

Rebuilding Together * Portland

House Captains Orientation Agenda: March 6, 2008

Welcome and Introductions:

1.) Critical Role of the House Captain:

- Interface with the Homeowner
 - You Determine the Scope of Work
 - Order or Provide Materials/Supplies
 - Coordinate and Assign Duties to Volunteers
 - Face of Rebuilding Together to the community
- “90% of what Homeowners & Volunteers think about RT is how they view their House Captain”**

2) Timeline Review:

- Meet with Your Homeowners by 03/24/08
- Review Lead Based Paint Brochure with Homeowners
- Determine Actual Scope of Work
- Specify & Submit Materials order as early as possible **but no later than 04/04/08**
“If RT day arrives and the proper materials aren’t on site the day won’t be as successful as it could be”
- Specify Volunteers needed (Skilled & Unskilled)
- Request Skilled Trades if Needed
- Complete and return Paperwork (Homeowner Agreement & Scope of Work Form)
- Designate a Liaison from your crew to be with your Homeowner and help with your paperwork
“Delegate”- You are the Key to the Whole Projects’ Success”
- Designate a Picture-Taker/ Video Person for Before/During /After Pictures
- Schedule preliminary/prep work to be done prior to RT workday (04/26/08)
“Don’t Start What You Can’t Complete” (you are responsible to finish)
- Contact your Volunteers to confirm their commitment
- Ask Volunteers to bring: Ladders/Yard Equipment/Hand Tools etc.
- Pick-up Materials from the Warehouse (at the University)
- Review Safety Procedures, Lead Paint Safety Guidelines w/ Volunteers
- Collect Signed Volunteer Waivers for your Area Captains.
- Complete **all** Work Started and Clean up
- **Remind all volunteers about the “End of the Workday Pasta Feed” at U of P**
- Complete House Captain Evaluations and Return by 05/02/08.
“Stick to Your Deadlines ”

3.) Review contents of House Captain Packet

4.) House Selections

Thank You for Your Time, Talents and Volunteerism !!!!!