



www.rebuildingtogethernashville.org

COMMUNITY PARTNERSHIP AGREEMENT

Rebuilding Together Nashville (RTN) relies on the generous support of businesses, organizations, congregations, and individuals throughout the Nashville area. We salute your community spirit and gratefully acknowledge your generous support. Together, we bring safe and healthy homes to families in need.

Name of Sponsoring Organization:			
Address:			
Name of Primary Contact:			
Address (if different from above)			
Daytime Phone:		Cell Phone:	
Fax:		Email:	

Partnership : Please check the box or boxes that apply to your partnership with RTN. Note that your contribution is tax deductible (RTN is a 501(c)(3) organization). The attached “Partnership Benefits” page has a detailed listing of the benefits associated with each of these levels.

- | | |
|---|--|
| <input type="checkbox"/> \$100,000+ Civic Partner | <input type="checkbox"/> \$5,000 Block Partner |
| <input type="checkbox"/> \$50,000 Civic Leader | <input type="checkbox"/> \$3,500 House Partner |
| <input type="checkbox"/> \$25,000 Community Leader | <input type="checkbox"/> \$1,000 Neighbor |
| <input type="checkbox"/> \$10,000 Community Partner | <input type="checkbox"/> \$500 Friend |
| <input type="checkbox"/> \$7,500 Neighborhood Partner | <input type="checkbox"/> Other \$ _____ |

Volunteers

- Yes, we would like to volunteer as a House Management Team. If yes, please complete the “Volunteer Preferences Form”.
- We wish to volunteer, but not as a House Management Team. If yes, please complete the “Volunteer Preferences Form”.
- No, we are not able to volunteer at this time

Signature _____ **Date:** _____

(By signing this document, you are pledging a partnership rate to RTN on behalf of the organization listed, with an understanding of the partnership benefits associated with this level of giving. RTN can follow-up with an invoice if needed.)



PARTNERSHIP BENEFITS 2011-2012

All gifts are tax-deductible and greatly appreciated. Tax ID # 62-1593904.

CIVIC LEADER – \$100,000 AND ABOVE

- Customized activities designed to have a lasting impact on preserving affordable homeownership
- Team building experience for 75-150 volunteers
- Civic Leader benefits

CIVIC PARTNER – \$50,000-\$99,999

- A Rebuilding Day Event designed to build goodwill and visibility and meet community need
- Team building experience for 50-75 volunteers
- Community Leader benefits

COMMUNITY LEADER – \$25,000 to \$49,999

- A profile of your group on the "Our Sponsors" page of RTN's website
- Team building experience for 30-40 volunteers
- Community Partner benefits

COMMUNITY PARTNER – \$10,000 to \$24,999

- A partnership banner, featuring your group's logo and the RTN logo, for display at the selected house(s) on the Rebuilding Day
- Team building experience for 25-30 volunteers
- Neighborhood Partner benefits

NEIGHBORHOOD PARTNER – \$7,500 to \$9,999

- A featured article about your group's involvement in a RTN newsletter
- Ability to hang your group's banner beside a RTN banner at selected house
- Team building experience for 20-25 volunteers
- Block Partner benefits

BLOCK PARTNER – \$5,000 to \$7,499

- Listing of your partnership on the RTN website
- Your group's logo on the volunteer t-shirt (black and white and per RTN specifications)
- A Rebuilding Day photo of your selected home
- Team building experience for 15-20 volunteers
- House Partner benefits

HOUSE PARTNER – \$3,500 to \$4,999

- Name recognition on T-shirts distributed to RTN volunteers and friends
- Team building experience for 10-15 volunteers
- Neighbor benefits

NEIGHBOR – \$1,000 TO \$3,499

- Recognition as a “Leadership” donor in selected promotional materials
- Friend benefits

FRIEND – \$500 to \$999

- Name recognition in selected promotional materials

*** The Volunteer Participation Fee: If you have more volunteers than your benefit packet can accommodate, we ask that you make a small contribution to help us cover a portion of our volunteer costs (materials, supplies, volunteer T-shirt, lunch and insurance). In order to reserve your spot, we are asking for \$10 per person no later than April 1 (April 21st project day). However you choose to collect that money is fine, but we need your contribution by the deadline in order to assign you or your group a project.*

The official registration and financial information of Rebuilding Together Nashville may be obtained from the Tennessee Department of State by calling (615)741-2555.

This information also is available at <http://givingmatters.guidestar.org>.

Registration does not imply endorsement.



VOLUNTEER PREFERENCES FORM

- Only organizations wishing to sponsor RTN and provide volunteers need to fill out this page.
- **This form is required in order to participate with a group of volunteers on National Rebuilding Day, form a House Management Team, or involve a group of volunteers for a 1-day volunteer activity.**
- RTN cannot match your volunteer group with an appropriate project without the information on this form.
- Please provide as much detail as possible to ensure a positive experience for your group.

Step 1: We would prefer to volunteer

- Spring House Management Team
- Spring Volunteer Team (involves a group of volunteers that do not have the capacity to provide all OR parts of the House Management Team)
- Spring Support Team (will be placed on exterior projects, landscaping, as runners for HMTs, warehouse cleanup crews, other projects as needed). This is perfect for sponsors that are not able to commit as HMTs, want to learn more about RTN's block builds, or for those that sponsor us at the "Neighbor" or "Friend" level.
- on another date determined by your group (for Community Sponsors, Community Leaders, Civic Leaders and Civic Partners): Month _____ Day _____, 2012

Step 2: RTN has mandatory dates for house management teams in conjunction with all Block Builds. Please confirm that someone from your group will be in attendance:

- House Captain Training/Work Scope Day (tentatively scheduled for February 25)
- Homeowner training (date TBA)
- Shopping Day (tentatively scheduled for April 14)
- National Rebuilding Day April 21, 2012

RTN volunteers will be available on these dates to support your team with a mobile warehouse, trash pick-up, and trouble-shooting. Depending on the complexity of your project, you may need to schedule additional dates directly with the homeowner. Skilled volunteers especially might prefer to work in advance, without a large group of volunteers on hand.

Step 3: Describe the type of project that is best suited for your House Management Team's skill level and time commitment, based on the descriptions provided below:

- LIGHT:** A **light** house may need scraping, painting and/or cleaning. It may need some energy efficient upgrades, home modifications or light repair work. It can be staffed with unskilled volunteers and a "handy" person. This type of site may require a **minimum of one or two days** of prep work culminating in the completion of the repairs on National Rebuilding Day.

MEDIUM: A **MEDIUM** house requires an experienced House Captain and one or more skilled volunteers. It may need carpentry, dry walling, electrical and plumbing work. This type of home may require a **two to three weekends** of prep work culminating in the completion of the repairs on National Rebuilding Day.

HEAVY: A **HEAVY** house needs a substantial amount of work requiring several skilled people. The House Captain should be prepared for a major workload. It will usually require an advanced crew of skilled volunteers for a **minimum of three weekends** of prep work culminating in the completion of the repairs on Project Day.

Step 4: Please describe your group's skill level by providing numbers of volunteers you anticipate in the following areas

Type:	Skilled Trade	Professional Trade
<input type="checkbox"/> Carpentry.....	_____	_____
<input type="checkbox"/> Plumbing	_____	_____
<input type="checkbox"/> Drywall/Plaster.....	_____	_____
<input type="checkbox"/> Electrical.....	_____	_____
<input type="checkbox"/> Painting	_____	_____
<input type="checkbox"/> Roofing	_____	_____
<input type="checkbox"/> Tree Work	_____	_____
<input type="checkbox"/> Landscaping.....	_____	_____
<input type="checkbox"/> General	_____	_____

In submitting this form, I confirm the following:

I understand that RTN intends to accommodate my preferences, but that its primary concern is providing timely and quality services to their recipients in need.

Signature: _____ **Date:** _____



Additional information for House Management Teams

Rebuilding Together Nashville depends on committed volunteers to help plan the scope of projects, recruit and organize volunteers and supervise repairs. We ask that each house management team identify leaders from within their group of volunteers to fill each of the following roles:

• House Captain

- Dedicate to seeing a project **through completion**
- Commit to 4 day training session with Rebuilding Together Nashville plus site visits and prep work
- Take on one project at a time
 - Plan construction and work scope
 - Oversee 'pep rally' and day labor volunteers/ lead and teach construction
 - Create materials and tools list
 - Make sure prep is done for volunteer day – supplies must be bought and delivered, sorted and organized before volunteers arrive
 - Stay within budget (determined by Program Manager and Job Site Coordinator)
 - Fill out paperwork and turn-in to Job Site Coordinator
- Represent the vision, mission, and values of Rebuilding Together Nashville while working on homes and/or with volunteers

• Hospitality Coordinator

- Dedicate to seeing a project **through completion**
- Commit to 1 day training session with Rebuilding Together Nashville plus site visits with House Captain
- Take on one project at a time
 - Pick-up and return Hospitality Boxes to the RTN office
 - Pick-up all snacks and beverages provided by RTN office and deliver to project site
 - Oversee day labor volunteers/deliver and manage coffee, breakfast and snacks on site
 - Ensure that all volunteers, homeowners and House Captains have signed waivers and are in T-shirts
 - Make sure prep is done for volunteer day – food, beverages, waivers and T-shirts must be delivered, sorted and organized before volunteers arrive
 - Ensure signed waivers and CD disks of all photos are returned to RTN office no more than 3 days out
 - Fill out 'thank you' notes for volunteers and deliver to RTN office to be mailed out
- Represent the vision, mission, and values of Rebuilding Together Nashville while working on homes and/or with volunteers

- **Safety Monitor**

Is familiar with the contents of the Safety Manual, and ensures that volunteers are working safely throughout the day. Reviews the 2-page Safety checklist at the beginning of the work day, makes sure all volunteers are using safety goggles, work gloves, etc. and that the materials are disposed of properly and cleaned up at the end of the work day. Installs smoke detectors and carbon monoxide detectors.

- **Runner**

Works directly with the House Captain on Rebuilding Days to make runs to hardware or building supply stores for last-minute materials. Needs vehicle access on project day (ideally an SUV or truck). The Runner should be familiar with the location of the nearest hardware store for small items, along with Home Depot or Lowe's for more specialty or expensive items. This volunteer should have a copy of our sales tax exemption form, expense reimbursement form, and knowledge of the check-out procedures at Home Depot or Lowe's. When available, RTN reps will try to make Home Depot gift cards available for smaller purchases on Rebuilding Days to runners. The runner may also be responsible for getting lunch and t-shirts for volunteers.



Information for Volunteers

What is a Rebuilding Day like? Rebuilding Days are typically from 8 a.m. to 3 p.m. and proceed rain or shine. Volunteer registration and project safety orientation are from 8-8:30 a.m. When possible, this will take place at a central location. Volunteers are asked to sign an online waiver form prior to Rebuilding Days, although paper waivers will be available each Rebuilding Day. Each volunteer may sign one form per project, even if you'll be returning for multiple days.

Volunteers will also receive a project t-shirt at registration before work begins and are asked to wear this shirt on Rebuilding Days. This helps promote RTN in the neighborhood, makes for much better photographs for our newsletter and websites, and provides a connection to volunteers working in the area in other homes. All volunteers are asked to wear nametags in the front and back of these shirts, even if team members know each other. This is for safety purposes, as well as making it easier for the homeowner and family to get to know everyone. Jobsite cleanup begins at 2:30 p.m. Volunteers are asked to return the home into a clean, livable condition between work days. Pack up the house kit materials, remove drop clothes, dispose of trash. Be sure tools and supplies are packed into the POD on site, to help keep the homeowner safe.

The house kit (a basic set of supplies provided for each project) includes a Safety Manual. While the House Captain and Safety Monitor are asked to read this manual, all volunteers are encouraged to familiarize themselves with its contents and safe job site procedures. Be sure to look out for each other, and keep all volunteers and homeowners safe.

Should you bring lunch? Group box lunches are provided on every project day, RTN cannot reimburse you for purchased lunches. Please let our office know of any specific dietary needs of your group, so that we can best accommodate you. Drinking water and portable toilet facilities will be provided on site.

Should you bring tools? RTN has a limited number of tools available. However, if you have tools you would like to bring to the work site, they are permitted. Please mark them clearly - RTN is not being responsible for any loss relating to your tools. Power tools must be in safe working order with all guards in place.

Do you need to bring safety equipment? Safety equipment and first aid kits are provided at all work sites. If you have your own protective equipment such as gloves or safety glasses that you are particularly comfortable in, please feel free to bring it. Be sure your tetanus shot is up-to-date. Adults need a booster every ten years. If you have a medical condition that may require attention such as allergies, asthma, diabetes, heart problems, or other conditions, please be sure alert the House Captain when you register at the job site.

Can children volunteer? Because power tools are often present on the work site, the minimum volunteer age is 14 years old. Youth ages 14 to 18 must be accompanied by an adult and there must be at least 1 adult per every 2 children.