

Welcome SE Valley Lutheran Coalition Volunteer!



Habitat for Humanity®

Central Arizona

Southeast Valley Lutheran Coalition

Volunteer Information Packet

Scheduled Day and Times:

Tentative Start Date 10/26/2019

- 10/26—10/31: 6:30 AM –12:00 PM
- 11/1—2/8: 7:30 AM-1:00 PM

Please arrive 15 minutes prior to start to sign in and attend the morning meeting.

Schedule Updates will be sent by email from - SEVLHabitat @ gmail.com

Build Location: Lot #37093

1421 S 13th Ave
Phoenix, AZ 85007



Age Restrictions:

- 16-17 yrs. old cannot use power tools nor work on the roof.
- Youth must wear be identified as “youth” on their name tag.
- Volunteers must be at least 16 years old to volunteer on site (according to the Youth Employment Act of AZ).**

What to Wear:

- Dress with safety in mind.
- CLOSED-TOE and back shoes.
- SLIP-ONS are not permitted.
- Work boots are preferred but thick-soled tennis shoes will be allowed. Please make sure that tennis shoes have a solid grip on the sole.
- Please wear “work clothes” or clothes you don’t mind getting dirty or potentially ruining. A belted or elastic waistband is preferable.

What to Bring:

- Water Bottle (We provide water and small cups.) Sports Drinks
- Sun Block
- Food: Lunch will be provided by the Lutheran Coalition.
- Tools (Habitat provides all hand tools, power tools, aprons and supplies.)

Type of Construction Work:

- No experience is necessary. Volunteers are guided by trained Habitat leaders through the task of the day.

Rain Hotline:

- If it is raining, please call our Rain Hotline to see if the sites are open: 602-262-8679.



***What will
you build?***



Construction Safety Overview

The job site is often a place full of activity. Please be aware of safety at all times. You are responsible for your own safety as well as the safety of others. If you see something unsafe, please mitigate the problem or notify your Habitat leader. No one under 16 years old is permitted on or around the active construction site.

All volunteers must sign a waiver before participating in construction. Volunteers should carry medical identification and emergency contact information on the job site.

Power Tools

- Always follow specific directions from your site supervisor regarding the use of tools.
 - Before operating any power equipment, always seek instruction from the Habitat leaders.
 - Be sure to wear safety glasses when using power tools.
 - Inspect the cords, outlets and blades before using.
 - Do not disable any safety features.
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Roofs and Ladders

- Please exercise caution
 - Use a partner to steady a ladder and make sure A-frame ladders are always fully extended.
 - Place on a stable surface and take the time to move the ladder rather than leaning out too far.
 - When working on the roof, move slowly and carefully and NEVER walk backwards.
 - Never lay anything down on a roof. Be careful with tools and other objects so that they do not fall off and injure others. Be aware of people working above and below you.
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Lifting and Carrying

- When lifting, stand close to the load, bend your knees, grasp firmly, and then lift by straightening your legs.

Flexibility and patience are important on a worksite.

Saturday Volunteer Schedule

| Week | Date | Lunch By: |
|------|------------|---------------------------------------|
| 1 | 10/26/2019 | Mountain View |
| 2 | 11/2/2019 | Esperanza |
| 3 | 11/9/2019 | Holy Trinity |
| | | |
| 4 | 11/16/2019 | Desert Cross |
| 5 | 11/23/2019 | Mountain View |
| H | 11/30/2019 | Closed for Thanksgiving |
| | | |
| 6 | 12/7/2019 | Esperanza |
| 7 | 12/14/2019 | Holy Trinity |
| H | 12/21/2019 | Closed for Christmas |
| | | |
| H | 12/28/2019 | Closed for Christmas |
| 8 | 1/4/2020 | Desert Cross |
| 9 | 1/11/2020 | Mountain View |
| | | |
| 10 | 1/18/2020 | Esperanza |
| 11 | 1/25/2010 | Holy Trinity |
| 12 | 2/1/2020 | Desert Cross |
| | | |
| 13 | 2/8/2010 | Mountain View |
| 14 | 2/15/2020 | Esperanza |
| 15 | 2/22/2010 | Holy Trinity |
| | | |
| 16 | 2/29/2020 | Desert Cross |
| 17 | 3/7/2020 | Dedication-Homeowner or Mountain View |
| | | |

How Can I Get Involved?

1. **Building the Home-** Be a volunteer to pound nails on Saturdays! No experience required, our Team Leaders will show you how!
2. **Provide a Lunch for the volunteers-** typically we have 25-30 volunteers ready for lunch at 11:00AM, see lunch instruction sheet.
3. **Play in our Golf Fund Raiser-** Coming up is April 2020 at the Legacy Golf Course in Phoenix.
4. **Support this Mission Financially-** Use the State Tax Credit for Programs That Benefit the Working Poor to get a dollar for dollar credit. Some details below:

Because Habitat qualifies as an eligible charity, donations to Habitat are eligible for a dollar-for-dollar tax credit of up to \$400 for single and \$800 for joint filers.

To Claim the Credit You Must:

- be an Arizona resident
- complete Arizona tax form 321 to file with your state tax return
- postmark contributions or make them online by April 15th

Do I have to itemize to claim Charitable Tax Credits?

No, You do not have to itemize deductions to claim a credit for contributions.

Can I take the Working Poor Tax Credit if I take the School Tax Credit?

Yes, they are separate credits and you are allowed to take advantage of both

How do I know Habitat qualifies for the credit under this program?

Qualifying organizations are required to send the Department of Revenue a self-certification letter stating that they meet all qualifying criteria. The Department in turn publishes a list of self-certified organizations. You can request a list from Department of Revenue in Phoenix at 602.255.3381 or you can go to the Arizona Department of Revenue website at www.azdor.gov.

Donating is easy at <https://habitatcaz.org/donate/individual-donation/>

***When making your donation be sure to let Habitat for Humanity know that you are doing so on behalf of the Southeast Valley Lutheran Coalition:*

- Mountain View Lutheran Church
- Esperanza Lutheran Church
- Desert Cross Lutheran Church
- Holy Trinity Lutheran Church