



# Organizing a Group Volunteer Experience

Group volunteer opportunities exist on our homebuilding sites, in our warehouse, and in our ReStore. The first step to scheduling a group volunteer day is identifying a **Group Leader** to organize the volunteer experience. The Group Leader must then complete and submit a **Group Intake Form**. Please return this form to our office **at least one month** prior to the day you would like to volunteer. Once the form has been reviewed, a member of the Volunteer Team will contact you to confirm your volunteer day.

The Group Leader's responsibilities include:

- **Recruiting group members:** Groups are limited to a maximum of 12 people. Please note that we typically cannot accept larger groups at a single site, but may consider scheduling an additional group slot at a second site if you have more than 12 volunteers. It is also important to remember that once you have committed to a specific number of volunteers on a specific day, **it is imperative that you do not substantially increase or reduce the size of your group.**
- **Fundraising:** Habitat for Humanity is a 501 (c) (3) nonprofit charitable organization, and we rely upon your generosity to provide the land, materials, supervision, training, financial management and ongoing Partner Family support that our programs require. To offset costs, volunteer groups engage in some level of financial or material/service project sponsorship. **Corporations, businesses, foundations and large congregations** typically provide at least \$5,000 per work day or pursue named sponsorship opportunities at the \$20,000-\$100,000 level. (Please contact the Development Officer and/or Executive Director for a comprehensive proposal.) We ask **small business teams and branch offices** to raise at least \$1000. All other groups, including **school-based, faith-based, and other nonprofits** are encouraged to raise a minimum of \$250. Individual group members may wish to use a Pledge Sheet to obtain sponsorships or matching gifts from friends, co-workers, relatives, etc. Please make all checks payable to "Greater Cleveland Habitat for Humanity" and deliver or mail your group's donation to our office **at least one week** prior to the work day. Each gift will be acknowledged directly within three business days, so please provide name, address, and phone number of individual donors.
- **Attending a Volunteer Orientation Session:** When organizing a group volunteer experience, it is important for at least one group representative to attend a Volunteer Orientation Session. Sessions last about an hour and are held twice a month at our main office. The Session will cover a history of our organization, our work in Cleveland, current volunteer opportunities, and safety and expectations when volunteering. Volunteer Registration Forms and Liability Waivers will also be available.
- **Informing group of expectations:** Once the Group Leader has attended a Volunteer Orientation Session and familiarized them self with the Volunteer Manual, it is their responsibility to communicate important information such as age requirements and restrictions, what to bring and wear, weather guidelines, necessary signed forms, etc. to the members of their group.
- **Returning completed Volunteer Registration Forms and Liability Waivers:** All forms must be signed and returned to the office prior to the work day or brought to the work site and turned in at arrival. Please note that volunteers who are between the ages of 14 and 17 must be sure to include a parent or legal guardian's signature.
- **Ensuring the group arrives on time:** Habitat Supervisors are on site and ready to begin work at 8:30am. It is vital that your group **arrives on time** to make the day a success.
- **Managing the Daily Sign-in Form:** All volunteers must sign-in prior to volunteer work beginning. A sign-in sheet will be provided at each volunteer location.

Greater Cleveland Habitat for Humanity | 2110 W. 110<sup>th</sup> Street, Cleveland, OH 44102  
p: 216-429-1299 f: 216-429-3629 | [www.clevelandhabitat.org](http://www.clevelandhabitat.org)