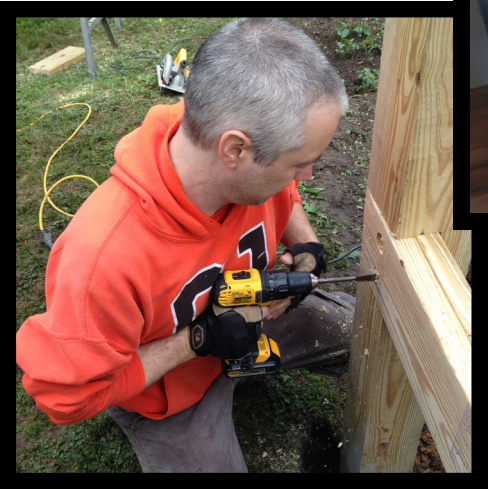




Hammerin' In The Hills



# We are Housing Development Alliance, Inc.

The Housing Development Alliance, Inc. (HDA) in a non-profit striving to eliminate substandard housing in our area. To fulfill our mission, we have developed a variety of housing options including shelter for the homeless; transitional housing; affordable rental housing, repair and rehabilitation of existing homes; and affordable new homes for persons with moderate and low incomes. We are a community based non-profit that partners with several local, state, and federal agencies to achieve our goals. We serve a four county area, including Perry, Breathitt, Leslie, and Knott Counties. Since the completion of our first home in 1996, HDA has repaired over 500 homes and constructed and over 200 new houses.

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# Pre-Trip Communication Form

Jane Rose, the Volunteer Coordinator, will call you 1 month before your trip to review the following information, and again a week before your arrival. Prepare for this call by having the information below available to confirm. This information is based on your Group Application and your Construction Information Form. If for some reason you do not hear from the Volunteer Coordinator, please give us a call.

From this discussion, we can better prepare for your week with us!

Total # of volunteers:\_\_\_\_\_# of Work Crews:\_\_\_\_\_(max 6 per crew)

Middle Schoolers: 8th grade only:\_\_\_\_\_High Schoolers:\_\_\_\_\_

College Students:\_\_\_\_\_Adults:\_\_\_\_\_-\_\_\_\_Seniors:\_\_\_\_\_-\_\_\_\_\_

# of vehicles\_\_\_\_\_ (must have vehicle for every crew)Type (car, van, etc.)\_\_\_\_\_

Go over the Construction Information Form (CIF).

Questions your group may have:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special needs (dietary/medical):\_\_\_\_\_

\_\_\_\_\_

Travel plans: Route, departure time, estimated time of arrival:\_\_\_\_\_

\_\_\_\_\_

Expectations for your trip:\_\_\_\_\_

\_\_\_\_\_

Please communicate with your group after these calls so they are aware of HDA expectations and any additional information or changes. As the Contact Person or Group Leader, you are the primary liaison between the HDA staff and your group during your stay.

- We need to hear from you if:
- Your contact person changes (CP)
  - Your group size changes
  - Your trip date changes
  - You want to cancel your trip
  - You need to know what your balance is
  - You have any questions or concerns at all!



Always put your safety and the safety of those around you first. Ask your carpenter, “What is the safest way to do this?”

**All volunteers must wear long pants, full-length shirts, and sturdy, closed-toe shoes at the worksite.** No shorts or capris, no bare midriffs (women or men), no sandals, no cut-out sleeves, no exceptions. You will not be able to work if you do not adhere to the dress code. This is for your safety and to present sensitivity in the community.

One volunteer vehicle must remain at the worksite at all times during the workday for emergencies. Please plan in advance for ice and water. We understand that some groups do not have enough vehicles for each site. We will try to place groups without vehicles close to another work crew.

No horseplay at the worksite. We want you to have fun, but also understand that worksites are full of safety hazards. Horseplay also takes away from others who want to work. You will be asked to leave the work area if you decide not to work.

Respect other people’s property. Recognize that something that may look like garbage to you, is someone else’s valuable. Remember that you are in a community that may be different from what you are used to. Practice sensitivity.

Practice proper tool use! Ask your carpenter for help first, and then try it yourself if the carpenter gives you permission. Never stick your hands into anything that is moving, such as a mortar mixer. Ask your carpenter how to properly handle any chemicals/compounds you may be handling at the worksite, such as concrete mix.

Don’t do anything you’re not comfortable doing, but let yourself try new things (with guidance from our carpenters). You will be surprised at how much you can learn and do in one week!

Pay attention to what those around you are doing. In a tight space, use verbal queues to let everyone know where you are and what you are doing. Ex: “I’m behind you.” “I’m dropping shingles off the roof.”

Ask a carpenter before climbing onto a roof or walk board. Make sure there is room for you, that the surface can hold you, and that you are aware of any soft spots/other hazards.

Avoid creating worksite hazards. For instance, pull nails out of boards when making a dump pile.

Everyone must help keep the worksite clean. Worksite cleanup is one of the most important projects you will do each day. A clean worksite is safer than a cluttered worksite.

Remember, for safety reasons the **Carpenters are in charge** at the worksite. The Lead Carpenter has the final word and can ask you to move to the rest area or leave the worksite if needed.

For privacy purposes, no video equipment or cameras are permitted on the worksite without direct permission from the Volunteer Coordinator.

Do not bring expensive belongings. We will not be responsible for your personal belongings if they are damaged or lost.

Please return all HDA hammers at the end of the day to carpenters.

Carpenters will designate a rest area. If you need to take a break, please hang out in the rest area only. This is for your safety.

All Groups will have a Group Leader. We encourage everyone to hang out with the carpenters! But in case you have a concern, take it to your GL, and your GL can take it to the carpenters.

Last but not least, take pride in your work and do your best!

Signature\_\_\_\_\_ Date\_\_\_\_\_

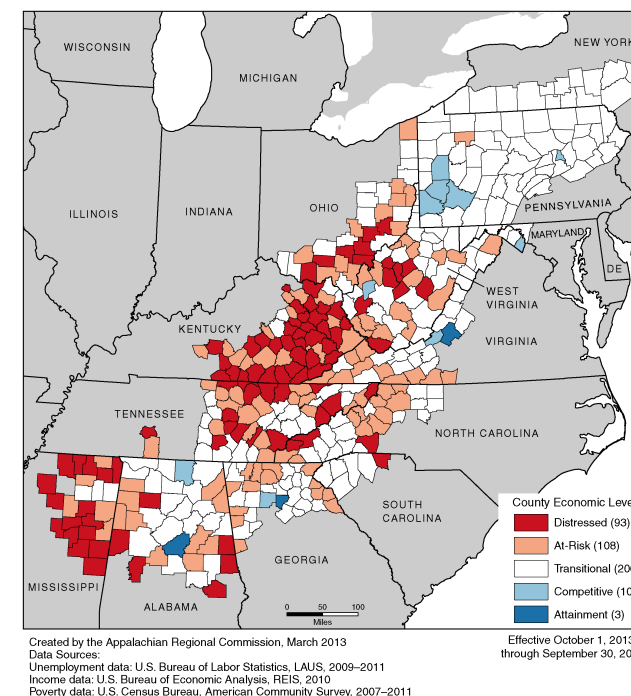
I have read and understand the **Worksite Rules**.

## Where We Serve

Our service area includes Perry, Breathitt, Leslie, and Knott Counties. HDA’s main office is located in the Perry County seat, Hazard, Kentucky. The city of about 4,000 people is approximately 115 miles southeast of Lexington and located on the North Fork of the Kentucky River. One of the largest towns in this part of the state’s Appalachian Mountain range, Hazard is nestled into the heart of the Eastern Kentucky coalfields.

Although coal is still a major industry in the area, with many mining operations in our service area, several other industries and businesses are beginning to comprise a larger portion of the regional economy. Appalachian Regional Healthcare, with a major facility in Hazard, and the public sector, including schools and local government, are two of the larger employers. Perry County is also home to the main campus of Hazard Community and Technical College. With extended campuses in Leslie, Knott, and Breathitt Counties, HCTC offers 2 and 4 year degrees in various subjects. The area is also abundant with local artisans and musicians, offering visitors glimpses into the region’s rich culture.

While the area is still a very rural section of the Appalachian Mountains, over the years there have been vast improvements in the roads, city water, and sewer systems but even with these improvements, much of the area’s population ranks well below the national poverty level.



**Breathitt County is the 28<sup>th</sup> poorest county in the nation with 33% of its population living in poverty. Leslie is the 57<sup>th</sup> poorest county in the nation with 33% of its population living in poverty. Knott County is the 74<sup>th</sup> poorest county in the nation with 31% of its population living in poverty and Perry County is the 102<sup>nd</sup> poorest county in the nation with 29% of its population living in poverty.**

## Housing Needs of Our Area

In the four county region, over 7,800 households live on less than \$10,000 per year income. Based on nationally recognized affordability guidelines, these households have less than \$350 per month for housing costs, including utilities. The coalfields of east Kentucky and West Virginia have the highest disability rates in the nation, with over 35% of the working age population having a disability. Also, almost 40% of children in the four counties live in poverty. Despite the loss of population and loss of coal mining jobs, the number of households in the area is increasing, causing an increase in the demand for safe and affordable housing. Leaders in all four counties have identified affordable housing as a major need.



# All About “Hammerin’ In The Hills”

Throughout the year, HDA hosts various businesses, churches, schools, and other groups from across the country to help build and repair homes for families in need. Our volunteer program has proven to be a valuable resource for both the groups participating and our organization. It enriches the perspective of those volunteering, while lowering the building cost for the families served.



No construction experience is required. Volunteers work alongside our staff carpenters . There will always be at least one carpenter onsite. Volunteers will work on new home construction and/or home repair. Repairs range from painting homes to digging ditches to building wheelchair ramps and porches. With new homes, volunteers work on various phases of construction, from shingling to digging footers, drains, framing floors, to cleaning up and landscaping. While some tasks seem more exciting than others, each phase is crucial to completing the home and to our homeowners.

Though we cannot guarantee fulfilling project requests, we strive to find work that is meaningful to your group and valuable to the people we serve.

Groups work Monday through Thursday. Taking Friday off helps the carpenters plan for the next phase of construction, while allowing your group to immerse further into the local culture by giving you time to sightsee or reflect on your experience in Southeastern Kentucky.

The “Hammerin In The Hills” program offers volunteer opportunities for both youth and older adults.



2871 North Main Street • P.O. Box 7284 • Hazard, Kentucky 41702  
Phone: (606) 436-0497 • TTY: 711 • Fax: (606) 439-0598  
www.housingdevelopmentalliance.org

## Volunteer Information & Consent Form

Name \_\_\_\_\_

Age (if under 18) \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Street or P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Church/Group \_\_\_\_\_

Work camp Dates \_\_\_\_\_

Emergency Contact (not on this trip)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Day Phone \_\_\_\_\_

Street or P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Evening Phone \_\_\_\_\_

Allergies, health problems, or concerns \_\_\_\_\_

Medicines you cannot take \_\_\_\_\_

Insurance Company \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Street or P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Policy No. \_\_\_\_\_

Policyholder’s ID No. \_\_\_\_\_

Volunteers participating with the Housing Development Alliance, Inc. (HDA) will be involved in new construction and repair of homes and other construction-related activities. They may also participate in free time activities. Planned evening activities may include visits to places of regional interest. Note: volunteers are not required to engage in any work or recreational activity in which they feel they are not able to participate safely.

The forgoing statement of activities has been read and understood. HDA, its agents, employees, and all persons connected therewith are hereby discharged from any and all liability, claims, and cause of action arising out of participating with HDA. Further consent is given to be treated by competent medical personnel as a result of any accident or medical emergency while involved in the activities of HDA. The participant and guardian grant and convey to HDA all right, title, and interest in any and all photographic images and video or audio recordings made by HDA during participation in activities.

This is the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature (Participant) – I certify that I am 18 years of age or older

Signature (Parent or Legal Guardian of minor participant)



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## Construction Information Form

**Turn this form in with your application.**

The project on which you are placed depends on the projects HDA is currently working on. This form helps us place you at the most appropriate site available. We can't guarantee any specific project placements. But don't worry! That's why we have carpenters to guide you through your whole construction experience!

Group Leaders should meet and fill out this form together. Multiple crews may have the same experience rating!

- 1- Very limited to no construction experience
- 2- Limited construction experience and/or a semi-skilled handyman
- 3- Some professional experience and/or strong knowledge of building practices and/or a highly skilled handyman
- 4- Significant professional construction experience (please list specific area of expertise)

Group Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Work Crew	Group Leader	# of years volunteering with HDA	Crew's Experience Rating	With what type of project(s) would this work crew feel most comfortable/ confident	With what type of project(s) would this work crew feel most uncomfortable/unconfident
(Ex) 1	Carla Davis	3	2	We're up for anything. Last two years we painted and we're really good at that.	Roofs- I am afraid of heights!

This is a list of projects you could be working on. If you feel really comfortable or really uncomfortable with any of these, write them in the appropriate boxes above.

Cleanup floor coverings      foundation      framing/carpentry      footers      insulation      painting  
Doors and windows      landscaping      retaining walls      shingles      vinyl siding      Porches/steps/ramps

10

## A Typical Week with HDA

Groups arrive on Sunday afternoon. If needed, other arrangements can be made to accommodate earlier arrivals. Our Volunteer Coordinator will meet your group at First Presbyterian Church in Hazard for a brief introduction, which includes a tour of the church and an orientation of our program. We'll tell you all about what you can expect to do and learn while volunteering with HDA. Following this meeting, our Volunteer Coordinator will review expectations and answer questions for adults in the group. The leaders of the trip will divide the group into smaller worksite crews of 5-7 (depending on group size) prior to the first workday. Each crew leader will receive a resource folder with directions to each worksite, worksite plans, and a list of area attractions. We will also share important staff contact information and emergency numbers.

### What does our day look like?

**Before 7:00 AM:** This is time to eat breakfast, pack lunches, water, sunscreen, and first aid kits for each work site. Other activities, such as morning devotions or group reflections, are optional based upon the discretion of the Group Leader.

**7:30 AM:** On Monday, the Volunteer Coordinator will meet you at the church to communicate any changes in plans for each worksite. Crew leaders must attend this brief meeting. The work teams will also meet their carpenters at this time!

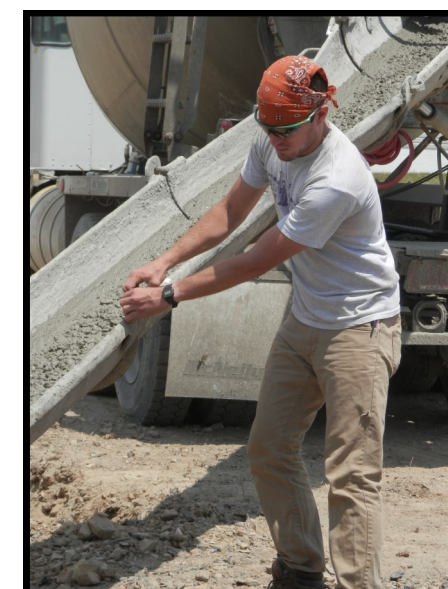
**8:00 AM:** Each crew leader will transport teams to the worksite. The carpenters will lead you on Monday morning. Each leader will receive written directions to the site for the week.

**Arrival at the worksite:** The lead carpenter will introduce the daily construction plan and discuss any safety issues. During the work day, crew leaders are responsible for enforcing the worksite rules.

**12:00 PM:** Break for lunch. Everyone stays onsite for lunch to eat together.

**By 4:00 PM:** It's the end of the work day! Everyone must participate in work site clean-up. Congratulations on a job well done and serving another family!

**Return to First Presbyterian:** After the work day, you are free to enjoy your time in our service region! Enjoy meals of fellowship and activities at your own preference. Check out our area attractions that can be found on page 7.



### Until Next Time!

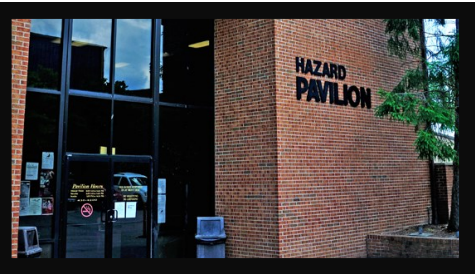
On your departure day, the Volunteer Coordinator will meet with the entire group to discuss the events of the week, distribute the HDA t-shirts, and take a group picture! We ask that each group clean the areas of the church that were used. Before you leave for home your group must turn in the keys, timesheets, evaluation forms, and resource folders.



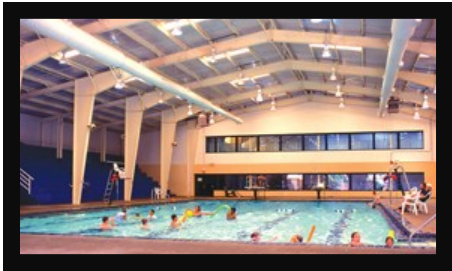
Volunteer Accommodations



We partner with the First Presbyterian Church of Hazard to house our volunteers. Groups sleep at the main church building in various Sunday school and fellowship rooms. The church offers plenty of space with a commercial kitchen where volunteers prepare their own meals.



Our volunteers shower at a nearby recreational center, the Hazard Pavilion. The Pavilion is on the same street, Broadway, and is approximately a three minute walk from the church. Other features at the Pavilion include: a heated 25 meter pool and a work out room. The facility stays open until 9 PM.



For more information about First Presbyterian Church, visit their website: [www.hazardpresby.org](http://www.hazardpresby.org) For more information about the Hazard Pavilion, call 606-436-4200.



We require all groups to have their own vehicles for transportation to the worksites each day. Please have one worksite vehicle that can accommodate each group of seven volunteers. Vans work very well for worksite transportation. School buses are not allowed.

How many worksite vehicles will you bring with you? \_\_\_\_\_ (5-6 people max per vehicle. We want you to have the best experience possible! Smaller work crews ensure that! Thanks for understanding.)

Do you need contact information for local van rental agencies? YES NO

Do you intend to use our accommodations? YES NO

If so, please circle where you'd like to stay (you may circle both):

First Presbyterian Church (can accommodate 50)

If not, please tell us where you'll be staying: \_\_\_\_\_

Preferences for Longer/Shorter Terms (if applicable): \_\_\_\_\_

All groups must specify their arrival date and departure date. You may choose to stay late/arrive early for Sunday services at First Presbyterian Church, though this is not required.

Arrival: \_\_\_\_/\_\_\_\_/\_\_\_\_ Departure: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you interested in participating in Sunday services at First Presbyterian Church (optional)?

YES NO

What kinds of cultural, educational and other recreational activities are you interested in, if any?

**Inclement weather notice:** We hope you have a bright, sunny week. But you know what they say, "You can't predict the weather!" It may be an all-day downpour, or it could be a brief shower that you can wait out. If the decision is made to stop work, please know that it is for your safety! Thanks for understanding that carpentry work depends on the weather!



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Volunteer Application - Online

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street or P.O. Box City State Zip

Name of Contact Person			
Home Street/P.O. Box		City	State Zip
Home Phone		Work Phone	
Email			
Best Times to Contact			

How many people are you bringing?

Middle School (8th)		College		Seniors	
High School (9-12)		Adults		TOTAL	

Are you bringing additional people that will not be working at the sites? If so, what will be their role during your stay? \_\_\_\_\_

Are there any special needs in your group that we need to be aware of? If so, please explain.

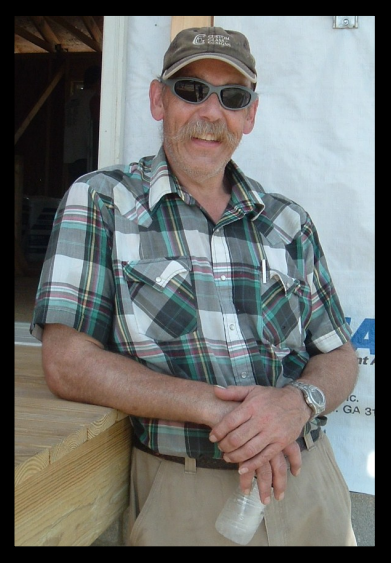
\_\_\_\_\_

\_\_\_\_\_

Have you ever served with us before? YES NO If so, when? \_\_\_\_\_

Expectations For All Volunteer Groups

1. Weapons of any sort are strictly forbidden.
2. Possession and consumption of alcohol and/or illegal drugs is strictly forbidden.
3. Adults are responsible for youth at all times. See “Expectations for All Adults”, below.
4. Cooperate with other groups volunteering at the same time.
5. Bring one vehicle for each worksite. Buses are not suitable for worksite transportation. Contact information for local car rental agencies can be provided if necessary.



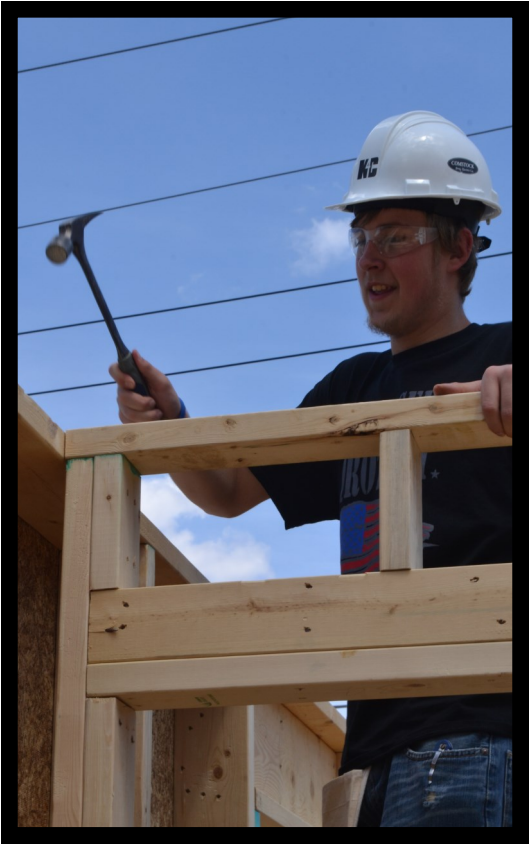
Expectations For Adults

1. Put your group's safety first in all things! Following the *Worksite Rules* keeps everyone safe.
2. While Housing Development Alliance staff and carpenters have full authority to enforce worksite rules, it is Group Leaders' responsibility to supervise youth, ensure their safety, and enforce the *Worksite Rules*. If *Worksite Rules* are not being enforced, any carpenter or any HDA staff, will 1st give you a warning. If *Worksite Rules* are still not being followed, any carpenter or any HDA staff will ask that per-son to either remain by the vehicle, or, in extreme situations, ask your group to leave the worksite for the day.
3. Designate a Group Leader for each worksite. The Group Leader is responsible for your group at all times, and is the primary contact for concerns. The Group Leaders and the Carpenters together are a leadership team! Encourage your group to work together! Get to know the carpenters, they're awe-some!
4. Keep open communication with the carpenters and the volunteer staff. We can't help if we don't know there is a problem! There will be a “Lead Carpenter” at each worksite. This is the carpenter to whom you can take any con-



Additional Information

Packing List
<b>General—</b> Pillow Sleeping Bag Cot/air mattress Alarm clock Fan Flashlight Camera
<b>Workday—</b> Old clothing: long pants/jeans, t-shirts (1) long sleeve shirt Hard-soled shoes or boots Running shoes Raingear Work gloves Safety glasses Sunscreen Insect repellent Hammer Water bottle
<b>Evenings—</b> Swimsuit Comfortable clothing Personal hygiene items Towels & washcloths Shower shoes
<b>RESTRICTED—</b> Expensive items, such as fine jewelry Alcohol Drugs Fireworks



Forms	Fees	Deadlines
Complete Volunteer Application. (Online)	\$50 per person (Volunteer Deposit)	Deposit to hold your spot is due 2 weeks from the time you have submitted your application.
Pre-Trip Communication. (Online)		Completed by the Group Leader.
Remaining Volunteer Fee Balance	\$175 per person <b>(\$225-\$50)</b>	Due on arrival.
Volunteer Consent Form. (Online)		One month before arrival, each member of the volunteer group must fill out this form.
Worksite Rules. (Online)		Each volunteer will complete this form by reading and signing it. It is due upon arrival.

- ◆ The fee of **\$225 per person per week** will cover materials, housing, and staff time. We pay First Presbyterian a small amount to cover some of the costs to provide housing. The remainder goes to the Housing Development Alliance to help continue our mission.

