



# Women Build- Build Day Planning & Preparation

**Work to be Completed:** All jobs are subject to change based on productivity of teams before you, number of volunteers per work day, and weather.

**Safety Waivers:** *Please note that each volunteer must have a signed safety waiver.* When you register on GiveGab, you are asked to sign a digital waiver. If you have not registered on GiveGab, you will be asked to sign a paper copy of the waiver at the build location. One waiver is good for an entire calendar year, so if you enjoy your time and choose to volunteer again, you will not need to fill out a new waiver until January of the following year.

Log into GiveGab: [https://www.givegab.com/users/sign\\_in](https://www.givegab.com/users/sign_in)

Register for Women Build on GiveGab: <https://www.givegab.com/campaigns/women-build-2024>

*\*\*Volunteers must be 16 or older to be on a job site. Groups with minors 16 and/or 17 years old must have an adult chaperone 25 years of age or older 1 to every 3 minors.\*\**

**Safety Prep:** Habitat for Humanity of Northern Fox Valley takes safety very seriously. Safety is always an important consideration at our construction sites. Building construction can be dangerous—especially when inexperienced workers are involved. Your personal safety and the safety of your team must be considered at all times. Habitat has developed a set of online classes which go over site safety in detail: <http://hfhaffiliateinsurance.com/volunteers/> We recommend taking the “**Volunteering On A Habitat for Humanity Job Site**” and “**You Are Exposed: General Affiliate Safety**” courses, but you are more than welcome to take any of the other 100+ courses in English and Spanish as well.

Volunteers may also watch an 8-minute safety video by logging onto VolunteerUP and clicking on the “Safety Video” tab along the top, or by following this link: [http://www.youtube.com/watch?v=2\\_VH0Fh2l0o](http://www.youtube.com/watch?v=2_VH0Fh2l0o)

## **Work Day Schedule:**

*Please arrive early.* Parking issues and traffic can slow down the day if we are waiting for individuals.

Plan to arrive by 8:15.

8:30am— Volunteer Safety and Orientation

9:00am— Begin Working

12:00pm—Lunch Break

1:00pm— Resume Working

3:30pm— Clean-Up

4:00pm— End of Day

**What to Bring:** Water will be provided but we recommend volunteers bring their own water bottle as well. Lunch arrangements have been made for your team including vegetarian meals for those who have notified us. If you have any other dietary restrictions, we recommend you bring your own sack lunch. Habitat provides all of the tools, but you are welcome to bring your own so long as they are clearly labeled with your name.

**Dress Code:** Women Build t-shirts have been provided to all volunteers so long as they have registered on GiveGab. If you have not collected yours yet, we will have some on the build site for you. Dress weather appropriate, as you may be working on both interior and exterior projects. Close-toed shoes, such as work boots or steel-toed shoes, are required. Pants should fully cover legs and be made out of sturdy material such as denim. *No yoga pants or camisole tank tops* are allowed on site, as they do not offer the proper amount of skin protection.

**Cancellations and Updates:** On build days that are weather dependent, volunteers will be notified via email by 7:30am if the build day has been cancelled. Each job site will be considered independently, with the decision of canceling determined by the Project Director responsible for said job site. Determination will be based on numerous items, including work scheduled for the day, forecast, current conditions, availability of non-weather dependent work, etc. When possible, your team may be moved to another project, which will provide work that is non-weather dependent. Volunteers will not be moved to other sites if all other projects are full for the day.