

## TEAM BUILD DAY: Your team can make a difference!

### HOW DOES A TEAM BUILD DAY WORK?

Team Build Days are unique opportunities for corporations and community groups to participate in a Habitat for Humanity build, and no experience is required! Whether your group is skilled in the construction field or have never swung a hammer before, being part of the Team Build Day program is for everyone.

Your day will start at 8:45 a.m. and we make sure everyone gets hardhats, work boots, a morning orientation, and most importantly - safety training.

Our construction staff will divide everyone up that day into task groups. Each task group will have a team lead, one of our experienced volunteers who will guide their crew that day. Each volunteer plays an important role. You could be sweeping floors, landscaping, putting up siding or painting. Every task we do is vitally important.

Habitat Homeowners, like Melissa and Detlef, fulfill their dreams of homeownership by volunteering 500 hours. You could be working right alongside a Future Homeowner!



Melissa and Detlef and their two sons Bruce and Clyde now call Wellesley home (our first rural build site). As homeowners, Melissa and Detlef are able to focus on their dream: to own a small organic farm that delivers fresh produce directly to their neighbour's doors.

Melissa lights up when she talks about their new neighbourhood – “there is a real spirit of welcome,” and it is “humbling and inspiring to see the community support the building of our new home.” Even Melissa's son, Bruce, has been impacted by Waterloo Region's awesome support, and has vowed to become an “inventor that builds things to help people.”

Habitat for Humanity Waterloo Region envisions a world where everyone has a safe and affordable place to live.

Volunteers in our community help us build affordable housing which we then sell back to families in need with an interest-free mortgage. We could not build these homes without the generosity and kindness of donors, volunteers, corporate teams, and sponsors like YOU!

## THE GIFT THAT KEEPS ON GIVING!

Give us one day and we'll give you in return countless happy days. Team Build Days:

- ⇒ Build team spirit within your organization
- ⇒ Create new opportunities for your company to support the community in which you operate
- ⇒ Increase the morale of your employees
- ⇒ Improve your ability to attract and keep high-quality employees
- ⇒ Have a positive impact on employee productivity
- ⇒ Provide new opportunities for training, professional development and career development
- ⇒ Strengthen personal, professional and business network
- ⇒ Promote physical, emotional and mental health
- ⇒ Allow your employees to feel good about using their skills they already have in a new setting
- ⇒ Create a playground for employees to learn new skills and broaden their experience



## IT'S A WIN-WIN! WE BOTH GET SO MUCH.

Come build with us and let us provide you with all of this:

- ⇒ Hearty lunch and snacks to fuel your day
- ⇒ Memento t-shirts for each team member
- ⇒ Exposure on our social media sites
- ⇒ Keepsake group photo. Share it! Show the world you're impacting your local community as a Team
- ⇒ Listing of your organization in our annual impact report and newsletters
- ⇒ Logo exposure at the build site
- ⇒ Invitation to our annual, signature event: Family Dedication – see families get their homes

Invest \$2,500 for a group of up to 15

Book now and make a difference!

[volunteer@habitatwr.ca](mailto:volunteer@habitatwr.ca)

## TEAM BUILD DAY: What to expect and how to prepare!

### Build Site Address:

242 Kehl Street

Kitchener, ON N2M 2V2

Nearest intersection: Homer Watson Boulevard & Ottawa Street

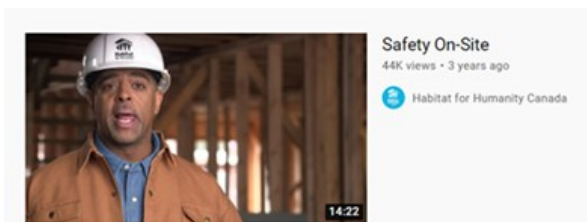
### Agenda

**Arrival:** 8:45am (Coffee, light snack)  
**Orientation:** 9:00am - 9:30am (Orientation/Safety Quiz)  
**Break:** 10:30am (Snacks provided)  
**Lunch:** 12:30pm (Provided)  
**End of day:** 2:30pm

- Everyone must register through the link provided by your Team Liaison - registration instructions can be found on the next page of this document
- The build day starts with our mandatory safety orientation
  - **Late-comers risk being sent home**
- Come dressed in layers for the weather – **long pants are required**
- Bring a reusable water bottle
- **If you are bringing your own personal protective equipment (PPE), please ensure that you have a CLASS E, TYPE 2 hard hat and CSA approved, GREEN PATCH safety footwear. We have some onsite you can borrow, if needed.**
- A 15-minute [safety video](#) must be watched before coming on site (see below) - there will be a quiz done onsite, based on the video
- Please park at the Concordia Club - the [parking pass](#) can be found at the end of this document (please print and put on your dashboard). The walk from Concordia Club is less than 5 minutes.

Come ready to have a fantastic and impactful day.

Watch Safety Video [HERE](#)





## TEAM LIAISON CHECKLIST

We're looking forward to hosting your team. Please refer to the check list below to ensure your team has an awesome build day.

### Registration

- Pick a date(s) that works for your team and confirm with Habitat Waterloo Region  
**Wednesdays and Thursdays are build days**  
**May - October**  
10 - 15 people max (+ optional 2 in the hospitality kitchen)  
**November - April**  
10 people max
- Select your build day "team liaison" as the internal point of contact

### Build Your Team

- Promote your build date internally and determine how you will recruit volunteers. You can print and post the promotional poster at the end of this document.
- Once your team members have been determined, send them the registration link and Team Member package that was shared with you.
- Confirm your team numbers with Habitat Waterloo Region staff **two weeks prior to the build**

### Countdown to your Build Day

- Schedule team build in your team members' calendars
- Follow up with team members to ensure they have registered  
(Habitat Waterloo Region can provide a list of registered volunteers)



## TEAM LIAISON CHECKLIST

- Encourage team members to read the build information package, and to print the provided parking pass
- Provide your company logo to Habitat Waterloo Region two weeks prior to your build day
- Pay for your team build experience. An invoice will be provided, and is due upon receipt. Cancellations within 3 weeks of build day will not be refunded.
- If you are collecting donations, please use the Team Build Donation Form provided later in this document
- Please bring/send all donations and team build payments to our main office: 120 Northfield Drive East, Waterloo ON N2J 4G8. Please make all cheques payable to: Habitat for Humanity Waterloo Region
- Inform the Volunteer Coordinator if there are registrants that need to cancel and if any other team member will be replacing them (please refrain from doing this on the day of your build)

### Optional

- Encourage your team members to use the “out of office” image provided in the email from Habitat Waterloo Region
- Share your excitement on social media leading up to and during your build day ([Facebook](#) | [Instagram](#) | [Twitter](#)) You can like and share our posts about your day too!
- After your build day, forward and post your group photos on social media (please allow 2 business days for posting)
- Attend our annual dedication ceremony (usually in the fall), and see how your team helped local families in need achieve stability through homeownership



## Team Member Checklist

### Registration

- Click on your team's custom registration link provided by your Team Build Liaison
- Fill out the online form (using proper punctuation please), review the volunteer waiver, and click "submit"
- You will receive a confirmation email within 30 minutes. Please review this email carefully as it outlines all the information you need to experience a successful team build. You will also receive a reminder email 3 days prior to your shift.
- Schedule your build day in your calendar
- If you need to cancel your shift, or make any other changes, please contact [volunteer@habitatwr.ca](mailto:volunteer@habitatwr.ca) or your Team Build Liaison

### Countdown to Build Day

- Please read through this document and anything shared by your Team Build Liaison carefully
- Print the provided [parking pass](#) and familiarize yourself with the parking instructions
- Share your excitement on social media ([Twitter](#) | [Facebook](#) | [Instagram](#))
- Keep an eye on the weather so you can come prepared on your build day
- Pack for your build day:
  - We Provide: t-shirts, hard hats, footwear, tools, lunch, on site potable water, and washrooms
  - Please Bring: sunscreen, weather appropriate clothing and a smile

### Build Day

- You're prepared! Especially if you've read through all these details carefully
- Bring your [parking pass](#) and please arrive ready to work at 8:45am
- Have fun!



Waterloo Region

# VOLUNTEER PARKING PASS



**CONCORDIA CLUB**

CELEBRATING GERMAN HERITAGE SINCE 1873  
HOME OF OKTOBERFEST SINCE 1967

**429 Ottawa St. South**

**Kitchener**

Please park in the far corner of the lot closest to Ottawa St.

Place this pass on your front dashboard

\*No parking during Oktoberfest\*

**Thank you to the Concordia Club for so generously providing parking for Habitat  
Waterloo Region!**





# every team can make a difference



Join a Habitat Build Day and help transform the lives of a family through affordable homeownership.

It's a one-of-a-kind opportunity to learn new skills while connecting with the rest of your team. Sign up today!

