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Contact & Staff Information

Mailing Address

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Lynn Haven FL 32444
United States

Website

www.world-changers.net

Email

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Main Office

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Jon Hodge

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Brookelyn Flatt

Coordinator
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National Staff

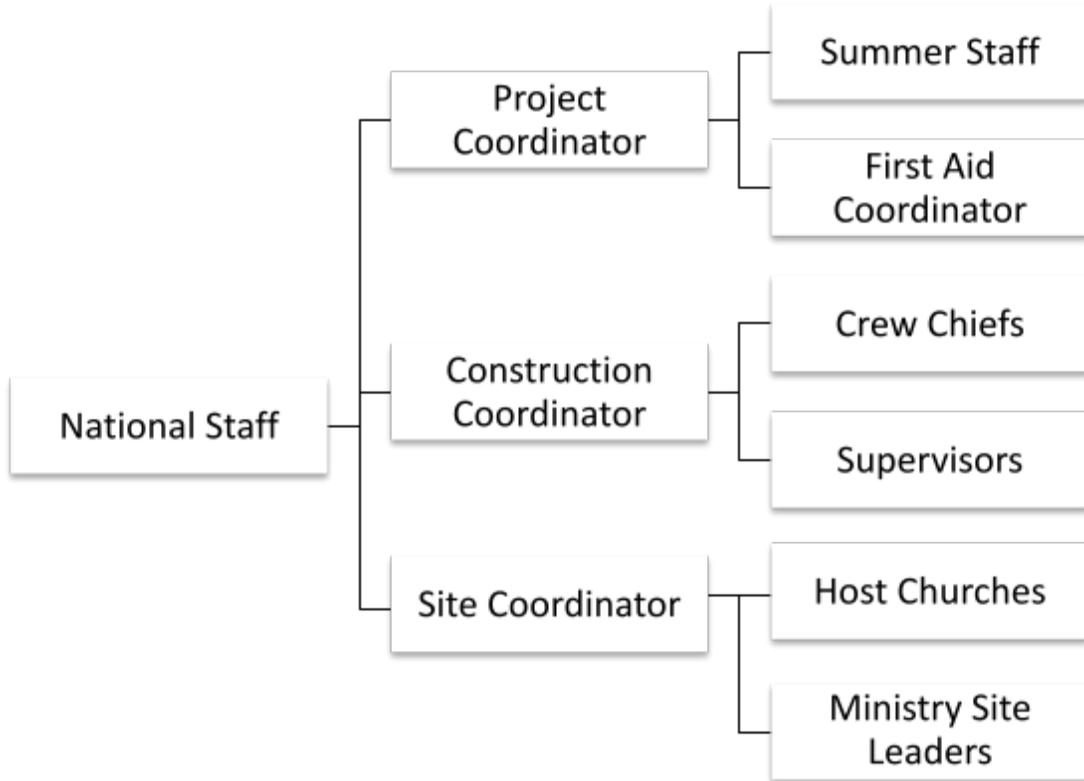
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Peggy Colbert

Organizational Chart



Who We Are

World Changers is a hands-on missions experience, engaging students in meeting the needs of people in communities across North America. Students are able to put their faith into action by serving others and sharing the gospel.

OUR MISSION: *SERVING OTHERS AND SHARING THE GOSPEL*

Construction

World Changers construction projects are mission trips designed specifically for student ministries eager to serve in the capacity of construction missions. World Changers partners with local city agencies and churches to mobilize volunteers needed to help them serve local residents. Participants spend 5-7 days serving on crews with students and adults from other churches—completing assignments ranging from painting and roofing to building handicap ramps—all to improve the quality of life for local residents. (Church groups can serve together on a crew if requested in advance.) The goal of serving extends far beyond meeting physical needs. Students are trained through both the Pre-Project Study and Gospel Engagement on how to share the gospel. The nightly gathering is a time set aside for worship and teaching from World Changers staff.

Community

World Changers community projects are locations that offer both non-construction and construction ministry sites for your group to serve. This is ideal for a group with participants with mixed interests, but still have a heart for serving local communities. Group leaders submit a list to our project staff with the ministry site preferences of their students and adults. Church groups may also choose to serve together on a site instead of being on a mixed crew with students and adults from other churches.

Non-construction ministry sites may include serving at a food pantry or providing Vacation Bible School for local children. A community project follows the same schedule as a 5-day project; the only difference is the selection of ministry sites offered.

The History Of World Changers

World Changers started in 1990 in Briceville, TN with 137 students and adults. It was one of the first organizations to meet a need within the church for hands on missions opportunities for students. World Changers continues to meet that need through construction, church planting and community mission experiences.

For over 25 years of ministry, World Changers has mobilized almost 400,000 participants, served more than 13 million volunteer hours, saved North American cities over \$280 million in labor costs, and ministered to over 27,000 homeowners.

We want to provide more than just a weeklong mission trip; we want to provide the tools and training that equip your students for a lifetime of missional living. No matter what kind of college major, career, or volunteering opportunities are in their future, your students will leave a week of World Changers knowing how to share the story of Jesus with others. We are excited each summer to see how the Lord calls students to fulfill the Great Commission in unique and creative ways.

Project Terms

5-Day World Changers: projects occurring from Monday to Friday.

6-Day World Changers/Church Planting: projects occurring Saturday to Friday

7-Day World Changers: projects occurring from Saturday to Saturday.

Agency Rep: Lead contact at the agency providing funding for materials for construction projects.

All youth: Type of project designated for any age student (completed 6th grade through college).

Audio Visual Technician (AV): One of three summer staff positions, responsible for sound, media, and Project Cam.

Break Master: Student crew position at construction and combo projects responsible for cooler, ice, and water.

Check In: As groups arrive at project, they meet coordinators, hand in forms, and receive T-shirts.

Church Host: Local church that feeds lunch on work site to construction crew (or ministry crew at community project), may host church on Sunday morning or Wednesday night as well.

City Experience: Opportunity for church groups to prayerfully experience the city they are serving in together at Church Planting projects.

Concert of Prayer: Programmed gathering devoted entirely to prayer.

Construction Coordinator (CC): Staff member responsible for construction work sites, supervisors, crew chiefs, etc.

Crew: Group of 10-14 participants that serve together at construction sites, typically 8-10 students and 2-4 adults.

Crew Chat: Scheduled conversations with the crew, typically including the first time everyone meets (led by the encourager) and the last before the Project Celebration.

Crew Chief: Adult who leads the construction objective of construction crews.

Crew Encourager: Adult who encourages crew morale, assists crew chief, and leads crew chats. At community projects, the Crew Encourager leads the crew.

Crew Reporter: Student position on construction crews and church planting project teams responsible for recording and reporting ministry statistics and follow up information to staff.

Concert of Prayer: Evening gathering dedicated to a unique time of prayer and worship

Devotion Leader: Student crew position at construction projects responsible for leading daily crew devotion.

E–couragrams: Encouragrams submitted online from the Find a Project webpage of the website.

Encouragrams: Encouraging notes written and placed in participant’s envelopes at a project.

First Aid Coordinator: Adult on site at construction projects with basic first aid training.

Gathering: Daily programmed times of worship or other programming.

Gospel Engagement: Intentional training time for gospel sharing.

Group Leader: Individual leading the church group at the project and beforehand.

Life Conversation Guide/3 Circles: Gospel sharing tool provided with training at all projects.

Marketplace: Area designated where students can purchase memorabilia (t-shirts, etc.) and get more information about missions opportunities.

Medic: Student crew position at construction projects responsible for first aid kit.

Ministry Host: Lead contact person for community crew at World Changers community project.

Music Leader (ML): One of three summer staff positions, responsible for leading worship at the project and other duties.

National Staff: World Changers staff who supervise and lead coordinating teams, city logistics and summer staff.

Office Manager (OM): One of three summer staff positions, responsible for administrative project details and availability of the office.

Participant Guide: Booklet given to each participant to guide through daily devotions and Gathering services.

Project Cam: Video produced by Audio Visual Technician to share the story and ministry of the project.

Project Celebration: Programmed time at the end of the week to celebrate the ministry accomplished.

Project Coordinator: Staff member responsible for communicating with group leaders and leading the project.

Runner: Adult volunteer who transports construction supplies from site to site.

Safety Inspector: Adult on construction crew charged with prioritizing the safety of the participants.

Great Send-Off: A special celebration of prayer and commission the first morning when leaving for ministry sites.

Site Coordinator (SC): Staff member responsible for local logistics for each project.

Summer Staff: Team of 3 young adult staff conducting the project as the office manager, audio visual tech and music leader.

Supervisor: Adult volunteer reporting to the Construction Coordinator and supervising the work of construction crews.

Future Project Request

We are always looking for new locations to start a great World Changers project. Enclosed is a Project Request form for your use. If you are interested in having a project, please fill it out and email it to:

brookelyn@world-changers.net

Several things will be considered in the selection process including:

- number of projects in the year
- housing for the entire group (approx. 200-300)
- work and ministry site selection process
- building materials provided
- local church involvement
- food service for the group

Any additional information related to housing, project selection, and/or building materials will be helpful to us in making these selections. **These requests are due by May 1st of the year before your project would take place.** We will make final project selections by June 1, so that we can begin promotion during the projects and begin working on the publicity brochure. As your request comes to our office, we will set up a file on your project location. Any information that can be used as leverage for your location to be selected will be helpful. Some of these items are:

- A letter from the agency expressing its interest in the project, along with its ability to select owner-occupied homes and provide building materials. We can help you with general direction on this matter and assist you in building these relationships.
- A letter from a school, college, or church expressing interest in housing the group. We will need floor space (not beds) for up to 300 people along with showers, kitchen and cafeteria, auditorium, and office space. We also can assist you with this if needed.
- A letter from the Baptist Association stating its assistance in enlisting local churches to adopt a crew for the week, inviting them to worship on Sunday morning (6 and 7-Day projects) and providing lunch for them at worksites during the week.
- Because of HUD guidelines related to lead-based paint, additional information is requested from city agencies.

World Changers will select new project cities in a methodical and strategic manner. As it is our desire to make maximum impact in a city year over year, please, provide as much information as you can to support the need for a World Changer project in your city.

World Changers is better understood when you see it in action. Those cities receiving projects for the first time are **encouraged** to visit a project beforehand. You can eat your meals at the World Changers cafeteria at no charge, if you wish. However, you will be responsible for travel and lodging expenses. Someone from our national office, coordination staff, or summer staff will be happy to meet you and conduct a tour of the project. One day is all that is necessary, however I would suggest the following schedule:

Tuesday: Arrive in the afternoon
Tour work sites
Supper with World Changers
Attend evening activities

Wednesday: Breakfast with World Changers
Tour more sites
Meet with city officials
Visit a work site while lunch is being delivered
Return home in the afternoon

You are certainly welcome to stay longer or to come just for the day. If you have any questions, would like to set up your project visit, or need additional materials, please contact Brookelyn Flatt at 850-624-8162 or by e-mail at brookelyn@world-changers.net

Thank you for requesting a World Changers project in your area.

Serving together,

The World Changers Team



At Project Information

Gospel Sharing Through World Changers

- **Gospel Sharing is the most important part of our ministry strategy** because we are serious about changing the city and changing the world. World Changers desires to specifically and intentionally impact evangelistic efforts by continuing to emphasize and develop on-mission students and adults.
- Pre-Project gospel sharing training
- At the project “Gospel Engagement” training
- Daily celebration of gospel sharing

- **The emphasis is on developing participants to serve others and share the gospel.** Specifically, we desire for all participants at projects to be sufficiently equipped to share the gospel as they answer questions that are asked over and over at projects.
 - "What is World Changers?"
 - "Why are you here?"
 - "Why would you want to do this?"

- **World Changers depends on evangelistic follow-up efforts by local association and church involvement.** World Changers partners with local on-mission Christians (Churches, Associations, and Individual Believers) to continue gathering the harvest and disciple new believers after the project has ended. It is vital that World Changers participants gather as much information for follow up as possible. This information is placed in the care of local partners to continue the discipleship relationships.

Recommendations For Adult Volunteers

It is a World Changers requirement that youth groups be accompanied by adult chaperones. There is to be one adult for every five student participants of the same gender. The adults at World Changers projects are participants in every sense of the word. We ask the adults to work with us and worship with us. They eat, sleep, and shower at the lodging facility just like student participants. Adults fulfill extra responsibilities by helping with transportation, discipline, and logistics. Their support will be invaluable to you as a Coordinator!

Encourage the Group Leaders you contact to follow these recommendations enlisting the adults who will come with their students:

- If you have not already enlisted the adults who will be a part of your group, please do so immediately. The adults are an important part of the project. They should never be treated like a last minute detail.
- Enlist only adults you know. Adults have authority over students. You should grant authority only to people you know you can trust. The best way to protect our young people from toxic adults who prey on students is to be especially careful of whom we place in authority over them. Adults who have been members of your church for more than five years are the best candidates.
- Enlist married couples. Married couples in known, stable relationships make excellent chaperones. Parents of student participants are especially good.
- Know the driving ability and the records of those who will drive your church bus or van. We will use your bus or van for transportation to the work sites during the project. We want to use only safe, qualified drivers. The safety of your students should be a priority.
- Adults should participate in every aspect of your group's preparation for the project. Participation in the pre-project study educates them on the nature of the mission and the expectations for adults at the project. During the study they will come to know the students better and the students will get to know them. Matters of discipline will go much more smoothly if everyone knows each other. Make-up work is provided with each study session.
- Do not deny your adults the privilege of serving with your students to their fullest potential. The project will go much more smoothly and everyone will have a better experience if you involve your adults fully from the earliest planning.
- Complete the required background check for all adults involved in this project and in your student ministry

World Changers Adult Code Of Conduct

This Code of Conduct is included in order to insure the provision of a safe environment for the participants entrusted to our care for the week at a World Changers project. As an Adult Volunteer working with students, it also serves to protect you from participating in activities that have the potential for damaging your reputation, detracting from the effectiveness of your testimony, and could result in legal action. In order for you to serve at a World Changers project, we require each adult be made aware of these standards of conduct enumerated in the following paragraph. The concepts and standards of behavior are meant to apply to all participants; male and female, students and adults. **It is a requirement that groups be accompanied by an adult age 21 or older and there must be one adult for every five or fewer students of the same gender.**

1. The use of profanity and crude or suggestive language is prohibited. This includes the use of potentially suggestive nicknames such as "Honey", "Sweetie", etc. Instead, call students and adults by their preferred name.
2. Touching a participant in any manner that could be construed as inappropriate or could make a participant feel uncomfortable is never allowed. This includes inappropriate indirect contact such as contact with a piece of building material, hand tool, or any other object.
3. Horseplay with students or other adults is not allowed.
4. The use of alcohol or tobacco products in any form is prohibited at a World Changers project.
5. Fireworks are prohibited at a World Changers Project.
6. The use of controlled substances is prohibited without a prescription.
7. All participants, students and adults, are to be treated with respect and dignity.
8. All adults must comply with the dress code.
9. All illegal weapons are prohibited at World Changers.
10. **The adults at our projects are participants in every sense of the word.** We ask the adults to work with us, worship with us, and to stay at the lodging facility just like student participants. Adults fulfill extra responsibilities by helping with transportation, discipline, and logistics.

Background Check Policy

(Communicated to Group Leaders in the Group Leader Manual)

Below is an outline of World Changers background check policy. We want to ensure we are partnering with you to provide a safe environment for all participants. All registered groups (like yours) are required to run background checks on all adults according to the instructions provided on the Church Agreement form (specifically the Statement of Compliance at the end). World Changer staff collects and keeps records of these forms turned in at check-in from each group.

World Changers runs a background check every year on all summer staff and coordinators hired. World Changers also runs a background check on any volunteers that are not coming with a registered church, but are serving in: crew chief, supervisor, first aid coordinator, speaker, etc. Any roles with direct contact with students.

Anyone not covered by the above points, but staying overnight on site will have a background check completed by World Changers. An example of that might be caterers that travel around to projects, or a spouse that is helping the Project Coordinator for the week.

Coordinator Background Check Policies & Procedures

1. **Registered Groups:** Group leaders turn in the Church Agreement at check in confirming all of the groups' adults have had a background check.
2. **Construction Volunteers:** Background checks are required for all Construction Coordinators, Supervisors, Crew Chiefs, and Runners.
 - a. All construction volunteers must fill out the online application (located under Work With Us > Volunteer tab on the website).
 - b. Upon receiving their application a link for completing their background check will be emailed directly to the applicant for those not attending with a registered church.
3. **Non-Construction Volunteers:** If there are other adults involved in your project (first aid coordinator, support volunteer, caterer) that need a background check completed by the National Office coordinators will submit the Background Check Request form. Once the request has been received World Changers staff will generate a HireRight background check email to be sent to the volunteer.

How do I know if someone has completed and passed their background check?

We will contact you to let you know if anyone who is has applied as a volunteer has failed a background check. For more questions reach out to [Brookelyn Flatt](#) .

Consult your National Staff if you're unsure if a background check is needed on an adult. If there is a concern at the beginning of the project or a missing background check consult with National Staff immediately.

Daily Schedules

We know contexts are different in each city, but there many things planned and printed based on the schedule. Please approve any changes to the daily schedule with National Staff.

5 Day Construction Schedule

MONDAY

1-3:00 PM Check In
3:45 PM Welcome Celebration
4:15 PM Adult Meeting
4:30 PM Construction Volunteer,
Crew Encourager, Driver
Meeting
5:30 PM Dinner
6:30 PM The Gathering / Gospel
Engagement
8:30 PM Church Group Devotion
9:00 PM First Crew Chat
9:30 PM Crew Position Training
10:00 PM Free Time
10:30 PM In Rooms
11:00 PM Lights Out

TUESDAY – FRIDAY

*Adult meetings will be added as needed
6:45 AM Breakfast
7:30 AM Dismiss to Ministry Sites
On-Site Personal Devotion
12:00 PM Lunch/Devotion
3:30-4:30 PM Return to Lodging Site
6:00 PM Dinner
7:00 PM Group Leaders and Staff
Meet for Prayer
7:30 PM The Gathering
8:30 PM Church Group Devotions
9:30 PM Free Time / Marketplace

Open

10:00 PM In Room
10:30 PM Lights Out

FRIDAY EVENING

7:00 PM Group Leaders and Staff
Meet for Prayer
7:30 PM Final Crew Chat
8:00 PM Project Celebration
8:30 PM The Gathering
9:30 PM Church Group Devotions
10:00 PM Free Time / Marketplace
Open
11:00 PM In Rooms
11:30 PM Lights Out

SATURDAY

6 AM Continental Breakfast
8 AM Depart for Home

6 Day Construction Schedule

SATURDAY

1:00-3:00 PM Check In
4:00 PM Welcome Celebration
4:00 PM Group Leader Meeting
5:30 PM Dinner
6:30 PM The Gathering / Gospel Engagement
8:00 PM Church Group Devotions
9:00 PM Free Time / Marketplace Open
10:00 PM In Rooms
10:30 PM Lights Out

SUNDAY

7:30 AM Breakfast
8:00 AM Quiet Time
9:00 AM First Crew Chat
As Scheduled Worship and Ministry Site Visit
12:00 PM Lunch
1:00-4:30 PM City Experience
6:00 PM Dinner
7:00 PM Group Leaders and Staff Meet for Prayer
7:30 PM The Gathering
8:30 PM Church Group Devotions
9:00 PM Free Time / Marketplace Open
10:00 PM In Rooms
10:30 PM Lights Out

MONDAY – THURSDAY

Adult meetings will be added as needed

6:45 AM Breakfast
7:30 AM Great Send Off
(Monday Only)
Dismiss to Ministry Sites
On-Site Personal Devotion
12:00 PM Lunch at Ministry Site / Devotions
3:30-4:30 PM Return to Lodging Site
6:00 PM Dinner
7:00 PM Group Leaders and Staff Meet for Prayer
7:30 PM Evening Gathering
8:30 PM Church Group Devotions
9:30 PM Free Time / Marketplace Open
10:00 PM In Rooms
10:30 PM Lights Out

THURSDAY EVENING

7:00 PM Group Leaders and Staff Meet for Prayer
7:30 PM Final Crew Chat
8:00 PM Project Celebration
8:30 PM The Gathering
9:30 PM Church Group Devotions
10:00 PM Free Time / Marketplace Open
11:00 PM In Rooms
11:30 PM Lights Out

FRIDAY

6 AM Continental Breakfast
8 AM Depart for Home

7 Day Construction Schedule

SATURDAY

1-3:00 PM Check In
4:00 PM Welcome Celebration
4:30 PM All Adult Meeting
4:45 PM Construction Volunteer,
Crew Encourager, Driver
Meeting
6:00 PM Dinner
7:00 PM The Gathering
8:00 PM Church Group Devotions
9:00 PM Free Time / Marketplace
Open
10:00 PM In Rooms
10:30 PM Lights Out

SUNDAY

7:30 AM Breakfast
8:00 AM Quiet Time
9:00 AM First Crew Chat
As Scheduled Worship and Ministry
Site Visit / Lunch with Host Church
3:30 PM Return to the Lodging
Facility
3:30 PM Crew Chief Meeting
4:30 PM Gospel Engagement
5:00 PM Crew Position Training
6:00 PM Dinner
7:00 PM Group Leaders and Staff
Meet for Prayer
7:30 PM The Gathering
8:30 PM Church Group Devotions
9:00 PM Free Time / Marketplace
Open
10:00 PM In Rooms / Showers
Closed
10:30 PM Lights Out

MONDAY – FRIDAY

*Adult meetings will be added as needed
6:45 AM Breakfast
7:30 AM Great Send Off
(Monday Only)
Dismiss to Ministry Sites
On-Site Personal Devotion
12:00 PM Lunch/Devotion
3:30-4:30 PM Return to Lodging Site
6:00 PM Dinner
7:00 PM Group Leaders and Staff
Meet for Prayer
7:30 PM The Gathering
8:30 PM Church Group Devotions
9:30 PM Free Time / Marketplace
Open
10:00 PM In Rooms
10:30 PM Lights Out

WEDNESDAY AFTERNOON

12:00 PM Lunch and Devotion at
Ministry Site
Leave After Lunch for Lodging Facility to
Enjoy the Evening Off
8:00 PM Facility Opens
8:30 PM Church Group Devotions
10:00 PM In Rooms
10:30 PM Lights Out

7 Day Construction Schedule (cont.)

FRIDAY EVENING

7:00 PM for Prayer

7:30 PM Final Crew Chat

8:00 PM Project Celebration

8:30 PM Gathering

9:30 PM Church Group Devotions

10:00 PM Free Time / Marketplace Open

11:00 PM In Rooms

11:30 PM Lights Out

SATURDAY

6:00 AM Continental Breakfast

8:00 AM Depart for Home

Registration Process

1. REGISTRATION

- a. Everyone promotes projects (Group Leaders, Coordinators, National Team)
- b. Church responds with registration
- c. Registration begins June 1 the summer prior
- d. \$60 per-person initial deposit must be postmarked by January 15 (non-refundable or non-transferable to balance.)
- e. \$60 per-person deposit for groups who register after December 1/January 15, due when registering
- f. World Changers sends registration confirmation email
- g. National office sends a registration email with group leader information and access
- h. Group Leader Info online includes the following information:
 - i. Promotional Resources
 - j. Group Leader Manual & Expectations (policies, required forms, etc.)
 - k. Pre-Project Study
 - l. Dress Code
 - m. Participant Form and the Church Agreement Form

2. COORDINATOR PRE-PROJECT RESPONSIBILITIES

- a. Encourage pre-project study
- b. Organize and promote pre-project visit
- c. Remind group to pay balance and fill-in group information online
- d. Communicate directions to lodging facility and other information about project location

3. CHECK-IN

- a. Project Coordinator and Office Manager finalize crew/ministry team assignments
- b. Group Leader comes to Check-In table
- c. Office Manager receives Participant Forms for each participant from each Group Leader and checks crew or ministry team assignments list against participants and Participant Forms that Group Leader has brought.
- d. Project Coordinator assists office manager in collecting any outstanding balances of attending groups
- e. Group Leader picks up Group Leader bag
- f. Group Leader instructs his group regarding schedule, room assignment, etc.

Registration And Financial Policies

Before January 15th: You may register your group for World Changers anytime before January 15, and pay no deposits until January 15th.

January 15th: A \$60 per person deposit is required to hold each registration and is to be paid on or before January 15th. Any new or additional registration made after January 15th will require an immediate \$60 deposit per person. ALL deposits are non-refundable, non-transferable and cannot be applied toward final balance due.

May 1: An additional \$60 late cancellation fee will be incurred for each decreased person after May 1. When you decrease your registration, previous deposits made cannot be applied or transferred toward final balance due.

For ALL projects:

14 Days Before Your Group Arrives: Final balance must be received by this time. *New* This money is non-refundable and non-transferable after 14 days before your project. If the final balance due is not paid by this time, your group will be charged a one-time \$75 late fee.

Weather and National Disaster Cancellation Policy: World Changers has your group's safety in mind as we host events. If an event is hosted as scheduled and your group cancels or decreases numbers due to weather conditions or a national disaster, all payments are non-refundable. If we are unable to host an event due to weather conditions or a national disaster, deposits cannot be refunded. Refunds of final balance payments will be made only if properties or locations refund World Changers for these costs.

Discounted Volunteers: World Changers offers discount to approved and selected individuals serving in the positions of Crew Chief, Supervisor, and First Aid Coordinator. All participants, including discounted volunteers, must pay the non-refundable \$60 deposit. The total fee for discounted volunteers is \$100 (this includes the \$60 deposit).

NOTE: Registration is open first-come, first served. Any add-ons will be allowed if space is available.

Registration Information

NOTE: Registration is open first-come, first served. Any add-ons will be allowed if space is available.

Registration Includes:

- Project preparation materials (pre-project study)
- T-shirt for each participant (to be given at the project)
- Secondary accident insurance
- Experienced leadership at project
- Pre-project planning logistics
- Daily worship experiences
- Daily Devotions
- Weekly Project Cam
- Lodging (local school or church facility) and meals at project

Registration DOES NOT Include

- Gas for church group and ministry team transportation (rental or otherwise) at the project
- Public transportation including subway/bus/train passes
- Travel to and from the project locations

Who Can Participate?

All Youth Projects: Students who have completed 6th grade or older

- Students should be active in their local church.
- We encourage you to only bring students who have completed the sixth grade and who have already been a part of student ministry or middle school student ministry.
- **Can I bring my kids?** Adults cannot bring children with them who have not completed the 6th grade. No private sleeping or childcare arrangements are available for adults with young children. Children are not allowed to attend with parents who are serving as adult chaperones if they are underage.

Check In Procedures

Customer Service/Professionalism

You never get a second chance to make a good first impression. Check in day and the first adult meetings are two of the moments that can set the tone for the rest of the week. Make sure that you are presentable and organized even among the chaos. Have all information, forms, giveaways ready and available to disperse. Wear your World Changers polo, nametag and lanyard. Please do not wear athletic wear or shorts. Present yourself professionally and eager to greet churches upon arrival. Sometimes this may mean checking them in early, even if not ready for check-in yet, but in an effort to serve a church at their convenience.

Pre-Project Preparations

- Office Manager emails churches using the email scripts provided and CC PC (Wednesday before check-in)
- Separate emails sent to returning and new churches
- Group leaders will need to wait at check in to confirm all forms are complete and turned in
- If possible email a map or any pictures prior to arrival that will help leaders identify check in and load in easily. Twenty-four hours in advance is ideal.
- Print list from the Planning Portal containing the churches and the number of participants that each church is registered to bring (Church List). Use these numbers to assemble group leader bags.
- Using the bags put the number of each item the church will get for each participant in the bag.
- Inventory group leader gifts and name tags

Group Leader Bag Contents

- Laundry Bag
- Nail Aprons (construction only)
- Bandanas (construction only)
- Name tags, loops and sleeves
- Shirts (if have sizes)
- Pen/Sharpies to fill out names on nametags

Check-In Location

Make the location for check-in easy for leaders to find and see upon arriving. If possible set check-in up outside for easy visibility as churches arrive.

Items Needed at Check-In:

- File Box
- Computer (if possible make changes to the portal as you have them)
- Highlighter, Pens, Notepad
- Sticky notes or index to write any notes on that you need to give to group leader
- Extra Participant Forms (*print these in advance*)
- Invoices for churches with an outstanding balance
- Master list of room assignments by churches
- T-shirt Form or Shirt Report from the Portal
- Folder for each church with the printed “participants by church” list in it
- Group Leader nametags and lanyards
- Group Leader gift, The “gift card” isn’t required to receive the gift
- Group Leader Bags
- Map of School on the back of the newsletter
- Have large schedule displayed at check in

Set-up check-in table for construction volunteers

- Extra Participant Forms
- Expense Reimbursement Forms
- Construction Shirts and gift
- Nail Aprons
- Bandanas
- “Sign In” sheet to capture contact information of the construction volunteers

Team Assignments During Check-In Time

Project Coordinator

- Be at registration table at all times
- Be familiar with all check in procedures
- Double check transportation plans
- Be prepared to field questions and trouble shoot
- Be prepared to assist the office manager handing out giveaways, etc.

Office Manager

- If possible greet the group leader at the door and escort them to the table.
- Responsible for checking in groups
- Enlist First Aid Coordinator (construction) or other volunteer to check participant forms

Audio/Visual Technician

- Greet and pray with groups upon arrival
- Responsible for capturing arrivals and registration
- Direct group leaders where to check in
- Direct groups on where to begin unloading
- Assist where needed

Construction Coordinator

- Set up construction registration table

- Be at the registration table to greet and register construction personnel (Crew Chiefs, Supervisors, and Runners).
- Details for registration responsibilities for construction coordinator are found under the construction coordinator tab.

Site Coordinator

- Available to answer questions regarding ministry sites
- Provide directions to local store (i.e. WalMart)
- Assist office manager and Project Coordinator as a runner to get materials or escort group leaders
- Assist where needed

Volunteers & Summer Staff

- If not already done, prepare participant shirts once all churches have arrived
- Assist churches with their luggage and show them to the sleeping rooms
- Assist others as needed

Check In Problem Solving

Missing notary for a minor- Inform your Project Coordinator. World Changers policy is that a minor cannot attend a ministry site unless we have a **notarized** form with a parent/guardian signature. A faxed or emailed copy can be sent to the office manager. The office manager must print off the form and include it in the Back to PC.

Participant shows up too young- Notify your Project Coordinator to determine the next step. National staff will need to be contacted. Keep your team leader informed of the situation. National staff will be the decision maker in this situation.

Background Checks are Incomplete- Project Coordinator to consult National Staff immediately

The following are some examples of instances where crew assignment changes may be necessary (These changes should only be made by the PC):

- Medical reasons
- Behavioral reasons
- Added participant (not previously registered)
- A church substitutes a participant
- Someone does not come and a student is now by themselves on a crew
- Transportation issues

Check Out Procedures

Wednesday

1. Confirm departure time/checkout procedure so you can communicate realistic expectations to group leaders in the meeting (Project Coordinator)
2. Decide whose responsibility breakfast is the morning of departures: Is it provided in the food contract or will it need to be purchased separately? In almost every case it is **not** provided in the food contract. (Project Coordinator)
3. Develop a handout of checkout procedures to be distributed at Wednesday or Thursday night Group Leader meeting (Project Coordinator)

Final Group Leader Meeting (Project Coordinator /OM),

(Wednesday)

- Discuss the check-out procedure with the adults who are present; allow them time to ask questions; assure them that their cooperation will make this efficient for everyone (Project Coordinator)
- Announce that the bathroom must be free of personal items before lights out on final night or they will be discarded as waste (Project Coordinator)
- Announce the removal of Encouragrams at lights out final night; suggest that they encourage their students to remove those items they are interested in keeping (Project Coordinator)
- Distribute the following items:
 - Group Leader Evaluation form
 - Next year Registration Worksheet- Explain in detail how to complete the registration worksheet. Make a computer available during the week and at meeting to register online.
 - Other World Changers provided resources

Day Before Checkout

At some point before checkout morning, the office manager will need to assemble the check out packets; these packets should include (but are not limited to):

- Certificate of Appreciation (OM)
- Project Cam (AV)
- Dates and Rates for next year (OM)
- Photo Disk (AV)
- Thank You Cards (ALL)

Checkout Morning

- The Group Leader gets the youth group packed and their luggage loaded onto the bus.
- They return to their room for clean-up.
- The Group Leader comes to the office where the Office Manager will be coordinating checkout. The other staff members will be equipped with a cell phone and the OM will direct them to the room the group has just finished cleaning.
- Staff will inspect the room and decide if it is satisfactory or not and will communicate to OM.
- If the room passes inspection, the Group Leader will turn in their evaluation form and registration worksheet and be given their check out packet; if not, the group will come back into the facility and make the necessary adjustments for a successful checkout.
- If the room is shared with more than one church group, inspect the portion that the group checking out has occupied while the adult is present.

Check-Out List For Groups

Please give this list to Group Leaders to use as a checklist of items that need to be completed BEFORE they can check out. This list can also be used by the person checking out the Groups/Group Leader as a checklist of what has been done.

- Remove all items from the bathrooms
- Take Encouragrams down on last night
- Move furniture back to original position
- Trash outside the door
- Take down back plastic
- Sweep/vacuum floors
- Remove all luggage
- Tell the Office Manager or Project Coordinator what time you are leaving on final morning
- Give evaluations and registration worksheets to the Office Manager when you check out or before you leave
- Clean your assigned common area before leaving



Financial Information

Expense Reimbursement

- **Coordinators have TWO WEEKS from their event/expense to request any reimbursement.** Requests turned in more than two weeks after the event/expense will not be reimbursed.
- All approved project expenses will be reimbursed using the World Changers Expense Reimbursement form. You must submit ***all receipts*** for reimbursement, **regardless of dollar amount.** Any expense submitted without a receipt will not be reimbursed. These forms must have a complete name, address, social security number, and all receipts attached and should be signed. Incomplete forms will be returned to you for correction.
- Reimbursement forms will be available from the Office Manager for use during the week. They are also available at the end of this notebook
- Construction Coordinators will be reimbursed a maximum of \$500 to cover the cost of gas and miscellaneous expenses during the project week.
- Construction volunteers will receive a reimbursement for travel expenses to and during the project. Supervisors may turn in receipts for a reimbursement up to \$200; Crew Chiefs may turn in receipts for a reimbursement up to \$100; and runners may turn in receipts for a reimbursement up to \$75 (Runner reimbursement limited to 1 Runner per Supervisor per Project Week).

Travel Policies

- ALL airline, hotel and vehicle rental reservations should be made through the World Changers National office, otherwise they will not be reimbursed. An Expense Reimbursement Form for any incidental out-of-pocket expenses should be turned in to the World Changers national office within two weeks of travel being completed.
- Every trip made by the Construction Coordinator to the project site must be pre-approved by World Changers National Staff and will only be **reimbursed up to \$500.** Construction Coordinators should only plan one trip to complete these write-ups; any exception to this rule must be approved by the World Changers National Staff. Approval will need to be issued to Travel and Transport for any pre-project booking, so please communicate specific travel information with your National Staff.
- World Changers will reimburse for gas receipts, but will not reimburse for mileage.

Project Expenses

- All expenses during the project will be handled with a World Changers issued credit card, personal credit card, or cash. **Summer staff will be issued a World Changers corporate card at Summer Staff training. Project expenses during the week should be purchased using summer staff cards whenever possible.**
- Summer Staff will use their stipend for their meals while traveling. Coordinators and staff are expected to eat at the lodging facility during project weeks.
- The Site Coordinator should make preliminary arrangements for expenses such as ice, food, etc., prior to the beginning of the projects. This includes method of payment. Payment through direct billing is acceptable and all direct bills should be sent to the World Changers main office. Anything different from this should be discussed with National Staff prior to the beginning of the project.

Please email direct bills to:

brookelyn@world-changers.net

Or mail direct bills to:

World Changers

2310 S. Hwy 77 STE 110 PMB 345

Lynn Haven FL 32444

United States

- Any cash received through sale items and offering should be kept in the project safe until the Office Manager can make a bank deposit into a World Changers account. Do not keep large amounts of cash at the project location. It is the Project Coordinator's responsibility to double check Summer Staff concerning their sales inventory and money management.
- Payment for the project facility and food service will be direct deposited or mailed to the vendor after final information is sent to the National Office. Payment for coordinator honorariums will be processed the week of the project and either direct deposited or mailed to the address listed on your coordinator contract.

Guidelines For Project Expenses

1. **Approved Travel Expenses (Up to \$500 for Coordinators)**
 - a. All airline reservations should be booked through Travel and Transport (877-906-0743). Please ask for the cheapest available ticket. Tickets may be restricted by National Staff if they are outside a reasonable cost to the budget.
 - b. Approved project-related travel expenses:
 - c. Gas/diesel (not mileage)
 - d. Taxis/shuttles
 - e. Parking
 - f. Individual Meals (only as part of an overnight trip when project meals are not provided)
2. **Approved Project-Related Purchases**
 - a. Ice for crews (not cups)
 - b. Crew photo supplies
 - c. Black plastic (for privacy curtains)
 - d. Tape – for Encouragrams, signs and other project-related uses
 - e. Photo copies
3. **Approved Ministry-Related Supplies – please note these as project expenses on your Expense Reimbursement Form so they can be coded correctly**
 - a. Arts
 - b. Crafts
 - c. Sports equipment
 - d. BYBC materials
 - e. Batteries
 - f. Cleaning supplies/hardware
 - g. Gatorade/Powerade
4. **Purchases NOT Approved**
 - a. Personal items (clothes, toiletries, etc.)
 - b. Medicine for yourself or an individual participant – Purchase of First Aid Kit supplies must have approval from National Office
 - c. Snacks for World Changers office
 - d. Damages to facility or vehicles
 - e. Entertainment
 - f. In-room movies
 - g. Dining out when a meal is already provided at the project (includes snacks and drinks)



Construction Coordinator Notebook

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CODE OF CONDUCT FOR CONSTRUCTION VOLUNTEERS

This Code of Conduct is included in order to ensure the provision of a safe working environment for the participants entrusted to our care for the week at a World Changers project. As a Construction Volunteer working with youth, it also serves to protect you from participating in activities that have the potential for damaging your reputation, detracting from the effectiveness of your testimony, and resulting in legal action. In order for you to serve at a World Changers project, we require each Construction Volunteer to be made aware of these standards of conduct enumerated in the following paragraphs. The concepts and standards of behavior are meant to apply to all participants; male and female, students and adults.

1. The use of profanity and crude or suggestive language is prohibited. This includes the use of potentially suggestive nicknames such as “Honey”, “Sweetie”, etc. Instead, learn the names of your crew members and only use nicknames after you have asked how the participant wishes to be addressed.
2. Touching a participant in any manner that could be construed as inappropriate is never allowed. This includes inappropriate indirect contact such as contact with a piece of building material, hand tool, or any other object.
3. The use of alcohol or tobacco products in any form is prohibited at a World Changers project.
4. Fireworks are in no way allowed at a World Changers Project
5. The use of controlled substances is prohibited without a prescription.
6. Participants are to be treated with respect and dignity.
7. Do unto others as you would have them do unto you.

“Do nothing out of rivalry or conceit, but in humility consider others as more important than yourselves. Everyone should look out not only for his own interests, but also for the interests of others.” Philippians 2:3-4

NON-NEGOTIABLES FOR THE CONSTRUCTION COORDINATOR

1. WORK SITE SELECTION:

- a. In order to ensure participants have a truly life changing experience at each project, work sites must be selected so that the work is challenging and meaningful. **Evaluate each work site using the attached “Meaningful Work Site” form.**
- b. Work with the Agency Representative to ensure materials, permits, dumpsters and restroom facilities are available

2. WORK SITE INFORMATION FORMS (WSIF) – MUST BE:

- a. Filled out completely **including Resident Safety Information.**
- b. Signed by the resident prior to commencing work
- c. Provided to Crew Chiefs and Construction Supervisors as much in advance of the project as possible to allow construction volunteers to prepare for their work at the project.
- d. Turned in to Summer Staff Office Manager at the start of the project for an Office copy to be made, then handed back to CC.
- e. Updated during the week as necessary to inform the resident of newly identified hazards.
- f. Updated at the completion of the project to indicate status of work.
- g. Turned in to Office Manager at the end of the project to be sent in the Back to Nash box.

3. CONSTRUCTION VOLUNTEERS:

- a. All Crew Chiefs and Supervisors will need to have background checks confirmed prior to serving. See Hot Topics in this section concerning background checks for Construction Volunteers.
- b. References must be checked for all first time volunteers.
- c. For returning volunteers, check with previous Construction Coordinator for acceptability.
- d. For questionable references (check the comment field of the Construction Volunteer Database), contact your National Staff prior to accepting the applicant.
- e. Promptly notify each volunteer whether or not they are accepted to serve.
- f. Provide Work Site information and training information to volunteers as early as possible
 - i. Work Site Information Form
 - ii. Construction Manual including copies of Work Site Information Forms, Tools lists, and work descriptions
 - iii. Construction Volunteer Training Videos

4. **DOCUMENTATION:**

- The following must be supplied at the times indicated.

Item No.	DOCUMENT	When	To Whom
1	Follow-Up Plan (Page 1 of Form)	One month before the project begins.	National Staff representative
2	Work Site Information	One month before the project begins.	Planning Portal
3	Work Site Information Form (Signed by Resident & WC)	At the project prior to check-in	Summer Staff Office Manager
4	Construction Volunteer Information (See options in Note 1)	Three (3) weeks before the project begins	Planning Portal
5	Adult Leadership Grid (Optional – See Note 2)	At the project prior to check-in	Project Coordinator
7	Follow-Up Plan (updated to show remaining work on Page 2 of Form)	Prior to Summer Staff leaving the project on the last day.	Summer Staff Office Manager
8	Construction Supervisor/ Crew Chief evaluation Forms	At the end of the project	Summer Staff Office Manager

- **Note 1:** Construction Volunteer names, contact information, and church affiliation must be entered in the Planning Portal. This is imperative to assure proper billing to our participating groups. The Construction Volunteer Grid included later in this section is to be used as your work sheet for the information to be entered in the Portal. **Turning the Grid in to the Summer Staff Office Manager at the beginning of the project is optional if you have entered Volunteers into the Portal as required.**
- **Note 2:** The Adult Leadership Grid is considered a work sheet for planning purposes only. All information on the Grid must be entered into the Planning Portal prior to your arrival at your project. The Grid can be found in the Project Coordinator Section of the Coordinators Notebook.

5. AT THE PROJECT:

- a. **Participation** – Set an example for your Construction Volunteers by attending The Gathering each evening. Tell them they are required to attend, as well. Sing the songs, do the motions. It won't hurt! Local crew chiefs and supervisors need to attend as well.
- b. **Serve the church** - At the project, this includes both Group Leaders and local churches whose efforts help us provide mission experiences which develop the hearts of students for serving others and sharing the gospel.
- c. **Serve the participants** – Remember, the world we hope to change is the world of the participant. Make the experience meaningful for them.
- d. **Prepare for the Project** – Read the “Construction Coordination” section of the Coordinators Notebook and the “Construction Volunteer Manual”.
- e. **Communication** – Work closely with your National Staff, your Site Coordinator, PC and with Group Leaders. Contact Group Leaders to request construction volunteers. Contact volunteers to keep them informed of their status and the type of work they will be assigned as well as the tools and equipment required for their work site. Remember your Agency Representative. Make sure you have a good relationship with the agency by keeping them in the communication loop.
- f. **Crew Assignment** – Be available to the Project Coordinator during Crew Assignment time.
- g. **Planning Portal** - Make sure you have informed your PC for Work Sites, Crew Chiefs, Supervisors, and Runners in the Planning Portal and that you have provided your part of the Adult Leadership Grid if requested by the PC. For Construction Volunteers, enter their name, mailing address, phone number, email address, and church name into the Planning Portal.
- h. The project isn't over with the last day of construction. Stay until groups are leaving on the last morning.

CONSTRUCTION COORDINATOR'S CHECKLIST

Please complete this checklist as you progress toward your project.

PRE-PROJECT	DATE
<input type="checkbox"/> Initial meeting or phone call with agency <input type="checkbox"/> Discuss with agency: work to be done, procedure for securing materials, on-site waste removal, restroom facilities, building permits, Work Site Information Forms, means of on-site communication, and completion of unfinished sites.	Fall prior to project
<input type="checkbox"/> Attend Coordinators Retreat	January
<input type="checkbox"/> Begin enlisting Supervisors. <input type="checkbox"/> Begin enlisting Crew Chiefs.	6 months prior to the project or earlier
<input type="checkbox"/> Ask Construction Volunteers who are not part of a registered church group to complete a background check. These "local volunteers" should complete the online application, and a background check request will be sent to them from the National Office.	As local volunteers are accepted
<input type="checkbox"/> Review online Construction Volunteer Applications; verify references, call past Construction Coordinators. Speak with each applicant within 6 weeks of their application submission date even if you don't know if you will use them yet. <input type="checkbox"/> Notify applicants of approval. If the applicant is not needed, let them know as soon as possible. <input type="checkbox"/> Encourage Volunteers to have primary healthcare insurance. Suggest options for temporary insurance.	Upon receipt of applications from the WC Office
<input type="checkbox"/> Provide training for Crew Chiefs and Supervisors. <input type="checkbox"/> Begin selecting and screening work sites as provided by agency. <input type="checkbox"/> Involve supervisors if possible in site selection/evaluation. <input type="checkbox"/> Confirm work sites as number of participants allows.	4 months prior to project
<input type="checkbox"/> Develop a building materials list for each work site as well as a master list for the project.	2 months prior to project
<input type="checkbox"/> Assist the PC and Site Coordinator with a pre-project visit of church group leaders. Travel to the pre-project must have prior authorization from National Staff. Airfare, car rentals and hotels must be booked through the WC National Office and have your National Staff Approval	When scheduled
<input type="checkbox"/> Send a digital copy of the "Construction Manual" and specific work site information to each Crew Chief. <input type="checkbox"/> Send a copy of your Follow-up Plan to your World Changers National Staff Representative.	1 month prior to project
<input type="checkbox"/> Verify that agency and materials suppliers have ordered materials for all work sites. <input type="checkbox"/> Complete Work Site Information Forms including resident's signature. <input type="checkbox"/> Verify work permits are in place. <input type="checkbox"/> Verify that all construction volunteer contact information has been entered into the planning portal. Verify that all construction volunteers have completed their Construction Volunteer Application.	2 weeks prior to project Prior to start of project
NOTES:	
PROJECT	DATE
<input type="checkbox"/> Meet with Summer Staff, PC, and Site Coordinator to finalize crew assignments.	First day of project

<ul style="list-style-type: none"> <input type="checkbox"/> Give original of all Work Site Information Forms to Summer Staff Office Manager. Keep copies for yourself, and updates for Supervisors, and Crew Chiefs. <input type="checkbox"/> Meet construction volunteers as they arrive. Enlist volunteers to register Crew Chiefs, Supervisors, and Runners at the check-in table. <input type="checkbox"/> Verify that each construction volunteer (Crew Chiefs, Supervisors, Runners) has completed a Participant Form. <input type="checkbox"/> Assign local Crew Chiefs, Supervisors, or other volunteers to visit work sites with Crew Chiefs as they arrive as allowed by your project schedule. <input type="checkbox"/> Conduct a meeting with construction personnel (a typical agenda addressing topics to be covered is included in this section of the Coordinator's Notebook). <input type="checkbox"/> Provide Safety Training to Safety Inspectors and Construction Volunteers. 	<p>Position Training (See project schedule)</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Supervise the construction work of the project; meet daily with the coordination team to report progress, evaluate schedule, etc. <input type="checkbox"/> Meet daily with Supervisors to assess the work. <input type="checkbox"/> Conduct meetings with Crew Chiefs at predetermined times: be an encourager. <input type="checkbox"/> Use Daily Work Sheets from the Construction Manual to monitor progress, needs, problems, and materials for work site. 	<p>Daily</p>
<p>POST-PROJECT</p>	<p>DATE</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Work with Supervisors to identify any uncompleted work. Obtain Work Site Information Forms from Summer Staff and check off completed items. Provide an updated Follow-up Plan to the Office Manager. <input type="checkbox"/> Inform agency, Site Coordinator, and World Changers National Staff of unfinished work. <input type="checkbox"/> Work with Supervisors to complete Crew Chief Evaluations and turn them in to the Summer Staff. <input type="checkbox"/> Make sure unused building materials are inventoried and returned to supplier for credit if possible. <input type="checkbox"/> Turn in all required paperwork. 	<p>Last work day</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Verify that the Summer Staff has the original of Work Site Information forms. <input type="checkbox"/> Return borrowed ladders and other equipment to owners. 	<p>Last day of project</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Execute Follow-up Plan to complete unfinished work. 	<p>As soon as possible.</p>
<p>NOTES:</p>	

WORLD CHANGERS TERMINOLOGY AND ORGANIZATION

1. **TERMINOLOGY:** Over the years, World Changers has developed its own unique terminology. As you study the information in this section, you may run across terms that seem unfamiliar or ambiguous to you. To be clear about the terms, refer to the “History and Organization” section of this notebook. It provides a detailed definition of many of the terms used by World Changers.
2. **ORGANIZATION:** Refer to the organization charts in the World Changers Organization section of this notebook.
 - a. **Project Organization:** The World Changers National Staff enlists a coordination team consisting of a Project Coordinator, Construction Coordinator, Site Coordinator, and an Agency Representative. The Organization charts show all of the coordinating team positions at the same level. It is expected that all team members share the responsibility for organizing and executing the project. Each team member has their specific job responsibilities, but all decisions affecting the project should be a team decision. The World Changers National Staff also enlists a Summer Staff (Audio/Visual Technician, Music Leader, and Office Manager) The CC is responsible for enlisting Construction Supervisors, Crew Chiefs, and Runners to serve under his supervision to accomplish all construction aspects of the project. Similarly, the Site Coordinator at a Community Project is responsible for a similar organizational structure for Non-construction Ministry Sites.
 - b. **Crew Organization:** The Construction Project and the Community Project organization are slightly different. **For a Construction Ministry Site**, the Crew Chief supervises the crew. A Crew Encourager assists the Crew Chief in directing the work of the crew. Crew Members are assigned from multiple churches so that each participant has at least one other member from their church with them on their crew. **At a Non-Construction Ministry Site**, the Ministry Host, along with the Crew Encourager, directs the work of the crew. A Crew Encourager, enlisted by the Project Coordinator, provides leadership for the crew. Other youth and adult leadership positions on the crews are the same and are as shown in the organization charts and defined in the “History and Organization” section of this notebook.
 - c. **Coordinators Notebook:** Sometimes referred to as the Leadership Manual, it contains a wealth of information about World Changers operations and detailed information about the jobs of each Coordinator position. It will serve you well to become familiar with the entire notebook so you know who is responsible for each task required to have a successful project. The entire notebook is available online at:

WORLD CHANGERS CONSTRUCTION PROJECTS

These projects use construction ministry sites to serve residents and provide an avenue for sharing the gospel. Work Sites are provided and funded through a partnership with a local government or non-profit agency. The World Changers Construction Coordinator works with the Agency Representative to choose meaningful work sites, define the scope of work at each site, and develop a materials list for each work site. For the 7 Day projects, the participants are given Wednesday afternoon and evening to rest and to enjoy the attractions in the project city.

WORLD CHANGERS COMMUNITY PROJECTS

1. **The Crew Encourager is the leader.** The Crew Encourager serves as the leader of the crew while at their assigned non-construction ministry site. In the event of a crisis or emergency, the Crew Encourager handles the situation along with the other adults on the crew. The Crew Encourager works with a local Ministry Host to define the type of ministry and how the ministry will be carried out.
2. **Most Crews will have a full-day of Construction or Non-Construction Ministry.** For the crews doing full-day construction work, the workload can be the same as at any World Changers Construction Project.

CONSTRUCTION COORDINATOR RESPONSIBILITIES

1. **Serves churches in their ministry of making disciples** by providing meaningful work sites that develop the hearts of students for serving others and sharing the gospel.

2. **Enlist Construction Supervisors** who will help you coordinate all the construction work to be done during the project (one for each five crews).
3. **Enlist a Crew Chief** for each work crew. Encourage your Construction Supervisors to assist with Crew Chief enlistment. See “Volunteer Enlistment” later in this section.
4. **Enlist one Runner for each Supervisor.** Runners are typically local volunteers who help to ensure crews have the supplies and equipment they need to do their work assignments by picking up and delivering items as directed by the CC.
5. Assist the World Changers National Staff and the project coordinating team in developing a working relationship with the agency involved in the project.
6. Cooperate with the agency to **select an appropriate number of work sites** for the week of the project. Attention should be given to how long each project will take considering the number of crew members on each crew. Crew size is usually 10-14 people. **(Estimate the number of sites as total registration divided by an average of 11 people per crew.)**
7. With the assistance of the agency, **develop a building materials list** for each work site, an estimate of costs, and a master list of materials needed for the project. Utilize your team of Supervisors or agency personnel to help with the selection of sites and the development of materials lists. Make sure all Supervisors are familiar in advance with their assigned sites.
8. Work with the Site Coordinator and/or Agency Representative in developing a **Follow-up Plan** (Last two pages of this section of the Coordinators Notebook) for uncompleted work. **Send a copy to your World Changers National Staff representative at least one month before your project.**
9. **Provide a digital version of the Construction Volunteer Manual for each site to be sent to the Crew Chief one month prior to your project.** Include a copy of the Work Site Information Form and pictures, provide any needed Crew Chief instructions, and a copy of the Crew Chief Tool List filled out to indicate the kind of tools the volunteer will need at their work site. A copy of the Construction Volunteer Manual should also be sent to each Supervisor providing the same information for all of their sites.
10. **Complete a Work Site Information Form for each work site including initial resident safety information. The owner/resident must sign this before any work is to be done.**
11. Determine with the agency how materials will be purchased and delivered to work sites.
12. Work with the agency, Site Coordinator, PC, and Supervisors to secure necessary **permits and licensed craftsmen** for specialized work, i.e., electrical, plumbing, and so forth.
13. Participate in the pre-project visit of Group Leaders as needed.
14. Plan an **orientation meeting for all construction leaders** (this can be before the project begins for local construction personnel or on the first day of the project). Organize a tour of work sites for Crew Chiefs as they arrive as allowed by the project daily schedule.

15. Meet with the coordinating team to finalize crews and crew assignments prior to the project. **Have work site Information, Supervisor Name and contact information, and Crew Chief name and contact information entered in the Planning Portal prior to this meeting.** Specify a crew size needed for each crew if the number needed at a work site is more or less than eleven. Also, specify if participants at the work sites need to be all adults or a combination of adults, Senior High, or Middle School. **Be available for the entire crew assignment process.** This is done prior to arriving at the project by the PC.
16. **Register Construction Volunteers at the project.** Provide Volunteers with all participant items including bandanas, nail aprons, theme t-shirts, name tags, and participant manuals. If the volunteer is part of a registered church group, these items will be provided to the Group Leader in their Group Leader bag. Provide volunteers with additional Construction Volunteer items including Construction Volunteer shirts and a hard copy of the Construction Volunteer Manual. Gather Participant Forms for all local volunteers.
17. **Meet daily with your coordination team and Supervisors** to keep you abreast of how the work is going. Serve as an encourager to Supervisors, Crew Chiefs, youth, and leaders during the week.
18. **Meet daily with Crew Chiefs** to discuss status of work and address problems as required. Some construction personnel meetings are included on the schedule, but it is your responsibility to schedule other meetings. Consider afternoons when crews return, after supper and prior to worship, after worship, at breakfast, or an early morning coffee meeting.
19. Assist the agency in **reclaiming unused materials** from work sites.
20. Email Construction Coordinator's checklist to your National Staff representative as scheduled to provide a project status update.
21. Before the beginning of the project, verify that all **construction volunteer contact information** has been entered into the planning portal. Verify that all construction volunteers have completed their **Construction Volunteer Application.**
22. **Complete all paper work.** Verify that by the end of the last full day of the project all required documents have been turned in to the Summer Staff Office Manager including:
 - a. Participant Forms for volunteers not part of a registered church group
 - b. Updated Work Site Information Forms
 - c. Your final version of the Follow-up Plan
 - d. Crew Chief Evaluation forms.

MEANINGFUL WORK SITES

Definition: Meaningful Worksites engage all participants both physically and spiritually while providing them with the opportunity to serve others and share the Gospel. Keep these things in mind when choosing potential worksites.

Basic considerations to help in determining a meaningful worksite:

1. Provides ample opportunities to share the Gospel with the community.
2. Meets the strategy of state convention, local association, and local churches.
3. Amount of work is adequate for the size of the crew which will be assigned.
4. Scope of work can be completed in the allotted time at the worksite
5. Participants will leave feeling they accomplished something meaningful for the Kingdom.
6. The need for being at the site is clear or the story behind the work provides string motivation.

HOT TOPICS

1. EXPENSE REIMBURSEMENT FOR CONSTRUCTION VOLUNTEERS

- a. The following procedures are required for submission of expense reimbursement forms for your project related expenses.
 - i. **Coordinators and other construction volunteers have TWO WEEKS from their event/expense to request any reimbursement.**
 - ii. **Coordinator contracts must be completed prior to your project or no payment will be issued. Payment will be issued the week of the project.**
- b. In the first item above, “event” refers to your pre-project visit, project, or other approved activity. Typically, you will only be involved in the pre-project visit if you live in the metropolitan area of your project. Otherwise, expenses for travel to the pre-project visit must have prior approval of your National Staff representative. Related expenses necessary for preparation, execution, or follow-up for your project must all be submitted within two weeks of incurring the expense.
- c. The second item refers to your signed Coordinator contract submittal. These are normally given to you to be signed at the Coordinators Retreat. If you’re at the Coordinators Retreat, that should be no problem, but if you could not attend the retreat, sign and return the contracts as soon as it is emailed to you following the retreat. If you haven’t signed and returned the contract to our staff prior to your project, no late payment will be issued.
- d. **Make sure you tell your Construction Volunteers to turn in their expense reimbursement forms to the Summer Staff Office Manager before they leave the project or within two weeks of the end of the project.**

2. BACKGROUND CHECKS

- a. Groups: Group leader turns in Statement of Compliance at check in confirming all of the group's adults have had a background check.
- b. Construction Volunteers: Background checks are required for all Construction Coordinators, Supervisors, Crew Chiefs, and Runners.
 - i. All construction volunteers must fill out the online application (located under "Work With Us" tab on the website).
 - ii. Request for background check will be emailed directly to applicant from the National Office via HireRight for those not attending with a registered church.
 - iii. Once background check is submitted, HireRight will send a confirmation email stating that their request has been received.
 - iv. National Office: send request for checks and keep track as completed
 - v. Project Coordinators: verification of completed background checks

3. QUALITY

- a. The quality of our work affects our witness in the communities where we serve. If our work is to reflect the love of Christ for the residents and communities where we minister, then our work must reflect that love in the quality of work we perform. Make sure your Supervisors and Crew Chiefs are trained on general requirements, as well as, unique requirements local to the agency. Make sure your Crew Chiefs are told how to do their jobs and then spend sufficient time during the week to ensure work is being done correctly.

4. SAFETY

- a. We must do everything we can to reduce and eliminate accidents and near misses we have experienced in the past. Most of these could have been avoided if we had all been paying closer attention to safety. The following suggestions help minimize these issues:
 - i. Many of the safety concerns we face could be avoided if we put more emphasis on proper work site selection. As you're working with agencies to select houses to work on, try to stay away from lead based paint, asbestos siding, and other known problem areas. In cases where hazards can't be avoided, make sure you know what the safe work practices are for each situation and work closely with the agency to define those safe work practices for your construction personnel and participants. The agency may also be able to provide help at specific sites to ensure legal and "good faith" work requirements are met. Some specific areas to be addressed include proper use of ladders and scaffolding, lead based paint issues, cleanup of paint brushes, and disposal of trash.
 - ii. In your first construction volunteer meeting, instruct the Crew Chiefs that they are to provide safety training for their crews on their first visit to their work sites. Information they need to cover is included at the end of

their Construction Volunteer Manual. **Tell all Construction Volunteers to attend the Safety Inspector position training time.**

- iii. Specific safety training information is included in this section of the Coordinators Notebook and in the Construction Volunteer Manual. **Construction Coordinators are to train Safety Inspectors and Construction Volunteers** on safety issues in the Crew Position Training time at the beginning of the project.
- iv. In order to provide safer work sites, World Changers does not allow minors (youth less than 16 years of age) to work on roofing work sites. Construction Coordinators are responsible for ensuring these requirements are followed on roofing work sites. See Roofing Guideline for Participants
- v. Finally, we require Construction Coordinators to emphasize safe work practices with Construction Supervisors so that they can correct any concerns they observe as the week progresses.

5. FOLLOW-UP

- a. Our #1 priority is to finish ALL worksites. Uncompleted work at projects causes a lot of hardship for the residents, for the city or agency, for you as the Construction Coordinator, and for World Changers. Every effort should be made to complete the work agreed to on the Work Site Information Form. However, it is understood that unforeseen circumstances can keep even what appears to be a simple job from being completed. If it rains all week, you may not be able to finish your outdoor work. Some follow-up work may be required. The following discussion addresses methods and procedures which must be in place to ensure completion of work:
- b. Each Construction Coordinator must have a written work plan for addressing follow-up work. Your World Changers National Staff contact for your project will be asking for a copy of your plan about one month prior to the project. A form has been added to this section to help you develop and report your follow-up plan.
- c. Your first line of defense is to make sure you don't over commit to the resident and the agency concerning the work to be done at a site. Try to emphasize selection of projects which are meaningful, but which can probably be completed by a crew working 4 days (or less at some Community Projects). If a house appears to be too difficult to do in the time you have, don't be afraid to say no to the resident and the agency. It is better to be realistic than to commit to a job that you can't finish. And, everyone involved with the project will leave with a better experience if the work is completed.
- d. In many cases, agencies have the means to complete work at unfinished sites. But don't assume they do. It is your responsibility to discuss follow-up with the agency in your first meeting with them. Many agencies have money available to do the work you're doing for them, but use World Changers to stretch the effectiveness of their money. In some cases, they may have money available (including the money you save them on labor costs) to complete the work after

the completion of the project. Get their agreement early as to their role in completing unfinished work.

- e. It may be possible for you to enlist some of your Crew Chiefs and Supervisors to help complete work. The last day of the project, after the participants have left is a good time to tie up any minor loose ends. This is especially true if you have recruited local construction volunteers. Local construction personnel may also be asked to volunteer to come back at a later scheduled time to complete unfinished work.
- f. If you are from the area of the project, you may also be able to put together a group of local volunteers other than your World Changers construction personnel to help complete work following the project. These volunteers may even be available to help keep work on track during the project to ensure completion rather than follow-up.
- g. Use the Site Coordinator for the project to enlist local volunteers to complete the work. Don't just assume that this will happen. It must be discussed with the Site Coordinator to ensure resources are available and that they will take on this responsibility.
- h. If all else fails, contact your World Changers National Staff representative and enlist their help. In some cases they may have volunteers available, or may have other means to complete the work.
- i. Don't wait too long to start implementing your plan. Residents and agencies get upset with us if work is left unfinished too long.

6. CREW BUILDING

Crew Chiefs must use their initial time at the work site to provide crew **training in both specific work skills and safety**. At the work site, the Crew Chief will use some of the materials at the site to train the crew. As materials and time are available, the Crew Chief will demonstrate work skills and allow the participants to try their hand at the work. The Crew Chief will also teach the participants the safe work practices discussed in the Safety Guidelines section of the Construction Manual and also address site specific safety issues like power lines, any areas of structural weakness, and etc. **This means that the Construction Coordinator will have to be more intentional about training his Crew Chiefs on how to conduct the work site training time including both skills and safety.** The Construction Coordinator's agenda for the first construction personnel meeting includes these areas of training. This also means that materials needed for training must be available at the work site.

7. HORSEPLAY

We cannot allow or participate in any type of horseplay at a World Changers project. Many actions which we might intend as fun can result in serious consequences such as:

- a. Stewardship – Horseplay, such as paint fighting, often results in an unwise use of the resources available for your project and may have adverse affects for the project. It may result in a negative impression for the agency that may have gone to great lengths to obtain the funds for the materials. It presents a bad testimony to the resident, neighbors, and the community in which you are working. And usually, an individual participant or volunteer ends up with hurt feelings.

- b. Health risks – Individuals may have adverse reactions to various types of paint or other chemicals. And don't forget, power equipment can result in serious injuries that a participant might not expect (for example, power washers can cause severe cuts).
- c. Accidents – When being involved in horseplay, less attention is paid to safety and someone often ends up getting injured (stepping on nails, tripping on materials or equipment, falling from ladders, etc.)
- d. Law Suits – If a participant or their parent feels that World Changers has been negligent or has not provided proper supervision, World Changers (the individual involved, their supervisor, or the corporation) may be liable for damages and compensatory claims.
- e. Legal Issues – Some actions may be subject to criminal prosecution (Duct taping an individual to an object may be subject to prosecution for unlawful imprisonment or reckless endangerment, not to mention child abuse)
- f. Consequently, as Construction Coordinator you must take whatever steps are necessary to ensure horseplay is not allowed. This may include removing offending parties (whether participant or construction volunteer) from the worksite and possibly from the project if deemed necessary and prudent. This is done with National Staff and Project Coordinator involvement. Check with your World Changers National Staff representative if you have questions about appropriate actions.

What's New

- **Construction Coordinator Apprenticeship Program**
- Must have your National Staff approval
- Apprenticeship age range is 30-50 years old
- Will attend Coordinator's retreat 2021
- Shadow the CC in everything they do (not to be used as a Supervisor, but travel with CC during the project week)
- Pay is \$250.00
- Gas reimbursement will be max total of \$200.00

VOLUNTEER ENLISTMENT

- One of your first jobs is to begin recruiting construction personnel. You may have friends and acquaintances locally you can call on to fill some of the positions. One good strategy involves starting by recruiting an appropriate number of Construction Supervisors and asking each of them to recruit 5 Crew Chiefs.
- Work with your Construction Supervisors to recruit a full contingent of Crew Chiefs. How many Crew Chiefs are required? The simplistic answer is one per crew, but this raises the question of how many crews you should expect. This is determined by looking at your project registration. The average crew size is 8 to 10 youth plus 2 to 4 adults. Therefore, a good number for calculation purposes is 11. Using a typical crew size of 11,

$$\text{Total number of Crew Chiefs} = \frac{\text{Total registration}}{11}$$

$$\text{Number of Construction Supervisors} = \frac{\text{Total number of Crew Chiefs}}{5}$$

- Once the Planning Portal is available online, you should be able to access the data online yourself.
- The actual number of Crew Chiefs your Supervisors must help recruit can be reduced by the number of Crew Chiefs which are recruited from other sources. Other sources include adults attending with church youth groups, people identified by the Project Coordinator and Site Coordinator, and “wildcard” applications received by World Changers for unspecified projects.
- As you enlist volunteers, you will need to require each potential volunteer to complete an online Construction Volunteer Application. These applications are available from a link on the World Changers Web Site:
 - <https://www.world-changers.net/volunteer>
- Applications are to be completed for each Construction Supervisor and Crew Chief (Applications for Runners are optional). The construction volunteer applicant will complete the application form online and submit the data. The data will then be provided to each CC and to the National Staff. It is the CC’s responsibility to make sure each of their volunteers completes the form, that they review the applications, and that they enter contact information into the Planning Portal for each volunteer accepted to serve at your project. Make sure volunteers who are not part of a registered church group are entered into the portal.
 - *If you have trouble accessing the application online, contact your National Staff.*
- The application allows you to:
 - Obtain Contact Information
 - Check World Changers experience
 - Check other applicable experience
 - Check references
 - Match skills with work assignments
 - Verify commitment to abide by World Changers requirements

The following sources should be considered as you recruit construction volunteers:

- a. We have found that there are several advantages to recruiting local help. This can be done in many ways. Contact your friends and invite them to share in a mission project that will only cost them their time. You can also encourage your friends in other local churches to apply and promote your project in their churches. Don't forget to talk with your friends in other non-Baptist evangelical churches.
- b. The next step is to enlist the help of your local Baptist Association. Talk with your Site Coordinator. The local Association may have a Church Builders contingent, a Coordinator of Volunteers, or at least a Director of Missions who may be able to direct you to individuals, or perhaps can make your opportunity for missions involvement known to the Association's churches. You may want to get a list of your Association's churches and contact them yourself.
- c. Be proactive in contacting youth group leaders who are registered for your project. This is primarily the responsibility of the Project Coordinator, but there is nothing wrong with you contacting the youth group leaders. The Project Coordinator may be very busy with other responsibilities and may appreciate you contacting them on your own. You can contact them by e-mail for those youth group leaders for which you have e-mail addresses, by phone, or you can contact them in person if time permits and your energy holds out.
- d. Contact churches from the surrounding vicinity that have attended past World Changers projects. World Changers staff may be able to tell you who they are. Call World Changers, (850) 347-4601
- e. Ask State Construction Coordinators and State Disaster Relief Coordinators for help in locating volunteers. You can find contact information for the State Baptist Convention offices at <http://www.sbc.net/>. Click on the "SBC Search" tab and select "SBC Convention & Association Search". Call the state offices and ask for the State Construction Coordinator and State Disaster Relief Coordinator. These individuals may be able to give you the names and phone numbers of volunteer church builders and disaster relief workers in their Conventions. These two groups include a wealth of individuals who have various levels of construction skills.

WORLD CHANGERS CONSTRUCTION GUIDELINES

New and amended World Changers Construction Guidelines are included below to address current safety and regulatory issues. Our general policy is to follow as close as possible the safe work practices of regulatory agencies (HUD, EPA, OSHA) as discussed in the Code of Federal Regulations. For the most part, these regulations are legally binding only for compensated workers, employers, and employees, and do not specifically apply to volunteers such as participants at a World Changers work site. However, in order to provide a reasonable standard of care for our participants, we will follow minimum safe work practices to the greatest extent possible.

I. General Participant Guidelines for Age Categories

General Considerations

Some Coordinating Team members have raised the questions relating to what constitutes appropriate work of Junior High Participants at World Changers Projects and concerning appropriate guidelines for the work of both Junior High and Senior High participants. Other questions have been raised about considerations related to safe work practices.

1. Minors (less than 16 years of age) are not allowed on roofs or operate power tools that can cause injuries, such as saws. Minors are not to be assigned to work sites that include reroofing. (See participant roofing guideline)
2. Adults and Senior High participants who are 16 or over may be assigned to work sites that include roofing.
3. Construction Coordinators are to provide safety training for Construction Supervisors and Crew Chiefs. The items addressed in the Safety Guidelines section of the Construction Manual are to be covered as a minimum. Other site-specific items are also to be covered. It is the Crew Chief's responsibility to provide safety training for participants on his or her crew, and to ensure that participants follow safe work practices as the work progresses.
4. The Construction Coordinator, Construction Supervisor, and Crew Chief are to identify and provide meaningful work for each age group.

Additional considerations for Junior High Participants:

***Please note: Crew assignments are the responsibility of the Project Coordinators, but you need to notify Project Coordinator of the safety and difficulty of worksites.**

1. Appropriate work must be available for crews including Junior High participants. Junior High and Senior High participants may be mixed on crews at All Youth projects.
2. Junior High participants are allowed to paint from ladders, but safe ladder guidelines are in place including adult supervision and ladder buddy practices

II. Lead-Based Paint Guidelines

1. This guideline should be provided to Agency Representatives for any World Changers project where painting will be part of the scope of work. It is the responsibility of the agency to inform World Changers of any special requirements or practices above those presented in this document.
2. World Changers is a Volunteer Organization that works to change the world of the participants, communities, and residents. World Changers offers free labor on homes selected by helping agencies. It “plugs in” to existing systems that have identified needs of a community, have those needs prioritized and resources available to meet those needs.
3. World Changers is not a sub-recipient of government funds. World Changers is not a construction contractor.
4. World Changers interprets both the Housing and Urban Development (HUD) Lead Based Paint Guidelines and the Environmental Protection Agency (EPA) Regulations effective April 2010 as not specifically applying to volunteers who are not compensated in any way for their labor. This is supported by the EPA applicability statement as follows:

Title 40 CFR - Subpart E-Residential Property Renovation

§ 745.80 Purpose.

This subpart contains regulations developed under sections 402 and 406 of the Toxic Substances Control Act (15 U.S.C. 2682 and 2686) and applies to all renovations performed for compensation in target housing and child-occupied facilities.....

§ 745.82 Applicability.

- (a) This subpart applies to all renovations performed for compensation in target housing and child-occupied facilities,

5. It is with these principles in mind that World Changers has developed the following guidelines for working with agencies on homes which may or may not have lead based paint present following the HUD Lead Based Paint Guidelines set forth in September 2000 and EPA Regulations effective April 2010.

Liability

World Changers must be concerned about liability issues related to lead based paint and will work toward the protection of its volunteers following safe work practices.

First Preference

World Changers prefers that the agency prepare, certify, and clear houses for our crews in accordance with the HUD lead based paint guidelines and EPA Regulations.

Second Preference

- World Changers can work on houses that have lead based paint and will follow safe work practices as outlined in the HUD fact sheet dated March 2000 and contained in the EPA lead pamphlet entitled “Renovate Right.”
- The agency can assume that houses have lead based paint (houses built before 1978) and World Changers will follow safe work practices as outlined in the HUD fact sheet dated March 2000 and contained in the EPA lead pamphlet entitled “Renovate Right.”
- On houses identified as having lead based paint or on houses that are assumed to have lead based paint, the agency is required as a minimum, to provide the following materials for World Changers participants involved in preparing surfaces containing lead based paint for subsequent painting as outlined in accordance with the HUD fact sheet dated March 2000.
 - Durable plastic sheeting
 - Spray bottles for wet scraping
 - Utility knives for pre-scoring painted materials
 - Masks

The EPA “Renovate Right” lead pamphlet recommends the following safe work practices:

1. **Contain the work area.** For inside work, cover floors and furniture that cannot be removed from the area. Seal off doors and heating/cooling vents. For outside work, minimize access to the work area. Cover the ground and shrubs with heavy plastic to catch and contain paint chips resulting from surface preparation for painting. Plastic should be taped to the foundation wall to insure it remains in place during work and that it catches the maximum amount of paint chips and debris.
2. **Minimize dust.** Use practices which minimize dust including wet scraping and scoring joints when separating construction materials. Never use practices which generate large amounts of dust such as using heat sources including open flame burning, torching, or heat guns over 1,100°F, and do not use of power tool procedures including sanding, grinding, needle gunning, or blasting.
3. **Clean up thoroughly.** Use a HEPA vacuum, if available. Wipe down surfaces with wet cloths and wet mop using plenty of rinse water.
4. Other suggestions for minimizing the effect of lead on participants and residents include:
 - a. Keep small children out of the work area at all times.
 - b. Provide an area with running water and soap for clean up prior to eating.
 - c. Provide an area remote from the work site for meals and breaks.

- d. Clean up at the end of each work day so that debris is not accessible to children or pets.
- e. For final clean up, inspect visually to make sure that no paint chips or debris is visible.
- f. Be aware that ingestion of lead has a much more profound and lasting effect on young ladies than on young men. Lead in females remains in their body and can be passed on to their babies which are subject to birth defects and brain damage. DO NOT ALLOW PREGNANT WOMEN TO WORK IN AREAS SUBJECT TO LEAD DUST.

Private Funds

Because of the guidelines and regulations regarding lead based paint and the standard of care that is expected, World Changers will follow these safe work practices without regard to the source of funding in order to provide reasonable care for our participants wherever Lead is suspected.

III. Asbestos Containing Materials Guidelines

1. World Changers is a Volunteer Organization that works to change the world of the participants, communities, and residents. World Changers offers free labor on homes selected by helping agencies. It “plugs in” to existing systems that have identified needs of a community, have those needs prioritized and resources available to meet those needs.
2. World Changers is not a sub-recipient of government funds. World Changers is not a construction contractor.
3. World Changers participants are non-paid volunteers who are working for a short period of time in a construction environment, which by nature has an increased potential for injury and exposure to hazardous materials. In addition, the participants perform activities, which might increase exposure to accident or injury for a time period, which is only a fractional part of the total time at the worksites.
4. It is with these principles in mind that World Changers has developed the following guidelines for working on structures, which contain or may contain Asbestos Containing Materials (ACM).

Liability

World Changers must be concerned about liability issues related to asbestos and will work toward the protection of its volunteers by following safe work practices.

First Preference

World Changers prefers that the agency prepare, certify, and clear houses for World Changers crews in accordance with their requirements for safely handling asbestos materials. In other

words, reasonable care should be taken to insure World Changers participants do not work in environments involving ACM.

Second Preference

1. World Changers can work on houses that have asbestos materials (typically in shingles, siding, floor tile and glues, and pipe insulating materials) and will follow safe work practices as outlined in the World Changers' Agency standards.
2. The agency and/or World Changers construction personnel shall identify structures, which incorporate or may incorporate ACM and World Changers will follow safe work practices defined below.
 - a. Avoidance:
 - i. Although the structure may involve ACM, the work at the site can be chosen so as not to disturb the ACM. For example, for a house where existing shingles do not include asbestos materials; it is acceptable to work on the roof even though the house has asbestos siding as long as the siding is not disturbed. (Note: In order to provide a safer work environment, minors are not allowed on roofing work sites.)
 - ii. Participants at the site will be trained in avoiding disturbance of the ACM.
 - b. Encapsulation:
 - i. ACM may be covered completely with new materials in a way, which will minimize disturbance of the existing material.
 - ii. Rather than removing existing shingles or siding, which may contain asbestos, simply apply insulation board or other material over the existing ACM and apply the new materials over the top of the old material.
 - iii. Spray bottles will be used wherever there is a significant potential for creating dust. One method of determining the potential for dust is to enclose a piece of the material in a plastic bag and attempt to pulverize the material by hand. If it is brittle and tends to create significant quantities of powdery dust, then spray bottles should be used.
 - c. Removal:
 - i. Surfaces should be maintained in a damp condition to minimize dust.
 - ii. Handle the ACM only with disposable gloves
 - iii. Use of a HEPA filter (often referred to as a "100 Filter") is required.
 - iv. Removal and disposal of ACM must be performed in accordance with local agency requirements for safe handling of products containing asbestos.
3. On houses identified as including ACM or on houses that are assumed to have ACM, it is the responsibility of the agency to provide the following materials for World Changers participants.
 - a. Durable plastic sheeting and containers for disposing of materials removed.
 - b. Spray bottles for maintaining ACM in a wet condition to minimize particles becoming airborne.
 - c. HEPA Dust Filters ("100 Filters")
 - d. Paper suits or other protective clothing or equipment.

Private Funds

Because of the guidelines for working safely with ACM and the standard of care that is expected, World Changers will follow these same safe work practices when using private funds for building materials in order to provide reasonable care for our participants.

IV. Fall Protection Guidelines

1. This guideline should be provided to Agency Representatives for any World Changers project where roofing will be part of the scope of work. It is the responsibility of the agency to inform World Changers of any special requirements or practices above those presented in this document.
2. World Changers is a Volunteer Organization that works to change the world of the participants, communities, and residents. World Changers offers free labor on homes selected by helping agencies. It “plugs in” to existing systems that have identified needs of a community, have those needs prioritized and resources available to meet those needs.
3. World Changers is not a sub-recipient of government funds. World Changers is not a construction contractor.
4. World Changers interprets both the OSHA regulations related to fall protection effective June, 2011 as not specifically applying to volunteers who are not compensated in any way for their labor. This is supported by the statement in Title 29 Code of Federal Regulations 1926.500-503 as follows:

Title 29: Labor

PART 1926—SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION

Subpart M—Fall Protection

§ 1926.501 Duty to have fall protection.

- (a) *General.* (1) This section sets forth requirements for employers to provide fall protection systems. All fall protection required by this section shall conform to the criteria set forth in §1926.502 of this subpart.

5. It is with these principles in mind that World Changers has developed the following guidelines for working with agencies on homes that may or may not require work where unprotected edges are more than 6 feet above the lower level surface.

Liability

World Changers must be concerned about liability issues related to fall protection and will work toward the protection of its volunteers following safe work practices.

First Preference

World Changers prefers that the agency provides worksites with roof pitch less than or equal to 4 in 12 (vertical to horizontal). Since most houses in our scope of work are less than 50 feet wide, this meets the provisions of the Code of Federal Regulations when the safe work practices listed below are followed to the greatest extent possible for each worksite.

Second Preference

World Changers can work on houses that have unprotected edges more than 6 feet above the next lower level and roof pitch greater than 4/12 (vertical to horizontal) provided:

1. Scaffolding with guardrails is required along the eaves of the house.
2. The safe work practices discussed below are followed to the greatest extent possible. Exceptions must be documented and justified.
3. The crew Safety Inspector shall continually monitor the work environment to ensure it is kept as clean and uncluttered as possible and that any holes or weak spots are adequately marked, monitored, covered, or repaired.

Safe Work Practices

In order to provide a safer work environment, minors are not allowed to work on roofing work sites. In addition, for each work site where fall protection is considered to be of concern, the following safe work practices and procedures are required:

1. Adequate training will be provided for Crew Chiefs, Supervisors, Safety Inspectors, and participants regarding these safe work practices.
2. Scaffolding will be used along the eaves of the house for pitch greater than 4 in 12 or when deemed necessary by the agency and by World Changers.
3. Ladders will be attached to the structure in a manner which will avoid lateral or vertical movement.
4. Ladders which are not able to be secured to the structure require an individual to support the ladder and monitor safety any time the ladder is being used.
5. Roofs with pitch greater than 6" vertical rise in 12" horizontal run will require the use of toe boards or roof jacks.
6. Roofs with pitch greater than 8" vertical rise in 12" horizontal run will require the use of roof jacks and/or safety harness.
7. The crew Safety Inspector shall monitor the condition of the work environment and ensure that all safety hazards are eliminated as quickly as possible and for making sure all volunteers working in the area are aware of the hazards.
8. Where scaffolding cannot be provided in areas where fall protection is an issue, an individual on the crew shall be designated as "safety monitor". The safety monitor shall comply with the following requirements:
 - (i) The safety monitor shall be competent to recognize fall hazards;
 - (ii) The safety monitor shall warn the participant when it appears that the participant is unaware of a fall hazard or is acting in an unsafe manner;
 - (iii) The safety monitor shall be on the same walking/working surface and within visual sighting distance of the participant being monitored;

- (iv) The safety monitor shall be close enough to communicate orally with the participant;
- (v) The safety monitor shall not have other responsibilities which could take the monitor's attention from the monitoring function.

Private Funds

Because of the guidelines and regulations regarding fall protection and the standard of care that is expected, World Changers will follow these same safe work practices without regard to the source of funding in order to provide reasonable care for our participants.

World Changers Roofing Policy

(As of January 2018)

Students aged 16 or older *may* be assigned to roofing crews in states World Changers has consented for minors to be on a roof with Parental consent, provided by the Participant Form.(see chart below for states consented minors to work on roofs)

In states where World Changers has not consented to minors, World Changers will enforce the policy that only students 18 or older are allowed to be on the roof of any construction ministry site.

World Changers does not guarantee what type of ministry sites students or adults will be assigned to. There are numerous factors involved in selecting sites and assigning volunteers that must be taken into account and can change last minute.

Also, all roofing guidelines in the Construction Coordinator Training notebook must be followed. If you have any questions, please contact your National Staff or Joe Swann

States w/ 16+ and older on roofs	States 18 or older required on roof
Texas Oklahoma Arkansas Missouri Mississippi Alabama Tennessee Florida Georgia	Kentucky West Virginia Virginia Louisiana Ohio Law is unclear in Pennsylvania therefore World Changers will require students be 18 or older to be on a roof at a PA project.

South Carolina North Carolina New Mexico Oregon	
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V. Horseplay and Insurance Guidelines

Official Statement - Horseplay

1. There have been several reported cases of “duct taping” of students, staffers, adults and or even coordinators. Attorneys indicate to us that a broad interpretation of Child Abuse can include incidents like the duct taping of participants. What is sad is that in some cases students choose not to express their desire to stop it because they think, “this must be the way adults act.” What has been thought to be a practical joke is now no longer funny. This abuse must stop.
2. World Changers is determined to make the safety of our participants a major priority. **There will be no harmful or abusive practical jokes toward students, no threatening to do something to students, or “looking the other way” when it comes to incidents like duct taping.** These incidents need to be dealt with swiftly and decisively in coordination with the national staff. In the event that there is gross abuse of this rule and there is disregard for the safety of participants, **World Changers will grant permission to send abusers home.** This action will be taken immediately and without appeal.
3. In the event of horseplay that causes damage to property, the Authorization for Treatment/Release of Claims states, “I assume personal responsibility for any loss of property incurred by myself (or my child under 18 years of age) at the project by theft or otherwise. Further should it be necessary for me or my child to return home due to disciplinary action, for medical reasons or otherwise, I hereby assume responsibility for all transportation costs.” Therefore, the participant will pay for damages they cause to happen.

Official Statement – Health Insurance

1. Authorization for Treatment/Release of Claims states that “I will also assume personal responsibility for all medical bills (for myself or my child under 18 years of age) and do certify I have secured primary medical insurance (for myself or my child under 18 years of age).”
2. Understanding the scenarios indicated below, will determine the right action.

Students (less than 18 years old – Notarized signature of parent or guardian is required)

1. Signed by parent or guardian, notarized, but no insurance – The Participant Form is enough. Inform the group leader that this person has no insurance and that supplemental accident insurance maxes out at \$10,000.
2. Signed by parent or guardian, notarized, has primary insurance but no information – Add the information to the form with the help of the group leader.
3. Not signed and no insurance – A student's parents must sign the form by fax or email and overnight the notarized hard copy to the project. World Changers must have the fax or email copy before the participant can go on the work site. Inform the group leader and parent or guardian that supplemental accidental insurance maxes out at \$10,000.
4. Not signed, has primary insurance – A student's parents must sign the form by fax and overnight the notarized hard copy to project. World Changers must have the hard copy before the participant can go on the work site.

Adult Volunteers (18 years old or greater – Signature required, Notary not required)

1. Signed, but no insurance – The Participant Form is enough. Inform the adult volunteer that supplemental accidental insurance maxes out at \$10,000.
2. Signed, has primary insurance but no information – Ask the adult volunteer to add the information to the form to facilitate treatment if required. The adult volunteer is not required to add their insurance information.
3. Not signed and no insurance – Adult volunteers must sign the participant form. Inform the adult volunteer that supplemental accidental insurance maxes out at \$10,000.
4. Not signed, has primary insurance – Ask the adult volunteer to add insurance information to the participant form and sign the form. Adult volunteers are not required to add their insurance information but are required to sign the form.

CREW CHIEF TRAINING CHECKLIST

The Construction Coordinator is to use this checklist to ensure that these items have been discussed with all construction personnel.

Remember many of your Crew Chiefs will be new to World Changers and won't have any idea about how to lead a crew if you don't tell them.

- Complete the online Construction Volunteer Application and provide a Participant Form to Construction Coordinator.
- Check-in at project. **Plan to stay at the lodging facility and participate in worship services.** Make sure local staff not staying at the facility attends worship and all other meetings.
- Local Volunteers must complete a background check
- Attend all meetings as scheduled. (Some Crew Chiefs serve dual capacities.)
 - Check-In
 - Construction personnel meetings
 - Safety Inspector Position Training
 - Evening worship activities each evening
 - Crew chats
 - Project Celebration.
- Visit work site with crew and lead in Crew Building time as scheduled for your project.
- **Train your crew in work skills and safe work practices.**
- Be ready for "Great Send Off" on the first day of work at the project and each work day.
- Start the day with prayer.
- Make work assignments -- Tell them how, then show them, then let them try. Emphasize safety and proper use of tools and equipment. **Be an example by following rules yourself.**
- Support daily devotion time. Build positive relationships with crew members, but be careful of inappropriate situations.
- Be prepared to deal with crew members' special needs.
- Be a good steward of project materials (i.e. avoid waste and horseplay).
- Plan ahead so that you are prepared to leave your work site at, **but not before,** the scheduled time.
 - Always count your crew members to make sure you have ALL crew members before leaving or driving to your work site. Exceptions are participants needing medical care and make sure the PC, CC know about participants staying at Lodging facility.
- Continue relationship building and write encouragements to crew members.
- Work with Supervisor and Construction Coordinator to insure completion of project.
- Materials are not to be purchased by the Crew Chief.
- Stay at the worksite unless you have specific permission from your CC to leave.
- Crew Chiefs do not have permission to take crews other than to or from the worksite.
- Absolutely no alcohol or tobacco products are permitted including construction volunteers and participants.

- Discuss insurance scenarios with volunteers. Specifically, we can't require medical insurance, but we can strongly recommend that volunteers should have insurance coverage, even if it is short term.

WORLD CHANGERS WORK SITE SELECTION GUIDE

This guide is an effort to assist the Agency and Construction Coordinator in the process of selecting work sites for World Changers Projects.

GENERAL INFORMATION

- The Construction Coordinator for World Changers should visit all proposed work sites ASAP to accept or reject the projects. **CC must see all worksites prior to approving it for a WC crew to work on.**
- A work site write-up, materials list, and photos of all work sites must be prepared by the Construction Coordinator at least five weeks before the start of the project. This will allow time to prepare the Crew Chiefs that will be leading the crew. Help from the city in preparing this information is greatly appreciated.
- In an effort to get needed materials and keep the mileage down on Runner's personal vehicles, work sites must be within a reasonable driving distance to the materials supplier and the lodging facility.
- A simple charging system for purchasing incidental materials should be considered. This includes the original purchase order and miscellaneous purchases by World Changers personnel during the project. One method that expedites the work is to set up a charge account at the materials supplier with a specified limit and availability to only the CC, Supervisors, Runner(s), and Agency Representative(s).
- Communication among the CC, Supervisors, Crew Chiefs, World Changers Office, city representatives, and medical facilities is essential at the project. Make sure you have a phone list for all necessary communication at the project. Cell phone numbers are usually best.
- Because of the reduction in crew size, it may be possible to assign two crews to some work sites where major work needs to be completed. For example, two crews would work well for houses that need both porch repair and painting or siding.
- A bathroom or port-a-pot and dumpster should be at each work site or accessible to each site. Two sites that are close together can share facilities.
- Vendors should be required to cover all materials with 6 mil plastic.
- All roofing sites should use material such as Tyvek Protec 120 Roof Underlayment 4' by 50'...2 square
- Cans of wasp spray should be on site in the event it should be needed in a hurry!

EXTERIOR PAINTING PROJECTS

- The scraping and painting of the exterior surface of a home is a good project, when participants follow the procedures in the World Changers Lead Based Paint Construction Guideline and any other requirements imposed by the agency. A "Lead Paint Safety Field Guide" including additional information can be obtained at no cost by calling 1-800-424-5323. World Changers interprets the safe work practices for lead based paint as NOT requiring a HEPA respirator, however, we do require the use of paper dust masks, wet scraping, and taking care to keep dust to a minimum. Some local regulations may

require a NIOSH N100 or HEPA respirator to be supplied for all participants working with lead based paint removal. Sharing respirators is prohibited!

- Painting projects require construction volunteers to take the time to train their crew members how to apply different types of paint (latex, oil based, primer, enamel, etc.), protect non-painted surfaces from paint drips and splatters, and cleaning paint brushes and other equipment used at the work site. Local regulations must be met.
- Painting the exterior surface helps preserve the home and helps add to the appearance of the neighborhood. The participants enjoy seeing the improvement to the home, once the work has been completed.

INTERIOR PAINTING PROJECTS

- Interior wall or ceiling surfaces that only need to be cleaned before painting would be a good project.
- Painting projects require construction volunteers to take the time to train their crew members how to apply different types of paint (latex, oil based, primer, enamel, etc.), protect non-painted surfaces from paint drips and splatters, and cleaning paint brushes and other equipment used at the work site. Local regulations must be met.
- Where scraping of the old paint is required on houses constructed before 1978, interior paint projects are not recommended without prior testing for lead because of the lead paint dust issue.

INSIDE DEMOLITION PROJECTS

- This could also be a problem because of the lead paint dust

OUTSIDE DEMOLITION PROJECTS

- This is usually not a problem when proper safety equipment and procedures are used.

REPLACING FLOOR COVERINGS

- Carpet, Vinyl and Tile are good projects. Be careful to avoid sites with asbestos tile floors.

INSTALLING VINYL SIDING

- Excellent project for both Junior and Senior High students. Has a significant impact on the community, and provides very meaningful work for the students.

BUILDING HANDICAP RAMPS

- Excellent Project. Make sure local code requirements are communicated to the CC. Plans should be sketched to ensure the adequacy of material sizes and lengths.

BUILDING/REBUILDING DECKS AND PORCHES

- Excellent Project. Make sure local code requirements are communicated to the CC. Plans should be sketched and provided to the Supervisor and Crew Chief to ensure the adequacy of material sizes and lengths.

- If an existing porch roof is being repaired or replaced, extra material is often required to provide temporary support during repair or removal. This is considered a roofing project, care should be taken to ensure new roof is installed by older students and adults. (See participant roofing guidelines)

REPLACING WINDOWS

- Vinyl replacement window units are easy to install and help save energy. They also never need to be painted! Document the measurements for the replacement windows carefully.

REPLACING DOORS

- Pre – hung door units are easy to install.

FRAMING WALLS

- Good Project

INSTALLING DRYWALL

- Good project provided the Construction Coordinator can recruit construction volunteers with adequate skills.

REPLACING FLOOR JOISTS & FLOOR SHEETING

- The crawl space of the home should be sprayed in order to reduce the chance of spider bites.
- It is hard to use a crew effectively in small rooms. Some of these projects take many hours to complete and take a lot of supervision by a highly skilled Crew Chief. However, they still should be considered because this work can improve the residents living condition drastically! This project would work well if added to other interior or exterior construction tasks.

INSTALLING INSULATION

- For installation of floor insulation, the crawl space of the home should be sprayed to reduce the chance of spider bites.
- This is a good project if proper safety equipment is furnished. A dust mask and disposable suit for each participant is recommended. Participants are required to bring their own safety glasses.

PLUMBING

- Good planning here can pay off big! The materials list should include everything that will be needed to complete the new installation.
- Often state or city regulations require a licensed plumber to supervise portions of this work. Since most of our Crew Chiefs will be coming from outside the state, this may mean the city would have to provide a licensed plumber for that site. Installation of

fixtures from the shutoff valve to the fixture can be performed by the crew if the Crew Chief has adequate skills to perform the work.

YARD WORK

- Raking the yard, trimming the hedges etc. helps keep participants busy when the needed equipment is available. However, this type of work should be considered secondary to more significant construction tasks at the work site.

ELECTRICAL REPAIRS

- Often state or city regulations require a licensed electrician to supervise portions of this work. Since most of our Crew Chiefs will be coming from outside the state, this may mean the city would have to provide a licensed electrician for that site.
- Also, electrical work can be very dangerous, especially for inexperienced workers.
- Electrical repairs are not recommended, unless the Crew Chief is a qualified electrician and the electrical work is a small portion of the total work scope.

ROOFING PROJECTS

- Note that in order to provide a safer work environment, minors under 16 are not allowed on roofing crews. This means the number of roofing work sites at a project will be very limited and the number of approved crews may not be known until late in the registration process. However, this is an excellent Project for participants 16 years of age and above because it usually makes a difference in the residents living conditions, has a dramatic impact on the community, and provides very meaningful work for the participants.
- Prefer roofs with few valleys if possible.
- Never uncover what can't be covered back up in the same work day!!
- Always have a rain plan in case a quick shower comes up before your able to re-shingle. Make sure you get around chimney areas and other like areas.
- Use a material such as Tyvek Protec 120 Roof Underlayment by DuPont. Ephlay is a good product too and a little cheaper.
- When selecting a roofing site, consider the following preferences for roof pitch:
 - <2/12 Use Rolled Roofing. Shingles are not appropriate.
 - 2/12- 4/12 4" tab exposed per course
 - 4/12- 6/12 5" tab exposed per course
 - 6/12- 8/12 Use toe boards and/or roof jacks
 - >8/12 Use safety harness (Avoid if possible)
- The use of scaffolding and/or safety harness is necessary for two story houses.
- Knowing the numbers of layers of shingles and or shakes is helpful. Using a ladder to get to the edge of the roof is the best way to get an accurate count.
- Looking inside of the attic area using a flashlight would indicate the condition of the roof sheeting and rafters.

- The removal of old chimneys below the roofline is preferred. The resident must agree to this course of action in writing before the work can proceed.
- The use of drip edge is also recommended on all roofing projects.
- The use of Architectural Shingles will cost a little more than three tab shingles but they are easy to install and the roof, when completed, will look great! Make sure participants understand the manufacturer's requirements for locating nails.
- Purchasing the same color shingles for each roofing project is recommended if possible. If one job runs out, shingles can be transferred from another work site.
- A light color shingle helps the installation process tremendously (however, white shingles tend to scuff easily). The lighter colors do not absorb as much heat as the darker colors. By keeping the roof surface cooler, the granular material on the shingles will not be removed as easily by the participants as they walk on the surface.
- When figuring the needed materials for a roof job, always add at least 10% to your final assessment. This will allow for starter shingles, ridge cap and waste. If there are not enough shingles on the work site, installation time is wasted! Shingle colors also vary from one run batch to another, so a slightly different shade is possible and most likely will be noticeable. Therefore, it is better to have a few extra bundles than to have to buy more and have mismatched colors. The shingles that are not used can be returned to the vendor for credit at the end of the project.
- The use of a ridge vent is a good investment. This system is easy to install and allows hot air to escape from the attic area. The interior of the home will be more energy efficient.
- When the vendors deliver any materials, especially shingles, they should cover the materials with 6-mil plastic. This will protect the paper packaging from adverse weather conditions.
- It is a recommendation that if three bundles of shingles or less remain at the completion of the job, they should be left with the resident for any future repairs. If more than three bundles remain, the amount should be listed on a Vendor Pick-Up List and not stored in the warehouse.
- A 20'x100' roll of 6 mil plastic can be cut into 3 pieces and used at 3 work sites to collect old roofing material. 10'X10' polypropylene tarps also work well for this purpose.
- A roll of 4 mil plastic large enough to cover at least half the roof should be available at each job site to cover the roof in case of a shower. The added expense is relatively inexpensive insurance against damaged interior ceilings, carpet, and furnishing. This is NOT standard practice, but only in case of unexpected rain during the day

STANDARD MATERIALS LISTS

The following seven pages contain forms to aid in the development of materials lists for certain types of World Changers construction work. While paperwork in this format is not required, it is hoped that the forms will provide a standard way of developing materials lists, which will reduce the likelihood of required components being overlooked. You can either use copies of these forms or use them as a checklist to make sure you have not omitted critical items from your materials list. Forms are provided for:

- **Handicap Ramps**
- **Drywall Repair**
- **Fascia Board Replacement**
- **Roofing**

MATERIALS LIST FOR HANDICAP RAMP				
RESIDENT NAME				
ADDRESS				
PHONE NUMBER				
AMOUNT NEEDED	DESCRIPTION	COMMENTS	COST OF EACH	TOTAL COST
	2"x4"x 8' - 0" Treated	Side Rails		
	2"x4"x12' - 0" Treated	Side Rails		
	2"x4"x16' - 0" Treated	Side Rails		
	2"x6"x12' - 0" Treated	Deck Frame		
	2"x6"x16' - 0" Treated	Ramp Frame		
	2"x8"x12' - 0" Treated	Deck Frame		
	2"x8"x16' - 0" Treated	Ramp Frame		
	5/4"x 6"x12' - 0" Treated	Deck Boards/Top of Hand Rail		
	5/4"x 6"x16' - 0" Treated	Deck Boards/Top of Hand Rail		
	4"x4"x8' - 0" Treated	Post		
	4"x4"x12' - 0" Treated	Post		
	Hardware			
	6" Metal Joist Brackets	Used to support Joist		
	8" Metal Joist Brackets	Used to support Joist		
	Lbs. of 1 1/2" Deck Screws	To secure Joist brackets		
	Lbs. of 2" Square Head Deck Screws	For Deck Boards		

			TOTAL COST OF WORKSITE	

MATERIALS NEEDED FOR DRYWALL REPAIR

RESIDENTS NAME			
ADDRESS			
PHONE NUMBER			
AMOUNT NEEDED	DESCRIPTION	COST OF EACH	TOTAL COST
	1/2" x 4' x 8' Drywall Board		
	1/2" x 4' x 12' Drywall Board		
	5/8" x 4' x 8' Drywall Board		
	5/8" x 4' x 12' Drywall Board		
	Lbs. of Drywall Nails		
	Lbs. of Drywall Screws		
	Roll(s) of Fiberglass Joint Tape		
	Metal Corner(s) for Drywall		
	5 Gallon Bucket(s) of Joint Compound		
	Sand Paper to Smooth Joint Compound		
	Large Sponge(s) to Smooth Joint Compound		
	Gallon(s) of Latex Primer		
	Gallon(s) of Top Coat Latex Paint		
	Pop Corn Ceiling Spray		

MATERIALS NEEDED FOR REPLACING FASCIA BOARD

RESIDENTS NAME

ADDRESS

PHONE NUMBER

AMOUNT NEEDED	DESCRIPTION	COST OF EACH	TOTAL COST
	1" x 4" x 12' Treated Lumber		
	1" x 4" x 16' Treated Lumber		
	1" x 6" x 12' Treated Lumber		
	1" x 6" x 16' Treated Lumber		
	1" x 8" x 12' Treated Lumber		
	1" x 8" x 16' Treated Lumber		
	8 D Galvanized Swirl or Ring Shank Nails		
	Drip Edge		
	Gallon(s) of Oil Base Primer		
	Gallon(s) of Top Coat Latex Paint		
	Wood Putty or Filler		
	Paintable Caulk		
	Additional Tools or Equipment		
	3" Paint Brush		
	2" Putty Knife		
	Roller Frame with Roller Pads		
	Paint Pan and Plastic Liner		
	Paint Thinner & Bucket		
	Rags		
	Dust Mask		
	Painters Rubber Gloves		
	Caulk Gun		

MATERIALS NEEDED FOR ROOFING PROJECT

RESIDENTS NAME			
ADDRESS			
PHONE NUMBER			
AMOUNT NEEDED	DESCRIPTION	COST OF EACH	TOTAL COST
	1/2" Plywood or OSB Roof Sheeting		
	1" x 6" X 12' Lumber		
	1" x 8" X 12' Lumber		
	8 D nails		
	10' Galvanized Drip Edge		
	Tyvek Protec 120 Roof Underlayment 4' by 50'...2 square		
	30 Lb. Roofing Felt		
	1" Button Cap Nails		
	1 1/4" Roofing Tacks		
	Bundles of 3 Tab 25 Year Shingles		
	Roll Roofing		
	Rubber Roofing Material & Adhesive		
	10' Galvanized Rain Water Diverter		
	1 1/4" - 1 1/2" Vent Boot		
	2" Vent Boot		
	3" Vent Boot		
	12" Aluminum Flashing for Chimney		
	24" Aluminum Flashing for Valley		

AMOUNT NEEDED	DESCRIPTION	COST OF EACH	TOTAL COST
	4" x 5" Step Flashing		
	Plastic Ridge Vent		
	3" Ridge Vent Nails		
	Tubes of Roofing Cement		
	Lexcel, Proflex or Geoseal for Flashing		
	Additional Tools & Equipment		
	20 x 100' Roll of 6 Mil Plastic		
	Large Tarp		
	Tin Snips		
	Caulk Gun		
	Pointed Trowel		
	2" Putty Knife		
	Scaffolding		
	Roof Jacks		
	2" x 6" X 16" - 0" Lumber for Roof Jacks		
		TOTAL COST OF WORKSITE	

SAMPLE AGENDA FOR FIRST CONSTRUCTION PERSONNEL MEETING

1. WELCOME

- a. Prayer
- b. Introduce yourself
- c. Express your appreciation for each volunteer

2. INTRODUCTIONS

- a. Introduce visitors (agency personnel, World Changers National Staff, etc.)
- b. Have each person introduce themselves
 - i. Name
 - ii. Where they are from
 - iii. Church
 - iv. Whether or not they are attending with a youth group

3. CODE OF CONDUCT

- a. Present the Code of Conduct (Page 1 of this section) to the Construction Volunteers
- b. Make sure all volunteers hear that their proper conduct is essential to the success of the project. Their reputations can be easily ruined by improper conduct.
- c. We want to provide a safe environment for all participants.

4. WORK SITE INFORMATION (may want to break up in groups according to type of work for this topic)

- a. General description of work
- b. Unusual requirements
 - i. Code requirements
 - ii. Agency requirements
- c. Methods for performing work
 - i. Only do work specified on your Work Site Information Form
 - ii. Only uncover as much of a roof as you will be able to cover at the end of each day (Only if you have an adult crew doing roofing.)
 - iii. Discuss how lead based paint requirements will be met.

5. TRAINING THE CREW CHIEFS TO TRAIN THEIR CREWS (allow supervisors to sit with their crew chiefs and go over each project)

- a. The Crew Chiefs must be trained in how to work with their crews and provide crew member training they need to work at their worksites by phone, email, or in person well in advance of the projects. The following information should be presented only to reinforce that training as needed at the project. Crew Building time will be on Tuesday morning at the work sites. (Monday on 7 day projects)

6. SKILLS TRAINING

- a. Make sure all Crew Chiefs have a copy of the Construction Manual
- b. Crew Chiefs are to examine work sites and determine if materials are there to get started.
- c. Crew Chiefs are to provide skills training.

i. **PAINTING**

1. Discuss safe work practices for scraping and removing old paint.
2. For sites with lead based paint, cover safe work practices-dust masks, wet scraping, drop cloths, scoring corners, covering doors and windows, disposal of trash, cleanup of paint chips, the need to wash hands before eating, and not to eat in the area where scraping has been done.
3. Also cover any local requirements of the agency with whom you are working.
4. Discuss types of paints that will be used.
5. Explain the use of Oil Based Paints, Primers, Enamels and Latex.
6. Discourage horseplay and explain the difficulty of removing oil based paints, especially after they dry.
7. Address how different paints are to be applied, the difficulty (and necessity) of removing paint splatters from shingles, brick, and concrete.
8. Discuss the use of paintbrushes, rollers, paint pans, edgers, and other equipment. Sealing brushes and rollers in plastic bags will keep them usable for the entire week. At the end of the week, they can be discarded or cleaned as necessary.
9. Include a discussion of the methods and requirements for cleaning paint equipment. (Some cities have laws about not cleaning paint brushes at the curb or in storm sewers. Others may not want brushes cleaned in backyards. Know the local requirements.)
10. Allow youth to try their hand at various tasks.

ii. **SIDING**

1. Discuss the various types of siding you may be using.
2. Discuss removal of old siding, application of furring strips, application of insulation, Tyvek, application and use of J-Channels, inside and outside corners, starter channel, cutting and trimming siding, and application of siding.
3. Explain and demonstrate the use of tools and equipment such as shears, saws, siding gigs, and breaks if aluminum trim is being used.
4. If possible, let the youth try their hand at starting, cutting, and nailing siding.

iii. **PORCHES/DECKS/RAMPS**

1. Identify the materials that will be used (e.g., 2x4, 2x6, 2x8, 4x4, etc.) including identification of nail and screw types, sizes, and uses.
2. Discuss the terms to be used (joists, stringers, posts, flooring) and the layout that is to be used.
3. Describe how posts will be installed including the use of pre-mixed concrete.

4. Provide a demonstration of power tools (don't forget your safety glasses) that will be used and give the participants an opportunity to practice the use of the equipment. Only 16 years old and older participants are allowed to use power tools such as saws. Actually take the time to cut joists, stringers, or floor boards to length.
- iv. **ROOFING**
1. Remember, no minors under 16 are allowed on roofing projects. See Roofing Policy.
 2. Discuss stripping the roof, decking, Tyvek Underlayment, drip edge, flashing, vent and electrical pipe boots, starter shingles, shingle layout and application, ridge caps, and roof/ridge vents.
 3. Construction Coordinators are to make sure materials are available to allow participants to practice skills like sawing, using hand tools, nailing, etc.
- v. **OTHER**
1. Provide site-specific training in the proper use of tools and equipment, preparation of the work area, application of new materials, finishing, and cleanup.
 2. Provide time and materials for the participants to practice safe and appropriate work practices.

7. WORK SITE SAFETY TRAINING

- a. Participant safety is our first concern
- b. Because of the importance of safety training, require all Crew Chiefs and Supervisors to attend the Safety Inspector position training (See your daily project schedule for time).

8. CONSTRUCTION PERSONNEL MEETINGS

- a. Coordination Team meetings
 - i. Who will attend (Coordinators, Supervisors, Runners, Agency Reps, etc. – Usually does not include Crew Chiefs)
 - ii. When (Daily Lunch meetings work well)
 - iii. Where (At the Lodging facility if meals can be provided there).
- b. Crew Chief meetings
 - i. Progress Updates
 - ii. Collect Daily Work Sheets from Construction Manuals
 - iii. Options for these meetings
 1. Supervisors meet with Crew Chiefs, Supervisors report to Construction Coordinator
 2. CC and Supervisors meet with Crew Chiefs as they return from the work site.
 3. CC meets with a construction personnel at specified times
 - a. Before dinner
 - b. Before worship
 - c. After worship
 - d. Before breakfast

9. COMMUNICATIONS

- a. Identify means of communication
 - i. Cell phones
 - ii. Radios
 - iii. Resident's phone (with resident's approval)
- b. Provide contact information for
 - i. Construction Coordinator
 - ii. Construction Supervisors
 - iii. Crew Chiefs
 - iv. Runners
 - v. World Changers Lodging Facility
 - vi. First Aid Personnel
 - vii. Emergency numbers
 - viii. Others

10. CREW INFORMATION (NEW CREW CHIEFS AND SUPERVISORS)

- a. Discuss Crew Positions
 - i. Crew Encourager
 - ii. Safety Inspector (adult)
 - iii. Break Master
 - iv. Medic
 - v. Devotion Leader
 - vi. Crew Reporter (older youth working with the Crew Encourager)
- b. Discuss first crew meeting on Monday evening at 5-Day and Sunday at a 7-Day
 - i. Help the Crew Encourager with
 - 1. Introductions
 - 2. Position assignments
 - 3. Discussing how the crew will work
 - ii. Observe your crew members
 - iii. Discuss plans for first morning's job assignments

11. QUESTIONS AND ANSWERS

TEACHING OUTLINE FOR SAFETY INSPECTOR TRAINING

Go to each crew during their first Crew Chat as crew positions are being filled and make sure crews understand the Safety Inspector is to be an adult. If for some reason, you do have students who come to your Safety Inspector training, tell them to enlist one of the adults on their crew to work with them as Safety Inspector and that it is their responsibility to make sure that adult has gone over the safety training information presented in this meeting.

I. INTRODUCTION

- a. Introduce yourself
- b. Thank Safety Inspectors for “Volunteering” to serve

II. REASONS FOR THE POSITION

- a. To avoid common safety concerns
- b. To identify site specific concerns
- c. To provide participants a safe working environment

III. DUTIES

- a. Look for Safety Concerns at the worksite
- b. Look for unsafe work practices and stop unsafe activities
- c. Be a second set of eyes for the Crew Chief to make sure the work site is safe.
- d. Provide Safety Training along with the Crew Chief on the first day at the work site.

IV. SAFETY TRAINING

- a. Typical concerns
 1. Prepare copies of the Safety Guidelines pages from the Construction Manual as a handout.
 2. Options:
 - Discuss Topics listed in the Safety Guidelines section of the Construction Manual.
- b. Site Specific Concerns
 1. Address sanitary conditions
 2. Address power line hazards
 3. Address safety of the neighborhood
 - Never leave the worksite without adult supervision
 - Never enter a neighbors house without an adult present
 - Additional Requirement for Crew Chiefs
 - Crew Chiefs are to discuss safety with their crews on the first morning of work.
 - Crew Chiefs are to provide hands-on safety training for ladders and power equipment.
 4. Crew Chief and Supervisor injuries are our most serious problem: follow safety guidelines yourself.
 5. Go over Safety Guidelines in Construction Manual with your crew.
 6. Discuss specific safety issues at the project.
 7. Identify safety issues at specific work sites.

V. PRAY

- a. For Inspectors
 - 1. Be alert to safety concerns
 - 2. Be diligent in removing hazards
 - 3. Be bold in enforcing safe work practices
 - 4. Be bold in not allowing horseplay or other inappropriate behavior
- b. For Participants
 - 1. Safe work week
 - 2. Protection of individuals
- c. For the Project
 - 1. Safety at the work sites
 - 2. Safety at the lodging facilities
 - 3. Safety for the Wednesday afternoon and evening free time (7 Day projects only)

VI. DISMISS

IMPORTANT FORMS

Few of us enjoy paperwork, but most of us understand the need for organization, good communication, and record keeping. By using the planning portal, a lot of hardcopy paper forms have been eliminated. But for the Portal to be effective, each Coordinator must enter their information into the Portal. At this point, however, there is still a need for some paperwork to be done. The following forms will be used to help World Changers get the work done in a safe and efficient manner.

Forms marked with an * are included in other referenced Sections or documents.

WORK SITE INFORMATION FORM

This document, completed by the Construction Coordinator (or Supervisor), will provide information about a work site, such as the address, resident's name, the list of repairs to be done, and the materials needed. Note that Resident Safety Awareness Information has been added to the Work Site Information Form eliminating the need for a separate form. Complete this information for the benefit of the resident, indicating all the work being done and any precautions for safety the resident should take. Let this form be a written reminder of the possible safety hazards brought on by construction (for example: tearing out and replacing a porch). A critical part of the form is the release signed by the resident who gives you permission to work on the site. Prior to beginning work, the original copy of the Work Site Information Form, signed by the resident, must be given to the Office Manager by the Construction Coordinator. Copies will be made for the CC, Supervisor, and Crew Chief to have in possession. Crew Chiefs may perform work only as specified on this form. The Construction Supervisor or Construction Coordinator must approve changes. The Crew Chief should keep a copy of this form and return it to the Construction Coordinator at the end of the project, indicating the tasks that were completed. This will help the Construction Coordinator implement a follow-up plan to ensure completion of any unfinished tasks. The Construction Coordinator provides the final updated Work Site Information Form to the Office Manager.

CONSTRUCTION PERSONNEL GRID

This grid is a work sheet for information related to defining the organizational relationships of construction personnel. The Construction Coordinator can use this grid to ensure that an appropriate number of Construction Supervisors and Crew Chiefs have been enlisted. The information on this sheet must be relayed to your Project Coordinator three weeks before the start of your project so that we can send proper billing information to participating churches.

CONSTRUCTION CHECK-IN GRID

It is the Construction Coordinator's responsibility to ensure proper check-in of all construction personnel at the project site. This grid can be used to ensure that each construction volunteer has provided appropriate forms and information and that each construction volunteer has been given shirts, caps, etc. Remember that volunteers who come with a church group will already have most of these items. It is recommended that the Construction Coordinator enlist one or

two of the Construction Supervisors and/or Crew Chiefs to help with check-in of construction personnel.

FOLLOW-UP PLAN

The Construction Coordinator, working with the Site Coordinator and/or the Agency Representative are to develop a follow-up plan for completing unfinished work at the end of the project. This plan should include the methods to be used, and be as specific as possible about identifying any volunteers/volunteer groups enlisted including contact information. At the completion of the project, the form should be updated to identify all unfinished work at the project.

OTHER FORMS:

*** Construction Volunteer Application. (Located online under “Work With Us > Volunteer”)** CCs are to instruct their Supervisor and Crew Chief volunteer applicants to open the link from the World Changers website, fill out the form on their computer and click the Submit button. You must verify that the information is complete and accurate for all construction volunteers. As construction volunteers are accepted, it is your responsibility to enter all of the accepted volunteer’s contact information into the portal for your project and assign their role as Construction Supervisor or Crew Chief. It is recommended, but not required, that you ask Runners to submit an online application and that you or the Project Coordinator enter their contact information in the Portal, as well. Also, make sure you have entered yourself in the portal as a Local Volunteer and on the Site Staff tab as the Construction Coordinator for the project. And finally, make sure you have completed an application so you’ll know how to do it and will be better prepared to assist your local volunteers.

*** Crew Chief Tool List. (Located in the “Construction Volunteer Manual”)** This form allows the Crew Chief to assess the tools needed for his site. It is intended for the Construction Coordinator to fill out this form and provide it to the Crew Chief before the beginning of the project. This will allow the Crew Chief to determine if he has adequate tools for the job and, if not, to communicate specific needs to the Construction Coordinator.

*** Crew Chief Daily Work Sheet. (Located in the “Construction Volunteer Manual”.)** The Crew Chiefs complete this progress report at the end of each workday and provide it to the Supervisor or Construction Coordinator to help in the supervision of the project.

***Expense Reimbursement Form. (This form is located in the “Finances” Section of this notebook.)** Near the end of the week, construction volunteers will have the opportunity to apply for reimbursement for their mileage from the lodging to and from the work site. World Changers can also provide reimbursement for travel to and from the project based on the policies stated earlier in this manual. Project related travel expenses are reimbursable subject to the following reimbursement limits:

- **Construction Coordinator** – Reasonable project related travel expenses are reimbursable. **However, planned trips that are not local to the project location require prior authorization by National Staff. All airfare, car rental, and hotels must be booked through the National Office**

- **Construction Supervisor** – \$200 Maximum for gasoline.
- **Crew Chief** – \$100 Maximum for gasoline for personal vehicle.
- **Runners** - \$75 Maximum for gasoline. This is limited to one runner per supervisor for the project week. If more than one runner serves a supervisor, the runners for each supervisor must share the \$75 based on times served.
- **NOTE: We will reimburse for gas receipts, but not for mileage.**



Construction Worksite Information Form

Priority- 1 2 3 4

Difficulty- 1 2 3 4

Project Name/Location:	Project Dates:
Site Information	
Resident's Name:	
Address:	
City, State, Zip:	
Phone:	
Supervisor:	Crew Chief:

Repairs Assigned	Supplies Required

Construction Coordinator: Complete this form in its entirety for each World Changers Construction work site. Give copies to the Construction Supervisor and Crew Chief. The original goes to the World Changers Office Manager before work begins.

IMPORTANT: This form must be signed by the resident before work is begun and filed with the office manager. A copy that indicates completed work and follow up work required must be turned in to the summer staff at the conclusion of the project.

Note to Resident: World Changers volunteers will work diligently to complete as much of the work described above as possible by the last full day of the project. Following the close of the project, volunteers will be leaving the project location and will not be available for further work. Any remaining work is the responsibility of the homeowner.

Note to Crew Chiefs: Do not attempt repairs that are not listed on this form without the approval of your Supervisor or Construction Coordinator.

Additional directions to worksite (if needed):

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Assessment:

Estimated crew size needed for this site:

Estimated days to complete:

Estimated cost of materials: \$

Rest room available: Y / N

Crew assigned:

Residential Safety Awareness:

As volunteers, World Changers' desire is to keep the residents as safe as possible while we work. Listed below are some safety concerns of which to be aware as work progresses:

1.
2.
3.
4.

Follow-up Needed (to be added by the Construction Coordinator at the end of project):



RESIDENT RELEASE

I, the undersigned (also known as the resident), agree to and accept all construction or renovation work that is performed on my home (dwelling) by World Changers and its representatives and I acknowledge the safety concerns specified in this document. Further, I waive any right to bring legal action against World Changers, its licensees, successors, legal representatives and assignees upon completion of said construction or renovation work. I also hereby release all claims and forever hold harmless the directors, employees, and agents of World Changers from any and all claims related to work performed on my home (dwelling).

By signing this document the resident hereby gives World Changers, its licensees, successors, legal representatives, and assignees, the absolute and irrevocable right and permission to use the resident's name and to use, reproduce, edit, exhibit, project, display, copyright, publish photographic images, and/or moving pictures and/or videotaped images of the resident with or without resident's voice, or in which the resident may be included in whole or in part, photographed, taped, videotaped, and/or recorded during the duration of the project, and therefore to circulate the same in all forms and media for art, advertising, trade, competition, of every description and/or any other lawful purpose whatsoever. The resident also consents to the use of any printed matter in conjunction therewith.

The resident also waives any right to inspect and/or approve the finished product or products or the editorial, promotional, or printed copy of soundtrack that may be used in connection therewith and any right that I may have to control the use to which said product, products, copy and/or soundtrack may be applied. The resident discharges and agrees to save harmless World Changers, its licensees, successors, legal representatives and assignees from any liability by virtue of any blurring distortion, alteration, optical illusion or use in composite form whether intentional or otherwise, that may occur or to be produced in the making, processing, duplication, projecting, or displaying of said images, and from liability for violation of any personal or proprietary right that I may have in connection with said images and with the use thereof.

Please complete and sign below (not valid without signatures):

NO WORK CAN BE PERFORMED WITHOUT SIGNATURES

Resident Signature: _____
Telephone (Day): _____ (Evening): _____ Date: ___/___/___
Witness Signature: _____
Telephone (Day): _____ (Evening): _____ Date: ___/___/___

Follow-Up Plan Form

Project: _____ **Date of Project:** _____

Construction Coordinator: _____ **Date:** _____

(PLEASE PRINT)

1. Describe the method to be used for completing unfinished work. Be specific. Include names of volunteers or groups. Include contact information for the person who is responsible for the volunteers or groups.

Check all methods that apply:

- Agency Follow-Up. Include date agreed to by Agency Representative and extent of follow-up committed to by the agency.
- Follow-up by Crew Chiefs/Supervisors. This may not be sufficient for extensive unfinished work. Other plans should be included for major efforts.
- Local Volunteers identified by the Construction Coordinator. Include names of volunteers and groups.
- Later World Changers project. This is only acceptable for minor tasks. You must have the agreement of the CC for the later project. Other plans are required for major efforts.
- Use other volunteer groups from outside the area. Identify the groups, provide contact names, provide dates the group will be available.
- Partner with other groups, such as M-Fuge. Identify the group, contact the individual, and dates available.
- Local volunteers enlisted by the Associational Coordinator. Provide names and dates available.
- Other. Specify below:

CC Signature: _____ **Date:** _____

Attach additional sheets if required. Send a copy of the form filled out to your World Changers National Staff representative for your project one month before the start of the project.

Follow-Up Plan (Continued)

2. At the completion of the project week, list unfinished work or attach a copy of Work Site Information Forms indicating work to be completed. Inform Agency Representative, Site Coordinator, and your World Changers National Staff representative of unfinished work. Turn the form in to the Office Manager.

Add details below if necessary:

CC Signature: _____ **Date:** _____

CONSTRUCTION PERSONNEL GRID

POSITION	NAME	ADDRESS, CITY, STATE, ZIP	PHONE	BIRTHDAY	CHURCH
COORDINATOR					
SUPERVISOR					
CREW CHIEF					
CREW CHIEF					
CREW CHIEF					
CREW CHIEF					
CREW CHIEF					
CREW CHIEF					
RUNNER					

This worksheet can be used to help organize information related to your construction volunteers. As volunteers are confirmed, their name, contact information, and church must be sent to your Project Coordinator and Brookelyn Flatt at brookelyn@world-changers.net **three weeks before the start of your project.**

CONSTRUCTION PERSONNEL CHECK-IN

When at Construction Volunteer Check-In make sure you have received the following items from every volunteer:

- Name
- Phone Number
- Email
- Participant Form (if not attending with a church)
- Background Check (if not attending with a church)
- Insurance

Also ensure you give each volunteer the following items:

- Construction Shirt
- Construction Hat
- Worksite Information Form
- Theme Shirt (if not attending with a church)
- Bandana (if not attending with a church)
- Nail Apron (if not attending with a church)
- Facility Map and Room Assignment (if not attending with a church)