



building houses in partnership with God's people in need

Dear Volunteer:

Thank you for your interest in volunteering with Miami Habitat for Humanity! We welcome all willing hands!

With the help of volunteers like you, we have completed over 700 homes in areas such as Homestead, Little Haiti, Overtown, Liberty City, Goulds, South Miami and West Perrine since our inception in 1989. You can help us to continue our progress in Miami-Dade by giving of your time at one of our construction worksites, our ReStore, or our main office. Our construction worksites are open Tuesday through Saturday every week (excluding holidays).

If you have not volunteered with us or another Habitat affiliate before, you must attend an orientation meeting before volunteering. Please visit our website at www.miamihabitat.org for dates, times and locations.

As you plan your construction workday, please be mindful of the following:

- Please arrive at 8:00 AM to sign in and receive training. Anyone arriving late may be sent home. Bring a hammer, nail apron, utility knife, tape measure and work gloves; you will need these tools, and we do not provide them.
- If you are coming out by yourself, you can volunteer without calling me in advance. If you are coming with a group of five or more, then you must be placed on the calendar. Call me to request a group form.
- The minimum age for construction is 16. Volunteers aged 16 or 17 must be accompanied by an adult over 21 and must bring a signed Parental Permission form to the site. There must be one adult from the group for every five youths under 18.
- Volunteers desiring Community Service Hours must attend the orientation meeting to receive a Community Service Log Sheet. We ask that community service volunteers commit a minimum of 24 hours of service with our agency in order to receive documentation of their hours.

Please review the enclosed volunteer guidelines for more information. Once again, thank you for your interest in volunteering with Miami Habitat for Humanity. We look forward to beginning a new partnership with you.

Sincerely,

Carlos Beron
Volunteer Coordinator



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MISSION STATEMENT

Our Purpose:

Habitat for Humanity of Greater Miami ("Miami Habitat") is an ecumenical Christian ministry whose objective is to build homes and communities in partnership with low-income families within the Greater Miami area.

Our Tasks:

To provide home ownership opportunities to low income families in all of Miami's communities of need by building and renovating modes homes with family partners and providing them with interest-free loans for the purchase of these homes.

To provide opportunities to all people of conscience to volunteer and to otherwise support the building of homes and communities in partnership with low-income families.

Our Goals:

To witness to the Word of God and the love of Jesus Christ for all persons through our words and actions.

To follow Biblical teachings in our attitudes and actions.

To build bridges among all economic and ethnic segments of our community by establishing new relationships, a sense of community and a renewed commitment to "the common good".

To welcome participation from all individuals, groups or organizations that desire to join with Miami Habitat because of their shared concern and compassion for those in need.

To make decent, affordable housing a matter of community conscience.

To be a financially responsible non-profit ministry that raises money from those who share our vision and to spend the money raised with integrity, community accountability, and for the specific purpose intended by the donors.

To select families for home ownership based on their need, willingness to work, character, and ability to repay an interest-free loan in support of the Miami Habitat ministry. Selection is made without consideration of race or creed.

To maintain a mutually beneficial nurturing friendship with each family by ongoing contact and support in the areas of budgeting, financial planning, home maintenance, etc.

To support the work of Habitat ministries in other communities as our resources allow by contributing a tithe (10%) of undesignated financial contributions.



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FACT SHEET

What is Habitat for Humanity of Greater Miami?

Habitat for Humanity of Greater Miami is an ecumenical Christian ministry which builds homes in partnership with low-income families in need of a decent place to live. Miami Habitat was formed in 1989 and is one of over 2,000 Habitat affiliates nationwide. This ministry is open to all persons who desire to work to eliminate poverty housing. With all classes of people working together, Miami Habitat hopes to build new relationships and a sense of community as well as decent homes.

How are homes built?

Habitat purchases land and materials with donations from individuals, churches, service groups, businesses and foundations. Government support is not accepted, except for land acquisition and infrastructure improvements. The home building effort is heavily dependent on volunteer labor.

Where does Miami Habitat build homes?

Miami Habitat has built over 700 homes in the low-income neighborhoods of West Perrine, Liberty City, South Miami, Goulds, Homestead, South Miami Heights, Overtown, Princeton, and Little Haiti.

Are contributions tax-deductible?

Yes. Habitat for Humanity of Greater Miami is an incorporated, non-profit organization and is tax-exempted under section 501(c)(3) of the Internal Revenue Code. Of each dollar raised, 92% is invested in program services, 6% in administration, and 2% in fundraising.

How much do the homes cost?

Homes are sold on a no-profit basis and cost the homeowners about \$100,000. Miami Habitat finances each purchase with a no-interest loan to the family. Monthly mortgage payments are approximately \$650-or 30% of family income, whichever is greater- and include an escrow payment for insurance, taxes and waste fees. Also, Habitat is an approved participant in the Community Contribution Tax Credit Program. Florida corporations that make contributions to Miami Habitat are eligible to receive a tax credit up to 50% of the value of their donation against their state income tax or sales tax.

How are homeowners selected?

Families and individuals may qualify if they 1) are low-income (currently, a family of four is considered low-income if they earn less than \$53,900 a year), 2) commit to investing 250-300 hours of sweat equity on their home and the homes of their neighbors, and 3) are able to repay their mortgage. A family selection committee reviews all applicants and follows a non-discriminatory selection process based on housing need, ability to repay the loan, and willingness to partner with Miami Habitat.

How can I help Miami Habitat?

You can help by volunteering your time towards construction or office-related tasks, or making a donation of land, materials, or money. Your involvement does make a difference. Give us a call at (305) 634-3628 if you would like to help or visit our website at www.miamihabitat.org.



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GUIDELINES FOR VOLUNTEERS

Workday Schedule

Apart from holidays, all work sites are open Tuesday through Saturday of every week. Our day begins at 8:00 AM and ends at 3:00 PM (lunch 12:00 - 12:30 pm).

Scheduling

Individuals: After attending an orientation meeting, individuals may volunteer at any work site without scheduling with the Volunteer Coordinator.

Groups: Volunteer groups should designate a leader to serve as their primary contact on site. This person will be asked to attend a volunteer orientation meeting. Group leaders should then contact our office to schedule their workday. We will check our needs and prior reservations then approve your date or suggest another. If your plans change (size of group, arrival time, etc) please call us immediately. **No groups will be signed in after 8:00 AM unless previously arranged with the Volunteer Coordinator.** Businesses are asked to participate in our Corporate Team Building Program. Please see "Sponsorship Opportunities" for more information.

Age of Volunteers

No volunteers under the age of sixteen will be permitted on the construction site. Volunteers aged 16 and 17 will not be allowed to use ladders or power tools, and must be accompanied at all times by an adult over 21. There must be at least one adult for every five youth under 18. All volunteers under the age of 18 must bring a parental permission form signed by a parent or guardian prior to working on the site.

Community Service Hours

Volunteers desiring credit for Community Service hours must attend an orientation meeting prior to beginning service. We ask for a commitment of 24 hours in order to receive documentation of hours. Each community service worker is responsible for having the site supervisor sign their Community Service Log Sheet each day. Once you have completed your required number of hours, you may fax your Log Sheet to the Volunteer Coordinator to sign off your service and ask for letters of recommendation.



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Tools

Volunteers are required to bring a hammer, a nail apron, utility knife, tape measure and work gloves. We ask that you bring other tools if you have them, such as hard hats, safety goggles, screwdriver, and a pencil. If you wish to know the specific tasks for your build day, you may contact our office two days in advance of the workday.

Clothing

We recommend that you wear work boots or sneakers, clothes that you don't mind tearing or staining, a hat and sunscreen. Jeans and a T-shirt are typical volunteer garb. Open shoes or sandals are not allowed.

On-site Provisions

Miami Habitat provides water coolers, toilets, construction materials and work supervision. We do not provide lunch or transportation.

Weather

On rainy days, we move to indoor work and continue as scheduled. In the event of extremely inclement weather, contact the Habitat worksite directly (the site supervisor's phone number is listed on your map) for information regarding possible cancellations.

Miscellaneous

- Be aware of when you received your last tetanus shot, in case of injury.
- Miami Habitat reserves the right to remove any volunteer from the worksite if the volunteer is acting in a manner that creates risk of injury to that volunteer, Habitat property, or other volunteers.
- Media will not be allowed on the Habitat site for volunteer groups without prior approval from the Miami Habitat office.
- Miami Habitat is a drug-free workplace. Anyone under the influence of alcohol and/or controlled substances is prohibited on a Habitat site.
- Miami Habitat will not tolerate any degrading language of any kind.
- Miami Habitat reserves the right to remove any volunteer from the work site not following the above guidelines.

CONSTRUCTION SAFETY POLICY

Safety is everybody's concern and is always an important consideration at any construction site. Building construction can be one of the most dangerous occupations. Since Habitat work crews normally have a high proportion of inexperienced people, everyone must pay particular attention to safety. Try to be conscious of the safety of others as well as yourself. An observer can often see danger better than the worker involved in the project. Be cautious at all times and ask questions. Do not go ahead with a task if you are uncertain how it is done, or if you are unable to do it.

Safety is based on knowledge, skill and an attitude of care and concern. Supervisors should instruct each worker about the correct and proper procedures for performing each task. This should familiarize the worker with the potential hazards of doing the tasks and advise him or her as to how such hazards can be minimized or eliminated. It is very important that we at Habitat know about safe work practices and follow them.

Guidelines for a Safe Attitude

1. THINK before you do your work or task.
2. If you are uncertain about how to do a task or how to operate a power tool – ASK A SUPERVISOR.
3. Concentrate on your task and eliminate distractions.
4. Know where the first aid kit is located and how to get emergency help.
5. Inspect all power tools, hand tools, ladders and scaffolding on a daily basis.
6. Advise your supervisor IMMEDIATELY of any safe or hazardous tool or condition.

Proper Safety Equipment

- Proper clothing is essential to safety as the proper selection and use of tools.
- Wear clothes and gloves that are appropriate for the work and weather conditions.
- Loose clothing is dangerous around power tools.
- Workers shall wear work boots or thick soled shoes at all times when on a construction site.
- Any worker wearing sandals or other types of inappropriate footwear shall not be permitted to remain on a construction site.
- Hard hats are to be worn while doing demolition work, during the framing phase of construction, or when required by a supervisor, and are to be made available to workers on each job site at all times.
- Protective glasses will be available for every construction worker.
- A worker must wear protective glasses any time he or she is operating a power tool or when instructed by a supervisor.
- Each worker must wear a dust mask when installing insulation, sanding or when instructed by a supervisor.
- Ear plugs must be worn when using a power tool for a prolonged period of time or when instructed by a supervisor.

Power Tools and Other Electrical Equipment

- A power tool should not be used without proper instruction on its use and on what can happen if the tool is not used properly.
- The instruction should be done by a qualified person and should be given to all workers; even experienced do-it-yourselfers should receive instruction.
- The trainee should use the power tool in the presence of the instructor, until the instructor is satisfied that the trainee knows how to use the power tool properly.
- Never lower or carry a power tool by its cord. Clean tools daily.
- Power tools should be checked for defective switches, cords, plugs, and proper grounding.
- Defective tools should not be used and should either be reported to the supervisor or labeled and taken to the tool room for repair immediately. (Do not wait until the end of the day).
- To avoid electrical shock, the following rules must be obeyed:
 - ✓ A three pronged plug must be used on all electric power tools.
 - ✓ Extension cords must not have frayed insulation or be fastened with staples, hung from nails or suspended from wires.
 - ✓ All temporary lights must be equipped with non-conductive guards.

Hand Tools

- Always select the correct type and size of tool for your work and be sure it is sharp and properly adjusted.
- Guard against using any tool if the handle is loose or in poor condition.
- Dull tools are hazardous to use because excessive force must be used to make them cut. Oil or dirt on a tool may cause it to slip and cause an injury.
- When you are using tools, hold them correctly. Most edged tools should be held in both hands with the cutting action away from yourself.
- Avoid using your hand or fingers as a guide to start a cut, but if it is necessary, use extreme caution.
- Handle and carry tools with care. Keep edged and pointed tool turned downward.
- Carry only a few tools at one time unless they are mounted in a special holder or carried in a tool belt.
- Anyone working with a hammer at a height should wear a hammer loop or tool belt, and, when not in use, the hammer should be kept in the loop or belt and not placed on a sloping surface or in a precarious position.
- Do not carry sharp tools in your pockets. When not in use, tools should be kept in special boxes, chests or cabinets.
- *A special word on saws:*
 - ✓ Don't bind the blade of any saw. When cutting long panels, the blade may bind, and the saw mill will catch and kick back toward the operator. Use small wood wedges or shim shingles to spread the saw cut as you go along.
 - ✓ Maintain the blade guard. A spring-actuated blade guard often can become bent and won't slide quickly, or the spring can become stretched so the return is slow. Repair any damage to the guard as soon as it happens, and NEVER tie the guard back out of the way.
 - ✓ Support what you are working on properly. Never attempt to cut something that could tilt or fall and cause the saw to slip.

Ladders

- Inspect a ladder before you use it. If the ladder is unsafe, don't use it. Look for wear and tear, loose rungs and defects.
- Use a ladder that will reach the work. An extension ladder should reach 3 feet above the work level.
- Move your ladder with your work. If both your shoulders are extended outside the ladder while you are working, you are reaching too far.
- When using an extension ladder, use the "4-to-1" rule: for every 4 feet of height, move the bottom of the ladder 1 foot away from the wall.
- A ladder is pitched at the proper, safe angle if you can grasp a rung at shoulder height.
- Place your ladder on solid footing. If there is a danger of the ladder moving while you work, tie it down.
- If there is a danger that the ladder will be hit, barricade it. If the feet of the ladder are not level, dig the ground out under one foot with the claw of a hammer rather than raise one foot with blocks.
- Never use an aluminum ladder in the vicinity of electrical lines and never use a ladder outdoors during inclement weather or on very windy days.
- Carry tools and materials in proper carrying devices and keep your hands free for climbing. When climbing, always face the ladder.

Scaffolding

- All scaffolding that is elevated 10 feet or more must be equipped with a safety railing.
- All scaffolds must be equipped with a toe board to eliminate the possibility that tools or debris will be kicked or pushed onto people below.
- A scaffold must be designed to support four times the weight of the workers and the materials resting on it.
- Scaffolding components that are not designed to be compatible should not be mixed.
- Inspect all scaffolding each day before using it. Never use damaged or defective equipment and avoid rusted parts since their strength is unknown
- When erecting scaffolding, provide adequate sills for the scaffold posts and use base plates. Use adjusting screws, not blocks, when on an uneven grade.
- Make sure to plumb and level scaffolding and do not force end braces when constructing the scaffolding.
- Many scaffolding accidents are caused by defective planking. Use only properly graded and inspected lumber for planking.
- Inspect planking daily for splits and knots, and remove defective or damaged planking.

Clean Work Site

- A clean work place is a safe work place. This refers to the neatness and good order of the construction site. Maintaining good housekeeping contributes to the efficiency of the worker and is important in preventing accidents.
- Position building materials and supplies in carefully laid out piles to allow adequate aisles and walkways.
- Clean up all rubbish and scrap materials on a daily basis.
- Do not permit blocks of wood, nails, bolts, empty cans, pipe, wire or other materials to accumulate on the work site. They interfere with work and can constitute a hazard.
- Keep tools and equipment not being used in chests, panels or tool boxes. This protects the tools and the workers.
- Never leave a work site unguarded unless all tools and materials have been properly secured.

Poisons and Toxic Substances

- The poisons and toxic substances that can be found on a work site are asbestos, lead oxides, solvents and animal feces. Special care must be taken when you come in contact with any of these substances or any unfamiliar substance.
- If you discover asbestos fiber being used as pipe, boiler or heating duct insulation, contact your supervisor immediately. **DO NOT ATTEMPT TO REMOVE THE ASBESTOS FIBER ON YOUR OWN.**
- Scraping exterior woodwork, demolishing lead-painted walls and stripping old mill work are the principal ways that workers can be exposed to lead chips, dust and particles. Contact your supervisor immediately if you discover any lead-painted surfaces.
- Masks are the best protection against breathing germs that can be borne in dust containing animal feces (such as rodent droppings).

Emergency Medical Care

If someone is injured on the job, contact your supervisor immediately and summon any needed medical help. You also should use the supplies located in the first-aid kit to stabilize the injury as much as possible until medical help arrives. Your supervisor is trained in first-aid and will help any injured worker. Insurance forms necessary to obtain emergency medical care are located in every first aid kit.



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PARENTAL PERMISSION FORM AND WAIVER OF LIABILITY

The minimum age for volunteers on a Habitat construction site is 16. There are no exceptions to this age limit. Volunteers under 18 years of age must be accompanied at all times on the work site by an adult (age 21 or over). This form must be completed and signed by the volunteer's parent or guardian and brought to the site each time the child participates in Habitat volunteer work.

Volunteer's Name: _____ Age: _____ DOB: _____
(Bring a photo I.D.)

Address: _____

City: _____ State: _____ Zip Code: _____

Volunteering with a group as an individual Date of participation: _____

Participating with (name of group): _____

Emergency Contact Information

Name: _____ Telephone: _____

Medical Concerns/Allergies: _____

The person named below will accompany and take responsibility for my child while on the Habitat construction site. I affirm that this person is 21 years of age or older:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Relationship: _____

Waiver of Liability

I understand that my dependent's work as a volunteer on or about a Habitat for Humanity construction site or project will expose my dependent to various risks of injury or illness. I understand and assume these risks and agree not to hold Habitat for Humanity of Greater Miami, their agents, employees, or volunteers liable for such injury or illness. I have read and understand the Waiver of Liability stated above as of the date given below:

Signature of Parent/Guardian

Date

Print Name

Relationship

Telephone



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PARTNERSHIP OPPORTUNITIES

SITE SPONSOR

\$ 200,000 (minimum donation)

Site Sponsors make a significant commitment to the affordable housing crisis in Miami-Dade County and demonstrate true civic leadership in the community. Sponsor benefits include:

- ♦ Initial press release to all major media markets in Miami-Dade County
- ♦ ½ page ad in Miami Herald announcing partnership
- ♦ Sponsor's name and logo posted on project sponsor sign, visible throughout all phases of construction (minimum 12 months)
- ♦ Prominent logo presence on all promotional materials
- ♦ Reference in all media releases
- ♦ Featured in Kick-off and Dedication programs
- ♦ Up to 200 lunches and T-shirts for sponsor's volunteer work days
- ♦ Use of the Miami Habitat logo for 2 years
- ♦ Featured on Miami Habitat website with link to company website
- ♦ Acknowledgement in the Miami Habitat newsletter (circulation: 5000)
- ♦ Eight (8) complimentary tickets to the Annual Fundraising Event
- ♦ Acknowledgement at Annual Fundraising Event
- ♦ Commemorative plaque
- ♦ Participation in Community Contribution Tax Credit Program

HOUSE SPONSOR

\$ 60,000 (without volunteers)

\$ 50,000 (with volunteers)

House sponsors are a critical element in the Habitat partnership program: donating resources to help underwrite the cost of construction on a home. This significant donation entitles the donor to an exclusive sponsorship of a Habitat home. Sponsor benefits include:

- ♦ Permission to promote partnership through website, press release or media while house is under construction
- ♦ House Sponsor sign posted at assigned address bearing the sponsor's name, logo, and the name of partner family while house is under construction (minimum 6 months)
- ♦ Featured in Kick-off and Dedication programs
- ♦ Up to 100 lunches and T-shirts for sponsor's volunteer work days
- ♦ Use of the Miami Habitat logo for 1 year
- ♦ Sponsor logo on Miami Habitat website with link to sponsor website
- ♦ Acknowledgement in the Miami Habitat newsletter (circulation: 5000)
- ♦ Four (4) complimentary tickets to the Annual Fundraising Event
- ♦ Acknowledgement at Annual Fundraising Event
- ♦ Commemorative plaque
- ♦ Participation in Community Contribution Tax Credit Program



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CO – SPONSOR

\$ 30,000 (without volunteers)

\$ 25,000 (with volunteers)

Co-Sponsors join with a second group to sponsor a single Habitat home. Sponsor benefits include:

- ◆ Permission to promote partnership through website, press release or media while house is under construction
- ◆ House Sponsor sign posted at assigned address bearing both co-sponsor names, logos, and the name of partner family while house is under construction (minimum 6 months)
- ◆ Participation in Kick-off and Dedication programs
- ◆ Up to 50 lunches and T-shirts for sponsor's volunteer work days
- ◆ Use of the Miami Habitat logo for 6 months
- ◆ Co- Sponsor name on the Miami Habitat website
- ◆ Acknowledgement in the Miami Habitat newsletter (circulation: 5000)
- ◆ Two (2) complimentary tickets to the Annual Fundraising Event
- ◆ Acknowledgement at the Annual Fundraising Event
- ◆ Commemorative plaque
- ◆ Participation in the Community Contribution Tax Credit Program

MASTER CARPENTER

\$ 10,000 - \$ 24,999

- ◆ Name on the Miami Habitat website
- ◆ Acknowledgement in the Miami Habitat newsletter (circulation: 5000)
- ◆ Acknowledgement at the Annual Fundraising Event
- ◆ Commemorative Hammer
- ◆ Participation in the Community Contribution Tax Credit Program

TEAM BUILDING DAY

\$ 100 per participant

- ◆ Worksite orientation
- ◆ Tools, lunch and commemorative T-shirt for participants
- ◆ Certificate of Appreciation
- ◆ Digital picture CD
- ◆ Company name on the Miami Habitat website
- ◆ Acknowledgement at the Annual Fundraising Event

HOPE BUILDER

\$ 1,000 - \$ 9,999

- ◆ Acknowledgement at the Annual Fundraising Event
- ◆ Commemorative gift

FOUNDATION BUILDER

\$ 1 - \$ 999

- ◆ Acknowledgement Letter