



Group Volunteer Policies

revised (9/13)

I. Reserving a Build Day

- The minimum amount of volunteers allowed to reserve a group build day is eight. The maximum number is usually ten, but negotiations can be made.
- Build Days are reserved on a first come first serve basis.
- If you reserve a Build Day for your group, you are expected to give an accurate number of participants at the time of the reservation. A list of volunteers, including their email addresses (or usernames) must be turned in one week prior to the scheduled Build Day. Failure to do so may cause the reserved Build Day to be canceled. Once turned in, any changes in the list of volunteers must be sent to the Volunteer Coordinators as soon as possible. Each volunteer on the list is expected to participate for your given Saturday.
- If you reserve a Build Day, the group, in its entirety, is expected to be there for the entire day (9am to 4pm). Our chapter does not have “shifts” of volunteers.
- If you need to cancel your Build Day, you may do so up to one week prior to the arranged date. You can cancel by contacting the Volunteer Coordinators.

II. Payment

- All group volunteering with Habitat are required to donate a \$30 per person pledge which helps fund our housing projects. Typically, a Habitat home in Ann Arbor costs \$50,000 to build! Your group is responsible for the total amount pledged, whether all volunteers show up or not.
- Checks should be made out to “U of M Habitat for Humanity”. If your group is registered with SOAS, funds can also be transferred from your account to Habitat’s account.
- Payment is required one week before the Build Day. If your group must cancel the Build Day less than a week before the scheduled date, we will not be able to refund the donation. If payment is not received a week before the Build Day, the reserved Build Day may be canceled.

III. Transportation

- Habitat for Humanity at the University of Michigan provides transportation to our volunteers. You do not need to provide transportation for yourself, but you may choose to do so.
- In order to coordinate transportation, we ask that you meet at the Ginsberg Center (on the corner of Hill and East University) on the morning of your Build Day. Please ensure that all of your members arrive to the Ginsberg Center on time. The Volunteer Coordinator will give a more specific time closer to your build.

IV. How to Prepare Yourself for the Worksite

- Wear old clothes. Wear clothing you would not mind getting stained with paint or ripped.
- Wear durable shoes (work or hiking boots preferred). The work site is often times very slippery, it is important to have good treads. Also, strong, thick soles are important as there are lots of nails on the ground and shoes such as sneakers puncture easily.
- Dress for the weather; we work in all conditions. On any given day, you could be working either indoors or outdoors so wear lots of layers and be prepared for anything.
- If you have your own tools, you may bring them; however, they are by no means required. Habitat for Humanity provides all of the tools and safety equipment necessary for the project at hand. Be sure to mark your own tools if you do choose to bring them.
- All volunteers are required to sign in at the work site and complete a waiver of liability. Completing these two documents accurately and thoroughly is extremely important to our organization, so please take the time to do them correctly.

V. Food and Water

- Habitat for Humanity does not provide lunch. You must either inform your members to pack their own lunch bags or tell them to bring money to buy lunch with. Most people choose to eat out for lunch, and we will always provide the transportation to do so. Additionally, some groups choose to order pizza and have it delivered to the house. If you choose this option, please let the Volunteer Coordinator know.
- Volunteers with special dietary needs that are not readily available at most restaurants should plan on packing their own lunch.
- Habitat for Humanity provides water on site, but volunteers are always encouraged to bring their own water to cut down on waste.

