



Building Stronger Communities
Through Homeownership

SalemHousing
COMMUNITY DEVELOPMENT CORPORATION

Second Saturday Workday Guidelines

Organize and recruit your group in advance. ■■■

Volunteers do not have to have skills, just the willingness to learn as Salem Housing CDC will have key volunteers and staff to direct and train your volunteers. If any of your volunteers have construction, painting, electrical, plumbing or landscaping skills and would be willing to help lead a group of volunteers please let us know two weeks in advance.

Youth volunteers will require supervision and in some case special considerations. ■■■

Some sites are not suitable for young children. If your group includes children, plan for one adult for every eight youth 12 to 16 years of age and one adult for every four children less than 12 years of age. A family can bring younger children but is expected to teach and supervise them during the workday.

Some tools and supplies will be provided by Salem Housing. ■■■

Materials and tools needed for work at the site will be provided however, volunteers can also bring their favorite tools including hammers, rakes, brooms, paint brushes, etc. We do suggest that you label your tools for easy identification. In addition, Salem will provide a first aid kit and drinks for your volunteers. Some organizations choose to provide food and/or drinks for their volunteers. If you would like to provide refreshments for the entire group of volunteers at the worksite please contact us in advance so that you will know how many volunteers are expected to participate during the workday.

Maintain contact with Salem Housing prior to your workday. ■■■

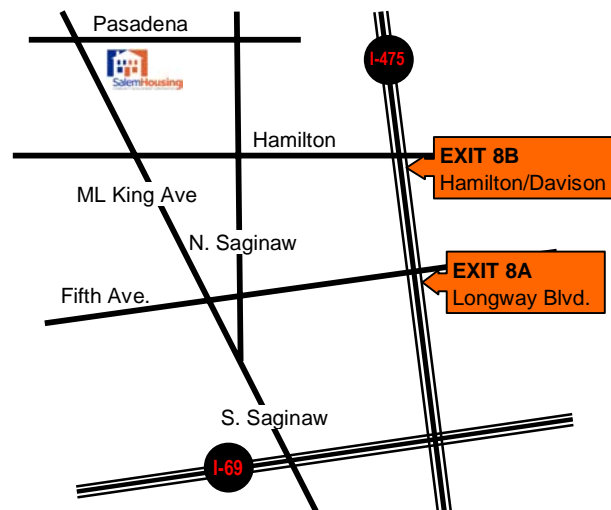
Each worksite has specific needs. Each organization has skilled volunteers. We therefore suggest that you contact Salem Housing prior to your workday to discuss the tasks to be performed at the worksite; who from your organization that can serve as a key volunteer; as well as refreshments, safety, youth volunteers, and emergency and weather situations.

Add power to your hammers. ■■■

Some of your volunteers support your efforts but don't have the time or ability to participate in the workday. Include them in your volunteer efforts by pledging dollars to those using the hammers. Volunteers can seek pledges and collect pledge payments to support the expenses for materials and supplies used by the families and volunteers. Checks should be made out to Salem Housing Community Development Corporation on behalf of your organization.

Where to meet for the workday. ■■■

All volunteers are requested to meet at the offices of the Salem Housing CDC located at 3216 M.L. King Ave. The office is located at the southeast corner of Pasadena and M.L. King Ave. In most cases there will be several volunteer groups that will be participating at one time. You will have time to meet the other volunteer groups, learn about the projects that are expected to be completed, and get the answers to any questions you may have. After introductions and directions you will be sent to the worksite to begin your workday.



For more information regarding the Second Saturday Workday call (810) 785-5340.

The Salem Housing CDC office is located at 3216 M.L. King Ave. at the southeast corner of Pasadena and M.L. King Ave.