

House Captain _____ Homeowner _____

Site Address _____

House Captain Morning Meeting Checklist

All volunteers will be notified to meet at 8:30am at the project site. Once all the volunteers have checked in, gather as a group and:

- Thank all the volunteers for coming
- Introduce yourself, the First Mate, the Safety Coordinator, Team leaders, Supply Runners and any other key volunteers
- Explain everyone's role.
- Emphasize safety. Only skilled experience workers should operate power tools. Two people to any ladder over 4 feet high; one is to hold. Point out the need to keep an eye out for hazardous substances. Refer to the safety poster at the worksite. Describe what to do if someone is injured. **Point out the Safety person if crew is larger than 5 persons.** Point out the location of the first aid kit.
- Acknowledge the help of the skilled trades people. Home Sponsor(s) and volunteer groups present.
- Give volunteers the bigger Rebuilding Together picture. Tell them they are a part of a nationwide effort (250 affiliates across the county) involving 250,000 volunteers repairing more than 7,800 houses and non-profit facilities—with most of the work occurring in this same weekend throughout the nation!
- Introduce the Homeowners(s)/Facility Rep(s). Have them say a few words if possible.
- Provide an overview of the work to be done at the house.
- Tell volunteers where to find supplies and tools.
- Tell volunteers who to notify if they can't find a particular tool or supply.
- Explain the lunch schedule, photo-shoot plan, location of restrooms, food and drinks (if applicable) and other logistics.
- Everyone must sign the volunteer Waiver Form. No Waiver= No T-Shirt = No Work! Ask them to report anyone without a T-shirt, as they shouldn't be on site
- Pump everyone up! This will be a great day of hard and rewarding work! Our priorities are safety, fun and production.**