the homeowner and obtain signed permission.
- ✓ Review Exterior Maintenance list of repairs and materials and compare to Scope of Work and Materials List, if applicable.
- ✓ Turn in the Scope of Work and Materials List to the Rebuilding Together Office by the deadline.
- ✓ See that the Team Captain obtains signed Homeowner Agreement.
- ✓ See that the Team Captain has recruited all volunteers including the Ambassador, Clean-Up Captain, and Runner.
- ✓ Submit request for skilled assistance to Rebuilding Together office (if the team is unsuccessful in recruiting for a particular skilled need).
- ✓ Instruct the Skilled Captain on obtaining materials and supplies.
- ✓ Plan the details of Rebuilding Together Work Day with the Team Leaders.
- ✓ Notify Rebuilding Together office of work to be done prior to or after Work Day.

Work Day

- ✓ Meet with Rebuilding Together coordinators to receive last minute information.
- ✓ Meet with Team Leaders and give them the last minute information.
- ✓ Emphasize safety.
- ✓ Be available to Teams throughout Work Day, making stops at each work site several times during the day to assist with problems.
- ✓ At end of the day, review with Team Leaders all work that has been completed and go over any necessary instructions.
- ✓ See that Team Captain gets homeowner's signature on Homeowner Acceptance Form and return document to the Warehouse.
- ✓ See that Team Leaders collect all unused materials and Rebuilding Together supplies. They should return unused purchased materials to the appropriate supplier and obtain credit, leave opened cans of paint with the homeowner and return all other supplies to Warehouse.
- ✓ Return all purchase receipts, credit receipts, and Credit Card to Rebuilding Together Warehouse.
- ✓ See that Team has cleaned up all traces of their labor.
- ✓ Discuss plans for completing any unfinished work.

Forms and Paperwork



Homeowner Agreement and Acceptance Form

To be completed by RBT representative and signed by homeowner prior to work beginning

Homeowner Name: _____

Address: _____

House #: _____

Team: _____

TASK	DESCRIPTION (Be Specific)	HOME OWNER INITIAL	SKILL/TEAM CAPTAIN INITIAL	AREA DIRECTOR INITIAL At Completion

I understand that Rebuilding Together OKC has selected my home to be included in its home repair and improvement Work Day to be held May 2, 2009. I understand that the repairs and improvements will be performed entirely by a team of volunteers and will be free of charge.

I have spoken with representatives from the team assigned to repair my home and we have agreed on the scope of work listed above. I understand it may be necessary to do some preparation, repairs, improvements, and clean up prior to and after Work Day. I understand that while the team plans to complete the listed tasks, the team members are volunteers and that neither Rebuilding Together nor the team make any guarantee that any or all of the work listed will be completed, either before, during, or after Work Day.

I agree that I will cooperate with the Team Captain, Skill Captain, and volunteers who work on my home. I assure that all able-bodied members of my family will either participate or be absent from

my home while the work is being done. If they are present and not working a Rebuilding Together volunteer may ask them to leave.

I understand that Rebuilding Together and its volunteers, licensed professionals (including without limitation architects and engineers) disclaim all warranties, express or implied, concerning the work. In consideration of the repairs and improvements, I further release and forever discharge from all claims (known or unknown) and hold Rebuilding Together its officers, directors, employees, agents, donors, volunteers, and other affiliates, collectively and individually, harmless from any claims and liabilities arising at any time as a result of the repairs, including, without limitation, any rights or causes of action resulting from personal injury, death, or damage to property, directly or indirectly arising from any improperly performed repairs or improvements or defects in material or workmanship, design, inspection or supervision.

I also grant to Rebuilding Together permission to take or have taken, still and moving photographs and films including television pictures of my home. I consent and authorize Rebuilding Together its advertising agencies, news media and any other persons interested in Rebuilding Together and its work, to use and reproduce the photographs, films, and pictures and to circulate and publicize the same by all means including, without limiting the generality of the foregoing, newspapers, television media, brochures, pamphlets, instructional materials, books and clinical material.

No inducements or promises have been made to me to secure my signature to this release other than the intention of Rebuilding Together to perform the repairs and improvements and to use such photographs, films and pictures for the primary purpose of promoting and aiding its program and its works.

Signed this _____ day of _____, 2009.

Homeowner

Homeowner

Witness _____

Homeowner Acceptance of Completed Work

To be completed by RBT representative and signed by homeowner after work is completed

To: Rebuilding Together OKC and its Volunteers

I (We) acknowledge entire satisfaction with the repairs and improvements performed on my (our) home without charge by volunteers organized by Rebuilding Together. I (we) release Rebuilding Together and each of its officers, directors, employers, agents, donors, volunteers, and other affiliates, collectively and individually, and hold them harmless from any claims and liabilities arising at any time as a result of the repairs and improvements, including, without limitation, any rights or causes of action resulting from personal injury or death or damage to my property directly or indirectly arising from improperly performed repairs or improvements or defects in material or workmanship.

SIGNED this _____ day of May, 2009.

Homeowner

Homeowner

Witness _____

Volunteer Skills Inventory

Thank you for volunteering for Rebuilding Together Work Day, May 2, 2009. Your efforts will help a neighbor in need live in warmth, safety and independence.

We have work for everyone. Please complete this skills inventory form and return it as soon as possible. If you have any questions, please call me. More information will follow regarding our site.

I look forward to working with you. Thanks again!

Team Captain _____

Cell #: _____ Work #: _____ Home #: _____ Email:

Volunteer Information

Please print:

Name: _____

Cell #: _____ Work #: _____ Home #: _____ Email: _____

Home Address: _____

_____ I am able to work from _____ to _____.

_____ I am available all day on May 2, 2009.

_____ Other (please provide details)

Please check your skills:

_____ Carpentry

_____ Electrical

_____ Plumbing

_____ Cleaning

_____ Glazing Windows

_____ Yard work

_____ Drywall /taping

_____ Roofing

_____ Painting

_____ Other _____

Volunteer's Agreement and Release from Liability

1. Voluntary Participation: I have applied to participate as a volunteer in the Rebuilding Together OKC home repair project (the "Project"), in which the homes of disadvantaged persons will be repaired by volunteers. I understand that as a volunteer I will not be paid for my services, that I will not be covered by or eligible for any insurance coverage (if any) provided by Rebuilding Together, other Project volunteers or sponsors, or Project homeowners, including but not limited to medical, property and liability insurance, and workers compensation benefits. I further agree that my participation in the project may be terminated at any time by Rebuilding Together or by me. This release covers my participation any day I work for Rebuilding Together.

2. Assumption of Risks: I AM AWARE THAT, BY PARTICIPATING IN THE PROJECT, I MAY BE EXPOSED TO PERSONAL INJURY OR DEATH OR DAMAGE TO MY PROPERTY AS A RESULT OF MY ACTIVITIES, THE ACTIVITIES OF OTHER VOLUNTEERS, OR THE CONDITIONS UNDER WHICH MY VOLUNTEER SERVICES ARE PERFORMED. WITH KNOWLEDGE OF THESE RISKS, I AGREE TO ACCEPT ANY AND ALL RISKS OF PERSONAL INJURY OR DEATH OR DAMAGE TO MY PROPERTY, AND I VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE: ____.

3. Release: In consideration of the opportunity afforded me to participate in the Project, I hereby agree that I, my successors, assignees, heirs, guardians and legal representatives, will not make any claim against Rebuilding Together or any of its affiliated organizations, or their officers, directors, employees, agents, or donors, or the suppliers of any materials or equipment that are used during the Project, any of the Project volunteers or sponsors, or any homeowner participating in the Project, for injury, death or damage resulting from the acts or omissions of any person or entity, however caused, arising from my participation in the Project. Without limiting the generality of the foregoing, I hereby waive and release any rights, actions, or causes of action resulting from personal injury to me or my death, or damage to my property, sustained in connection with my participation in the Project; provided, however, that the injury, death or damage was not caused by an act or omission of another person that was reckless, wanton, intentional, or grossly negligent. I further consent to the unrestricted use by Rebuilding Together and/or any person authorized by it of any photographs, recording, interview, videotapes, motion pictures or similar visual or auditory recording of me created in connection with the Project.

4. Knowing and Voluntary Execution: I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A CONTRACT BETWEEN MYSELF AND Rebuilding Together OKC AND A RELEASE OF LIABILITY, AND I SIGN IT OF MY OWN FREE WILL. BY SIGNING THIS AGREEMENT, I CERTIFY THAT I AM EIGHTEEN YEARS OF AGE OR OLDER OR HAVE DELIVERED THE CONSENT OF MY PARENT OR GUARDIAN TO Rebuilding Together OKC.

Executed at (city) _____ Oklahoma, date _____

Team _____ House _____

Name of Volunteer (please print) _____

Volunteer (signature) _____

Address (please print) _____

Cell #: _____ Work #: _____ Home #: _____ Email: _____

Signature of parent or legal guardian if volunteer is not eighteen years of age or older

I certify that _____ (volunteer) acknowledged in my presence that he/she has read and fully understands the meaning and consequences of the foregoing AGREEMENT and signed it in my presence.

Name of witness (please print) _____

Signature of witness _____

Medical Treatment Authorization for Participation of a Minor

I represent and warrant to Rebuilding Together OKC that I am the parent or legal guardian of the minor named above. The above named minor has my permission to participate in the Rebuilding Together project (the "Project"). On behalf of such minor and myself, I have signed a Volunteer's Agreement and Release from Liability (the "Release") and hereby agree to all of the terms and conditions of the Release.

In case of medical or dental emergency, I request that Rebuilding Together attempt to contact me at the telephone number set forth below. However, I hereby give permission to the physician or dentist selected by Rebuilding Together to hospitalize, treat, secure proper treatment for, and order injection, anesthesia or surgery for the minor named above. A copy of the permission form may be accepted by and treated by the physician or dentist as equivalent to the original permission form.

Signature of Parent/Guardian_____

Telephone_____

PLEASE COMPLETE THE FOLLOWING:

Medical Insurance Carrier:_____

Policy Number:_____

Family Doctor:_____

Address:_____

Phone:_____

Family Dentist:_____

Address:_____

Phone:_____

Any drug or food allergies:_____

Limitation on activities:_____

If I cannot be reached, please contact:_____

Telephone:_____

Volunteer Estimate Form

Homeowner: _____ House # _____

Team Name: _____

Skilled Captain: _____ Phone: _____

Area Director: _____ Phone: _____

Number of Unskilled Volunteers to Be Provided by Team: _____

Number of Skilled Volunteers to Be Provided by Team: _____

Carpenter	Number _____	Hours _____
Plumber	Number _____	Hours _____
Electrician	Number _____	Hours _____
Roofer	Number _____	Hours _____
HVAC	Number _____	Hours _____
Plasterer/Drywall	Number _____	Hours _____
Window Glazer	Number _____	Hours _____
Other _____	Number _____	Hours _____

Do you need Rebuilding Together to provide any skilled volunteers? Yes _____ No _____

Explain in detail the scope of work to be completed by skilled volunteer:

*Rebuilding Together has a limited number of skilled volunteers. Try to find your own skilled workers or expect to share them with other houses. Do not tell the homeowner that work will be completed unless you have the necessary volunteers.

Job Analysis Form for Team Use Only

This is to be prepared for each project in the Scope of Work. Make copies as needed. Keep for team reference.

Job to be done: _____

Priority #: _____

#Skilled Volunteers Needed: _____ Semi-Skilled Needed: _____

Other Volunteers: _____

Total Expected Time Required: _____

Materials Required: _____

Tools Required: _____

Procedure:

- _____
- _____
- _____
- _____
- _____
- _____

□

Notes

MATERIAL LIST – ONLY RETURN PAGES W/ITEMS LISTED

SHEET GOODS

ITEM	QUANTITY	SIZE	TYPE
PLYWOOD			
SHEATHING			
SUB FLOORING			
PARTICLE BOARD			
WAFER BOARD			
SHEETROCK			
MISCELLANEOUS			

Area Director's Initials _____

FASTENERS

ITEM	QUANTITY	SIZE	TYPE
NAILS:			
4 FINISH			
6 FINISH			
8 FINISH			
10 FINISH			
8 BOX			
12 BOX			
16 BOX			
GALVANIZED			
6 COMMON			
8 COMMON			
GALVANIZED BOX			
6 CASING			
8 CASING			
WOOD SCREWS			
DRYWALL SCREWS			
WALL ANCHORS			
CONCRETE			
JOIST HANGERS			
MISCELLANEOUS			

Area Director's Initials _____

FINISH PRODUCTS (FROM ICI DULUX)

ITEM	QUANTITY	SIZE	TYPE
DRYWALL MUD (50#)			
DRYWALL TAPE			
ACOUSTIC SPRAY			
INTERIOR PAINT*			
EXTERIOR PAINT*			
CAULK - 25 YR.			
CAULK GUNS			
TUB & TILE CAULK			
QUICKSET PATCHING			
SPACKLE COMPOUND			
KILZ SPRAY			
SANDPAPER			
MISCELLANEOUS			
RAZOR BLADES			
SCRAPERS			
CAULK GUNS			
PAINT BRUSHES			
MASKING TAPE			
DROP CLOTHS - VISQUEEN			
OTHER			

***Please use Paint Estimating Form when figuring quantity needed. Remember – Spectrum Paint is open on Saturdays until noon.**

Area Director's Initials_____

PAINTING INFORMATION

INTERIOR

CEILINGS LENGTH X WIDTH=SF
WALLS -LENGTH X HEIGHT=SF

10x12 room w/8' tall

10x12=120sf for ceiling

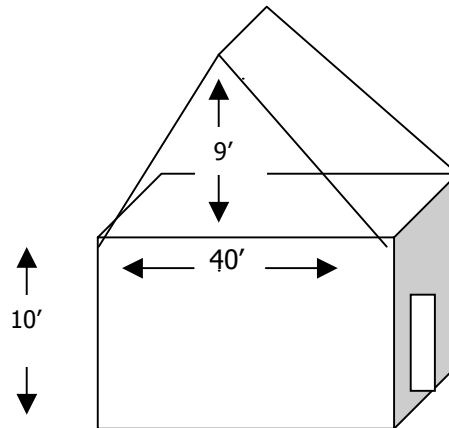
(10x8)x2=160sf

(12x8)X2=192sf

Total sf for room=472

2 gallons of paint will cover

EXTERIOR



SURFACE COVERAGE – 275 SF PER GALLON, PER COAT.

CEILINGS & WALLS – FLAT PAINT
KITCHENS, BATHROOMS AND TRIM USE SEMI-GLOSS.

DO NOT USE OIL BASE PAINT.

USE SILCONE CAULK ONLY IN THE KITCHEN AND BATHROOM IT IS OK FOR SOME WINDOWS AND DOORS. REMEMBER, SILCONE CAULK IS NOT PAINTABLE

WINDOW GLAZING – IT IS EASIER TO USE DAP GLAZING FROM THE CAN INSTEAD OF THE TUBE.

IF YOU ARE GOING TO USE KILZ AS A STAIN SEALER USE THE WATER BORNE PRODUCT. IT IS EASIER TO CLEAN UP. SOME VERY SPECIFIC CIRCUMSTANCES REQUIRE OIL BASED PRODUCTS (i.e. NICOTINE STAINS) CALL ICI FOR ADVICE.

STAY AWAY FROM COLOR MATCHES AS MUCH AS POSSIBLE. UNLESS YOU ARE TRYING TO TOUCH-UP SMALL PORTIONS ONLY USE READY MIX WHITE OR ANTIQUE WHITE.

EXTERIOR PAINT IS AVAILABLE IN 6 READY-MIX TRIM/ACCENT COLORS. USE THESE. ANY OVERAGES THAT ARE UNOPENED CAN BE RETURNED FOR CREDIT. USE FLAT EXTERIOR FOR SIDING (WHITE ONLY). DOORS AND TRIM USE SATIN OR SEMI-GLOSS. USE A SILICONIZED ACRYLIC CAULK THAT IS PAINTABLE ON SIDING AND TRIM. WHEN BUYING PAINT AT HOME DEPOT USE ONLY THE GLIDDEN ULTRA LINE.

GABLE

Base x Height/2=SF

WALLS – WIDTH X HEIGHT=SF

40x9/2=180sf

40x10=400sf

Sf one side=580

Don't worry about deducting for doors and windows unless they are abundant

DOORS & WINDOWS

ITEM	QUANTITY	SIZE	TYPE
INTERIOR SLABS			
INTERIOR PRE-HUNG (INCLUDE HAND OF DOOR)			
INTERIOR JAMBS			
EXTERIOR SLABS			
EXTERIOR PRE-HUNG			
EXTERIOR STEEL PRE-HUNG (INCLUDE HAND OF DOOR)			
WEATHERSTRIP			
STORMDOORS (INCLUDE HAND OF DOOR)			
CLOSERS			
LATCHES			
STORM WINDOWS			
WINDOWS			
SCREEN MATERIAL			
RUBBER CORD			
GLASS			
GLAZING POINTS			
GLAZING COMPOUND			

Area Director's Initials _____

PANELING & TRIM

ITEM	QUANTITY	SIZE	TYPE
PRE-FINISHED PANELING			
INSIDE CORNERS			
OUTSIDE CORNERS			
BASE			
CASE			
STOP			
MOULDING			
BASE SHOE			
QUARTER ROUND			
COLORED NAILS			
LIQUID NAILS			
MISCELLANEOUS			

Area Director's Initials _____
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ROOFING & GUTTERING

ITEM	QUANTITY	SIZE	TYPE
SHINGLES - COMP.			
WOOD SHINGLES			
FELT			
METAL EDGE			
ROOF CEMENT			
FLASHING			
GALV. ROOF NAILS			
10' GUTTERING			
DOWNSPOUTS			
45 ELL			
ACCESSORIES			
GUTTER CAULK			
SPLASH BLOCKS			
MISCELLANEOUS			

- WE WILL NOT HANG NEW GUTTERING.

Area Director's Initials _____

Area Director's Initials _____
 CARPET & FLOORING

ITEM	QUANTITY	SIZE	TYPE
CARPET			
(ORDER BY ROOM SIZE)			
CARPET PAD			
(ORDER BY ROOM SIZE)			
VINYL SHEET GOODS			
(ORDER BY ROOM SIZE)			
VINYL TILES			
(ORDER BY ROOM SIZE)			
VINYL TILES - STICKY BACK			
ADHESIVE			
FLOOR LEVELER			
TACK STRIP			
METAL FINISH STRIP			
FLAT TRANSITION STRIP			
INDOOR/OUTDOOR CARPET			
CERAMIC TILE			
GROUT			

ELECTRICAL

ITEM	QUANTITY	SIZE	TYPE
ROMEX 12-2			
CIRCUIT LOAD CENTER			
FUSES			
CUT-IN BOXES			
ELECTRIC BOXES			
RECEPTACLES			
SWITCHES			
WIRE NUTS			
COVER PLATES			
LIGHT FIXTURES			
CEILING FANS			
LIGHT KITS			
LIGHT BULBS			
MISCELLANEOUS			

Area Director's Initials _____

