

EVENT / ACTIVITY: Habitat for Humanity Build

POC:

CONTACT INFO:

Phone

Email

WHEN OCCURS: Once per year in late Spring, depending upon Habitat scheduling

MANPOWER NEEDED AND TIME COMMITMENT: 1 Kiwanian coordinator (several prep and post hours along with Build day)

Several Kiwanians for Build day (? Hours.). Builders are required to take a Safety Course through Habitat

Lunch volunteers to bring food to site

PROCEDURES: (Refer to Continuity Book for procedure specifics)

Pre-Build:

- Contact local Habitat organization to secure a Build day. Prefer late Spring weekend
- Secure list of Build volunteers. Ensure they know the requirement to take Safety Course before Build day

Build Day

- Assembly point
- Start instructions and what to have volunteers wear and bring to site
- Ongoing instructions
- Instructions for Lunch providers
- End of Day clean up

Post Build

- Number of volunteers and hours to club secretary
- Receipts for reimbursement to club treasurer
- Write After Action Report for club President and place copy in Continuity Book