

GROUP - WORK DAY INSTRUCTIONS & CONFIRMATION

Thank you for volunteering to work on the construction of a Habitat house. We have scheduled your building day as follows:

DATE: April 8th and April 22nd 2006

LOCATION: 35-41 Hancock St. Lambertville, NJ (See attached map for directions)

TIME: 8:30 AM to 3:30 PM. Please be prepared to work and stay the entire time.

GROUP CONTACT RESPONSIBILITIES: You are assigned 6 on the 8th and 15 on the 22nd volunteers spots. If you are the group coordinator, please distribute the enclosed letters, maps, and waiver forms to each person working on site. Please make additional copies as necessary and notify the office manager if you are bringing fewer people than assigned.

FOOD: Please bring your own lunch or plan to eat at a local deli or fast food restaurant. Alcoholic beverages are forbidden on all RVHFH worksites.

TYPE OF WORK: Please call 908-704-0016 prompt 4 **after 5pm** the day before your scheduled workday to hear the work activities scheduled. You may bring your own hand tools if you wish. Personal power tools cannot be used on site without the approval of the Construction Coordinator or Site Supervisor. RVHFH has a supply of power tools that will be required on site. We do not use automatic nailers due to safety concerns.

WHAT TO WEAR: Please dress in layers, wear heavy shoes (no sandals) and be **PREPARED TO GET DIRTY** so wear work clothes.

WEATHER: If we need to cancel a workday because of inclement weather, a cancellation notice will be on the same phone prompt mentioned above either the day before or after 7am on your workday.

WAIVER FORM: Please complete enclosed form and bring with you. By NJ law, 14 – 17 year old teenagers must have their parent's permission and signature on the waiver form. Anyone under 14 years old is not allowed on a construction site.

CANCELLATIONS: Individuals: Please contact your Coordinator ASAP if you are unable to participate in the scheduled workday. **Coordinators:** If it is necessary for your group to cancel your workday because of low attendance, please call the RVHFH Office at 908-704-0016 as soon as possible. We need a full work crew (10-15 people) on site for each day we have scheduled. Contacting us early will help us to schedule another group for the same day. We are committed to helping the family build a new home as scheduled and we are asking you to honor and be part of this commitment.

RVHFH OFFICE – (908) 704-0016

Thank you for supporting RVHFH. We are able to build simple, decent houses for low-income families because people like you are donating their time and skills to help someone else build a better life.

In partnership,
Louisa Bartok, Office Manager