

# GROUP VOLUNTEER APPLICATION



**Habitat for Humanity®**  
Palm Beach County

1225 A South Military Trail

West Palm Beach, FL 33415

[www.habitatpbc.org](http://www.habitatpbc.org)

Phone: (561) 433-3351

Fax: (561) 304-0223

E-mail: [volunteer@habitatpbc.org](mailto:volunteer@habitatpbc.org)

*Please read this information carefully*

- **How do I sign my group up?**
  1. Fill out and return (by mail, fax, or email) the Group Volunteer Application Form (page 3).
  2. Habitat will acknowledge that we've received your form.
  3. If dates are still available in the months we are scheduling, we will send them to you immediately.
  4. All available dates are on a first come, first serve basis.
- **What happens once my group is confirmed?**
  1. We will confirm by phone or email that the date is available.
  2. We will send you via email a confirmation letter, work day procedures and a map (if available.)
  3. As a Group Leader you will need to share the information with your group.
  4. The week prior to your workday, a reminder email will be sent to you with updates if changes have been made since scheduling.
- **How can our group be guaranteed a volunteer day?** We are thankful to have so many enthusiastic volunteers. In general, our construction site is booked with volunteer groups about 2 months in advance. We do offer priority scheduling for groups who are sponsors. Please see the application for more information regarding becoming a sponsor or contact our Development department at 561-433-3351.
- **What other things can groups do besides construction?** Your group may want to consider volunteering at the ReStore or Thrift Store. Help is always needed in stocking/organizing shelves, answering phones, loading/unloading trucks, providing customer service, greeting customers, general housekeeping, or sorting donations.
- **What if our group would like more information?** Someone from the Habitat staff will be glad to meet with your group to provide information about our programs. Our web site can also provide useful information about Habitat for Humanity of Palm Beach County. Visit us at [www.habitatpbc.org](http://www.habitatpbc.org). Any other questions can be answered by our Volunteer Coordinator at 561-433-3351
- **We want to do service-oriented teambuilding! Can my group of 100 people volunteer together?** Working on a Habitat project is a great way to bring your group together to get to know one another, focus on teamwork, and serve the community while having a great time. We welcome groups of all kinds to join our work. Our primary mission is building decent, affordable homes. In order to do this most effectively and safely, we must limit the number of volunteers on the construction site. We schedule groups of 5 – 25 volunteers, based on the number of people we can productively use for each particular stage in the building process. Larger numbers of people only get in each other's way, and don't generally enjoy their experience as much. If your group is very large, we suggest breaking it into smaller units to volunteer on different days.
- **Can our members work in shorter shifts, instead of all day?** We ask that all volunteers arrive at 7:45am, and plan to stay until 3:00pm. This allows us to get as much done as possible, since it usually takes a while to train volunteers in the day's task. Plus, you will get a better feeling of accomplishment if you put in a full day's work!

- **What days of the week can we volunteer?** Our construction site accepts volunteers Tuesday – Saturday, all year. We encourage groups to sign up during the week when possible, since this is when the need for volunteers is greater.
- **We're a family-oriented group. Can we bring our kids with us?** No one under age 16 is allowed on the site, due to safety and liability laws.
- **Our members don't have any construction experience. Can we really be much help on a construction site?** Yes, as long as you are willing to learn, we can use you! We have trained crew members who each instruct a small team of volunteers on how to do a particular task. You may leave with a new skill, such as installing drywall or hanging siding.
- **One of our members has back problems, but another has extensive experience with drywall. What type of work will our group be doing?** We may need your help with anything, including demolition, framing, drywall, painting, landscaping, or cleaning. Some of these tasks are more exciting and glamorous than others, but all are important. We ask that you arrive with an open mind, and be prepared to do anything, regardless of your previous experience. Volunteers should be aware that many of the jobs on site are physically demanding. If a volunteer has a minor medical condition that prevents him/her from doing a particular task (such as heavy lifting), he/she may decline if asked to do that.

## Your Work Day

- **Oh no! It's raining. Does that mean our work day is cancelled?** Our crew works rain or shine.
- **Where do we go?** Once you have scheduled a work day, the Volunteer Coordinator will give you directions to the appropriate site. There is usually plenty of free street parking available, but please try to carpool when possible.
- **I know we're going to work up an appetite. Should we bring lunch?** If you have a group of 15 or more, one of our regular volunteers, Tim Hadsell, will provide lunch onsite. Some groups have each participant bring their own lunch, and others provide lunch for the entire group. Please notify the Volunteer Coordinator of your arrangements as soon as possible.
- **I've never been to that part of town before. Will we feel safe?** Our crew (of various genders and ethnicities) works here every day, and our homeowners will be living in this community. We would not put our crew, homeowners, or volunteers in a situation we felt was dangerous. We recommend that you do not bring valuables, as there is not a secure place on the site to leave them.
- **What should we wear?** Wear comfortable clothes that can get dirty (you might even be painting), and dress appropriately for the weather (layers are a good idea). No open-toed shoes (sandals) are allowed on the site. You may also want to bring a hat and sunglasses. Sunscreen is a must!
- **Most of us own a few tools. Should we bring them with us?** Habitat PBC provides all necessary tools and safety equipment, although you're encouraged to bring your own work gloves.
- **What should we expect when we arrive at the site?** When you arrive you will sign in, get a safety briefing, and receive instructions on day's tasks.
- **Will we get to meet the person who will live in the house we're building?** Homeowner candidates are required to put in 500 hours of "sweat equity" on their homes and their neighbors', so they are often working on site. However, most work full-time, so they are most likely to be there on Saturdays.

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*PLEASE PRINT CLEARLY*

Application Date: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Contact Name of Group Leader: \_\_\_\_\_

**One contact per group please. This person will be in charge of distributing information to the group.**

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Numbers (please provide two number where we may contact you)

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

**VOLUNTEER PREFERENCE:**       Build Site     ReStore     Thrift Store

Approximate Group Size \_\_\_\_\_

What is your preference for volunteer workdays?

Tuesday     Wednesday     Thursday     Friday     Saturday

When are you interested in Volunteering?

January or February     March or April     May or June

July or August     September or October     November or December

*Please submit the completed application via Fax, Mail, or Email.*

*Questions? Contact the volunteer coordinator at 561-433-3351 or at volunteer@habitatpbc.org*