

All students, regardless of project option, are required to

- attend an orientation in early summer
- attend a home dedication ceremony
- turn in a brief final essay about their service

### **Volunteer Recognition**

Habitat Bucks has a comprehensive volunteer recognition program intended to show our appreciation to volunteers who have made a long-term commitment or who have otherwise shown tremendous dedication to the organization. This includes an awards dinner, a Volunteer of the Month award, and recognition for achieving hours of service milestones.

#### **Duties:**

- Put together VOTM awards, interview recipients for a brief write-up
- Send 50 hour t-shirts on a monthly basis
- Assist with preparations for annual awards dinner

### **Bulletin Board Design**

An informational bulletin board is located at the Emerald Hollow construction site to post upcoming events and opportunities and to inform construction volunteers of relevant Habitat news. This project involves keeping the board updated and visually engaging.

#### **Duties:**

- Create materials and decorate the bulletin board on a monthly basis
- Coordinate information to be publicized with the Volunteer Associate

### **Non-Profit/Community Service**

It takes much more than the swinging of hammers to help families in need achieve the dream of home-ownership. Both construction and office staff, as well as a myriad of volunteers conduct a wide variety of tasks that ultimately increase awareness, raise funds and put families into homes. This project allows you to experience Habitat for Humanity from all angles.

#### **Duties:**

- Complete 1/3 of required hours on something construction related, like working on site or interviewing construction crew members
- Complete 1/3 of required hours on something administrative, like working on office projects or shadowing staff
- Complete 1/3 of required hours on a special project, like attending or leading special events, creating materials, serving on committees, or anything that incorporates your unique interests and skills.

### **Fund Development**

Without funds from donors, grants, foundations, etc. we would not be able to fulfill our mission of providing affordable housing in Bucks County. Being able to successfully raise funds is a tremendous skill in the business world. This project gives you the opportunity to develop that skill and learn about various fundraising strategies used by non-profits.

#### **Duties:**

- Shadow members of the Habitat Bucks Fund Development Department
- Organize and lead a fundraiser to benefit Habitat Bucks

### **Photography**

The best way to get people interested in Habitat and our mission is to show them what we are all about. Pictures are an excellent way to do that. We have many venues through which photos can be presented, including our website, newsletter and site bulletin board. This is an excellent way to build a portfolio if you are thinking of a career in photography.

#### **Duties:**

- Photograph volunteers working on the construction site on a regular basis
- Photograph homes at each stage of construction
- Attend and photograph Habitat special events, like dedications and fundraisers
- Photograph volunteers being recognized for our newsletter or other programs

### **Holiday Card Contest**

Every fall, Habitat Bucks holds a contest open to local artists to design a holiday card. These cards are printed and sold to raise funds for Habitat. Volunteers serve as contacts with businesses selling cards on our behalf. This project runs from September through early January.

**Duties:**

- Decide with Habitat staff which businesses to approach
- Contact businesses to determine what they want to sell
- deliver additional cards to businesses as needed
- pick up any remaining cards from businesses in January

**Photography-Women Build**

Women Build is a year-long program that includes planning meetings, training clinics, fundraisers, build days on site and publicity events. It culminates in a week-long building event in October which includes an opening and closing ceremony as well as a tour and luncheon for sponsors.

**Duties:**

- Attend and photograph 5-10 Women Build events/activities
- Create a women build photo album and poster using collected photos

**Construction-Donation houses**

People will not make a donation if you do not ask. So at every event we host or attend, we place a donation box in the shape of a house. Our current "house" is large and difficult to move. We need a few smaller, easily transportable houses.

**Duties:**

- Build 2-3 collection houses in the design and of the materials of your choice

**Connections Email Newsletter**

Connections is a quarterly email newsletter that keeps students, teachers and clubs informed about events, recent successes, and the progress of the current building project. Students are needed to serve as writers and editors for the newsletter. Applicants for both positions should possess creative writing skills, an enthusiasm for service, and an eye for details.

**Duties-Writers:**

- Attend specific Habitat events
- Develop story ideas
- Conduct interviews
- Write articles
- Update newsletter information

**Duties-Editor:**

- Determine newsletter content with Habitat staff
- Proofread submitted stories
- Maintain contact with writers

**Family Programs**

Helping families achieve homeownership is our ultimate goal. Our staff and volunteers assist them through the process of completing their sweat equity hours and preparing in various ways to be homeowners. We hold applications days to gather information from those who are interested, workshops for those in the program, and a home dedication ceremony for those that have succeeded in purchasing their own home. Supporting these events is what this project is about.

**Duties:**

- Assist with family holiday program, including organizing the purchase and distribution of gifts to partner family children
- Assist with application day preparations and organizing babysitting
- Attend a Family Selection Committee meeting and a Family Support Committee meeting
- Research and compile a report on poverty and homeownership statistics in Bucks County, and compare to other Habitat affiliates