



LEADERSHIP ON THE JOB SITE

1. Serve as a "Crew Leader" for one house
2. Meet and greet the volunteers
3. Read Devotion and Prayer to volunteers

HOUSE CONSTRUCTION

4. Site Prep/Lot Clearing
5. Trusses
6. Roofing
7. Interior Framing
8. Install Windows and Doors
9. Insulation
10. Hang Drywall
11. Painting (Interior and Exterior)
12. Install Linoleum Tile Floor
13. Interior Trim
14. Landscaping
15. Clean Up

CONSTRUCTION SUPPORT

16. Serve on the **Build Committee**
17. Help organize the tool trailers
18. Perform Quarterly Inventory of Tools
19. Coordinate Tool Drives
20. Seek donations of building materials and tools
21. Lead on-site Training for Volunteers

HOMEOWNER INVOLVEMENT

22. Serve on **Family Selection Committee**
23. Identify/screen/interview applicant families
24. Recommend families for home ownership
25. Serve on **Family Support Committee**
26. Become a Mentor for a Partner Family
27. Help families understand homeowner duties
28. Monitor "sweat equity" compliance
29. Help coordinate/facilitate orientation meetings
30. Recruit people to lead homeowner classes
31. Help set up and conduct Home Information Meetings

FRIEND RAISING

32. Serve on a **Volunteer Committee**
33. Meet and Greet volunteers/Sign in
34. Read devotion and prayer at build sites
35. Coordinate volunteer recognition activities
36. Coordinate volunteer training and orientation
37. Coordinate lunches on build sites
38. Help recruit, schedule, follow up with volunteers

39. Historian- organize photos into scrap books
40. Take photos at events and construction sites
41. Teach Change Your World summer camp
42. Place Thank You calls to volunteers

YOUTH PROGRAMS

43. Support High School Habitat chapters
44. Work with High School chapters to ensure that they are following affiliate guidelines.

FUND RAISING AND DEVELOPMENT

45. Assist in Grant writing
46. Coordinate and plan special events
47. Coordinate corporate sponsorship of projects
48. Plan/develop/administer fundraising activities
49. Develop and carry out donor recognition plan

CHURCH RELATIONS

50. Serve on the **Faith Relations Outreach**
51. Help coordinate church relations activities
52. Coordinate church sponsorships of projects
53. Maintain regular contact with one or more churches
54. Encourage Habitat activity within your church
55. Coordinate Collegiate Challenge program
56. Coordinate church involvement with Rock-a-Thon
57. Organize clergy breakfasts
58. Maintain Church Database
59. Submit info to churches for church bulletins
60. Involve churches in Apostle Build

LEADERSHIP COMMITTEES

61. Habitat for Humanity of Martin County Board
62. Land Acquisition
63. Construction/Building
64. Family Selection
65. Family Support
66. Hospitality
67. Faith Relations Outreach
68. ReStore
69. Women Build
70. Rock-a-Thon
71. Development

HOUSE PROPERTY SELECTION

72. Serve on the **Land Acquisition Committee**
73. Drive a designated area weekly to look for property
74. Research average property costs in designated areas
75. Maintain records of current property costs
76. Maintain a list of potential property options

OFFICE WORK

- 77. Data entry
- 78. Update and maintain database
- 79. Answer phones
- 80. Work on bulk mailings and direct mail campaigns
- 81. Filing

RESTORE SUPPORT

- 82. Serve on **ReStore Committee**
- 83. Serve as a clerk in the ReStore
- 84. Serve as Greeter in the ReStore
- 85. Pick up donations
- 86. Assist with Salvage Deconstruction projects
- 87. Collect contact information from customers
- 88. Solicit donations
- 89. **Appliance Tester**
- 90. Sort merchandise
- 91. Assist with special promotional sales
- 92. Prepare donated items for display
- 93. Load / Unload delivery trucks or customer vehicles
- 94. Data Entry: enter donations into inventory
- 95. Price donated items received
- 96. Assist customers
- 97. Clean/Dust/Organize showroom area

GIVE A GIFT TO HELP BUILD HOUSES

- 98. Sponsor a house and provide volunteers
- 99. Co-sponsor a house and provide volunteers
- 100. Purchase something from the ReStore
- 101. Donate Tool trailer, flatbed truck or pick-up trucks
- 102. Donate corporate team-building employee hours
- 103. Donate building materials or sub-contracted work/labor
- 104. Donate copy paper and other office supplies
- 105. Make a donation of any amount
- 106. Printing costs
- 107. Donate roll of stamps for mailing
- 108. Signage sponsor
- 109. Attend special events
- 110. Pray for our goal of wiping out poverty housing around the world

Name _____

Address _____

City, ST, Zip _____

Phone Number _____

Email _____

Area(s) of interest _____

Do you have experience in any particular area?
Please explain:

Affiliation: Church, Group, etc

Please return by mail or fax to:
Habitat for Humanity of Martin County
Attn: Mary Jones
2555 SE Bonita St.
Stuart, FL 34997

Office: 772-223-9940 ext 226
Cell: 772-528-7363
Fax: 772-223-9970
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