

CREW LEADER TIME LINE

MONTHS BEFORE THE PROGRAM:

- Get the word out to the members of your organization. Talk about the VHRP and the work dates. The VHRP newsletter is mailed in February and August and contains the Crew Commitment Form and information for the April and October programs respectively.
- Have recruitment meetings. Use photos of past projects to pique interest.
- Set a sign-up deadline date.
- When you know the size and skill level of your crews, fill out and return the Crew Commitment Form to RT Houston. Make note of the deadline date - this is critical to our planning process. Send your form in as soon as you can so we can get a feel for the number of crews we will have.
- Begin to set up committees or individuals who will take responsibility for ordering lunch, T-shirts, internal publications, etc.; checking to see that enough tools will be available; assuring transportation for people and materials; and for other areas that may be relevant to your group.

WEEKS BEFORE THE PROGRAM:

- Attend RT Houston Crew Leader Meeting.
- Visit your homeowner. Check the assignment and material list as you look over the house. Make notes of additional things you need that RT Houston can supply and the things that you will supply. Contact RT Houston if you have problems, questions, or need additional materials as soon as possible so we won't have to order materials at the last minute.
- Issue reminders to crew members for either crew sign-up or commitments.
- Look for an outside hose bib for power washing & brush cleaning.

DAYS BEFORE THE PROGRAM:

- Pick up material at the warehouse. The warehouse hours are listed in the newsletters and will be sent to you again, with a map to the warehouse, before the Crew Leader Meeting.
- If you are power washing, do it before workday so the wood and lawn will be dry.
- Make a check-up call or send an e-mail, postcard, or fax to volunteers to remind them of their commitment.
- Make sure your volunteers are clear on the home location.
- Check with organizer of lunch and personal needs to see that things are on track.

WORK DAY:

- Review personal safety recommendations with your crewmembers.
- Make sure each crewmember signs the "Volunteer Release Agreement" before beginning work.
- Flag low hanging wires and mark tripping hazards.
- Take "before" pictures.
- Make sure your volunteers visit with the homeowner during the day.
- Hold early morning safety meeting.
- Make sure work assignments are made and skilled people are in place.
- Invite your homeowner to join you and the crew for lunch.
- As Crew Leader, make sure critical jobs are being worked early on so the flow of work will guarantee that the job will be finished on time.
- Supervise for quality work and see that problems are fixed.
- See that any paint spills are cleaned up immediately with water.
- Make sure that tools are picked up at the end of the day. All unused material should be prepared for return to the warehouse or stowed safely for the second workday.
- Leave work site clean.
- Take "during" and "after" pictures.
- Return unused materials to warehouse at end of workday or on the Saturday morning following the second work day.