



WELCOME TO WESTSIDE CHURCH COALITION'S VOLUNTEER DAY!

On behalf of Habitat for Humanity, thank you for being a part of **The Westside Church Coalition's Volunteer Day!** As a volunteer for the Habitat for Humanity of Greater Los Angeles ReStore, we appreciate your service and commitment to your community. Thank you for your spirit of volunteerism and commitment to serve your community. We are constantly striving to provide those who shop at our store with exceptional service. That service comes, in part, from you. Thanks again!

Please contact Chris Untiet at 424-246-3622 or chrisu@habitatla.org with any questions.

SCHEDULE

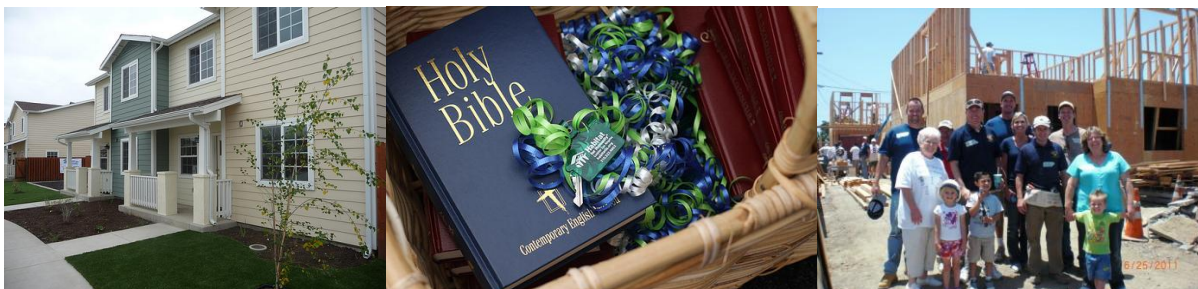
There are two shifts/day, an AM Shift- 9AM to 1 PM and PM Shift - 1 PM to 5 PM. Volunteers may choose to work either or both shifts. Volunteers working both AM and PM shifts schedule is as follows:

- 9:00 AM - Volunteers Arrive and Sign in
- 11:00 AM - Break
- 1:00 PM – Lunch/ Day ends for morning volunteer workers who sign out.
- 3:00 PM - Break
- 5:00 PM - Work Day Ends, Volunteers Sign out

Please note that for volunteers working only one shift, a break will be scheduled mid-shift. Also note that although we will try our best to adhere to this schedule, we may ask volunteers to stagger their breaks and/or lunches in order for us to maintain our daily operations.

Location:

18600 Crenshaw Blvd
Torrance, CA 90504



GENERAL INFORMATION

Volunteer Tasks:

Listed below are the basic tasks of volunteers at our ReStore, these tasks will be assigned according to each volunteer's skills and/or abilities.

- Stocking, pricing and preparing merchandise for display in store
- Assisting customers in store and in parking lot (loading customers vehicles)
- Light cleaning and organization of merchandise
- Assist in unloading donations trucks

What to wear:

- Please arrive at the store ready to work, Jeans, khakis or other similar pants or shorts are appropriate.
- We would prefer that you wear a plain T-shirt, work shirt or casual shirt. No sleeveless T-shirts or shirts with inappropriate decals/designs.
- Closed toed shoes are required, work boots are suggested but tennis or running shoes are okay.
- No open toed shoes or sandals you will be asked to go home and change if they are worn.
- For your safety, please do not wear any jewelry or clothing that hangs or dangles or can become entangled in anything.
- Please do not use your ipod, cell phone or any other electronic device while working on the sales floor. We ask that you keep these items out of sight while you are working.

We also suggest, for your comfort and safety that you bring the following:

- Water Bottle
- Hat or Visor (for sun protection)
- Work Gloves
- Sweatshirt or Jacket (it can be cool inside during winter months)
- Sunscreen
- Brown bagged lunch to enjoy during your break time.

FREQUENTLY ASKED QUESTIONS

Do I have to attend an orientation before volunteering?

No, there is no mandatory orientation for volunteers; we only ask that you come with willingness to work and to be open to the possibility of learning new skills.

What if I need a letter to verify my ReStore volunteer hours?

Please direct your requests to the Volunteer Coordinator at rwyatt@habitatla.org. Please allow approximately five (5) business days for us to access your volunteer records, compose the letter and forward to the appropriate party.

How old do I have to be to volunteer in the ReStore?

The minimum age for volunteers in the ReStore is 14. All volunteers between the ages of 14 and 17 must have a parent or guardian sign the Release and Waiver of Liability Form and bring it on their work day. In consideration of potential risks, volunteers age 14 to 17 are not allowed to work in the truck bay area or areas where forklifts are used. Volunteers aged 16 and 17 may perform general ReStore activities, but may not engage in certain activities that are considered hazardous including but not limited to; the use of motor vehicles, demolition or working from a height of six feet or more.

Should I print the required forms before coming to the ReStore?

Yes. Please download the Volunteer Forms accompanying this Welcome Packet. Print, review, complete and bring the forms with you on your volunteer day. This will help to ensure that your day runs smoothly; we will need these forms in case of an emergency.

What is Habitat for Humanity?

Habitat for Humanity is a nonprofit, ecumenical Christian housing ministry. Habitat seeks to eliminate poverty housing and homelessness from the world, and to make decent shelter a matter of conscience and action. Habitat invites people of all backgrounds, races and religions to build houses together in partnership with families in need. Habitat has built more than 300,000 houses around the world, providing more than 1.5 million people in more than 3,000 communities with safe, simple, decent, affordable shelter.

How does it work?

Through volunteer labor and donations of money and materials, Habitat builds and rehabilitates simple, decent houses with the help of the homeowner (partner) families. Habitat houses are sold to partner families at no profit, financed with affordable, no-interest loans. The homeowners' monthly mortgage payments are used to build even more Habitat houses. **Habitat for Humanity provides a hand-up, not a hand-out.** In addition to a down payment and the monthly mortgage payments, partner families invest hundreds of hours of their own labor – called sweat equity -- into building their Habitat house and the houses of others.

How are the Families Selected?

Habitat homeowner families are selected through an application process that evaluates:

- Level of need (through home visits and interviews that use a non-bias point system)
- Low Income earning 30%-80% of area median income (AMI)
- Willingness to partner with Habitat by spending 500 hours of “sweat equity” building their home
- Ability to pay back a zero-interest mortgage loan
- Families must be coping with substandard living conditions that relate to:
 - Overcrowding
 - Dangerous living conditions (such as gang violence)
 - Lack of adequate heating, water, electricity, or bathroom facilities
 - Health-related issues

How can I make a financial donation to help further Habitat’s work?

Financial contributions allow us to help more families in need. You can make a donation online at www.habitatla.org. Please call (310) 323-4663, or e-mail info@habitatla.org for more information.



WE NEED YOUR DONATIONS!



The ReStore was established to provide a self-sustaining funding source for Habitat for Humanity of Greater Los Angeles (HFH GLA) and to provide our local communities with low-cost building and home improvement materials.

- The ReStore accepts new, used, discontinued, or surplus building materials, appliances & home furnishings from companies, contractors, retailers, film and television studios and individuals.
- The ReStore sells donated items at drastically-reduced prices to the general public. All proceeds support HFH GLA's commitment to building and renovating homes in partnership with low-income, hard-working families and individuals in Greater Los Angeles.
- Trucks are sent out daily to pick-up items all over Los Angeles. Please contact a Donations Coordinator to arrange a pick-up of your donation by calling 866-SHOP-HFH. All donations are tax-deductible.



The Habitat ReStore accepts (*but is not limited to*) the following materials:



A/C & Heating: Less than 8 years old, whole house or window.

Appliances: Clean and in working condition, less than 8 years old.

Brick & Block: Neatly stacked and palletized, minimum quantity for block: 25; no broken pieces.

Cabinets: Only complete and modular cabinets with all doors and drawers, standard and special sizes, slight damage okay, already removed.

Carpet: New and unused, room-sized pieces or larger.

Doors: Interior and exterior doors; no broken glass or damaged wood; prefer hardware removed and bagged separately. No hollow, slab doors.

Electrical: Fixtures, parts, supplies, slight damage okay.

Furniture: Home, antique, no worn or stained upholstery, overall good condition.

Hardware: Knobs, hinges, locks, nails, screws, nuts & bolts and fasteners, prefer separated by type/style.

Lumber: Dimensional: 6 ft. or longer; sheets: 1/2 sheet or larger, free of rot, nails and screws. No scraps.

Paint: New, unused paint. Neutral colors preferred.

Plumbing: Clean and in usable condition, fixtures, parts & supplies accepted. Toilets should be completely clean and sanitized.

Tile: Wall and floor any size. Boxed and clean, unbroken. Minimum quantity: 20 sq. ft.

Windows: Vinyl or wood, new construction and retro-fits with dual pane glass. No aluminum-framed, single pane, broken glass or damaged wood frames.

We cannot accept used mattresses or box springs.

In accordance with the Consumer Product Safety Improvement Act, we can no longer accept any children's items.



ReStore – Gardena Location

17700 S. Figueroa St.
Gardena, CA 90248
866.SHOP.HFH
Deliveries accepted during store hours

ReStore – Norwalk Location

11029 Alondra Blvd.
Norwalk, CA 90650
866.SHOP.HFH
Deliveries accepted during store hours

ReStore Hours

(both locations):
Tuesday - Saturday: 9am-6pm
www.shophabitat.org