



voice mail: 804.739.3462  
[www.rebuildingtogetherrichmond.org](http://www.rebuildingtogetherrichmond.org)

November, 2011



## **Re: Join with Rebuilding Together in 2012 to create safe and healthy homes**

Dear Community Partner,

Rebuilding Together of Richmond (RTR) brings about real change and hope for Richmond's neighborhoods, one at a time. In our 20 years of service, RTR has revitalized 17 low-income neighborhoods and 900 individual homes have received home improvements, safety and wellness enhancements and referral assistance with applications to other service organizations. RTR, along with more than 100 supporting organizations, has enabled low-income, elderly and disabled people to remain in the homes they've lived in for decades and fervently desire to live in for decades to come.

RTR, along with volunteers and funders, allows a challenged and at risk neighborhood to benefit from a yearlong infusion of attention and services aimed at improving homes and lives of low-income homeowners by creating safe and healthy homes and strengthening the community. Join with us now through the end of June to bring needed attention and services to the Eastview neighborhood in the East End. We specifically invite you to join us for our **20<sup>th</sup> annual National Rebuilding Day** on **Saturday, April 28<sup>th</sup>**. Each year more than 1,500 volunteers work together with RTR. We trust you will want to be a part of this grassroots community based opportunity to transform neighborhoods and lives.

**This effort only happens with your participation and support. So, how can you help?** Your **commitment to participate in Rebuilding Day 2012** as a house sponsor is needed by **December 31**. A pledge of support, not the actual funds is needed at that time along with identification of a contact person for your team. We are happy to work with you to create options and explore additional ways to engage in the improvements to Eastview before and after that time; however we must have commitment for the spring blitz build by the end of the year. That will ensure that we have sufficient time to identify the homeowners who need our services, and plug you in to the planning and preparation process that is so critical to the project's success.

In addition, we ask for your assistance with the following--

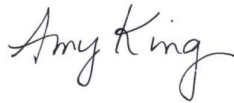
- Committing to organizing a team of volunteers for our build on April 28<sup>th</sup>. Team members needn't be construction professionals. We'll have

professionals on hand to guide the rest of the volunteer teammates in what needs to be done.

- Securing funds to help us make vital repairs. Building supplies and project expenses cost approximately \$3,000 per house and Rebuilding Together Richmond does not charge homeowners for materials or labor.
- Telling our story to others in your community. The need for our services continues to rise. We need as many people as possible to know about – and support -- our work.

Thank you again for your interest in Rebuilding Together as a partner for your community engagement and service. We look forward to working together in 2012.

Very truly yours,



*Executive Director*

P.S. Questions? Call me at 804.513.8628.

**Mission Statement**

Bringing volunteers and communities together to improve the homes and lives of low-income homeowners

**2011-2012 Board of Directors**

Stephanie Bordeaux – DuPont    Valerie Chafee – Dominion Resources Services, Inc.    Michelle Christian – McGuireWoods LLP  
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Phil Word – Community Volunteer/Altria Retired    Steve Young – WTVR TV6

**Rebuilding Together Richmond Staff**

Amy King, Executive Director    Susan Collett, Program Manager    Earl Roney, Field Assistant



## **Sponsorship Guidelines**

A House Sponsorship consists of a financial donation at one of our sponsorship levels and the option of providing a team of volunteers.

### **The Benefits are Numerous:**

- Immediate **positive impact** on the life of a low-income elderly or disabled homeowner
- **Great team-building** and community leadership opportunity for your employees/members
- Demonstrating your organization's **commitment to community service** and quality of life in Richmond
- **Favorable publicity** through media, press releases, articles, photos, signage and ads.
- **Preserving and improving Richmond's aging housing stock** and community centers
- **Alliance with nationally respected Rebuilding Together organization**
- **Leveraged investment** with every dollar resulting in four dollars of product and service through volunteer labor and in-kind donations.

### **Your responsibilities would be to:**

- Provide a Neighborhood Sponsorship of \$10,000 or a Block Sponsorship of \$5,000 or a House Sponsorship of \$3,000.
- Provide a project leader, House Captain, from your organization who organizes employees/volunteers, attends trainings, and manages relationship with repair site.
- Make provisions to complete tasks started but unfinished at the end of the work day.
- Provide approximately 12 to 20 skilled and unskilled volunteers ready to work for one very rewarding day.
- Procure the materials and supplies necessary for project.
- Provide lunch and water for volunteers on the project day.

### **Rebuilding Together Richmond would:**

- Select a homeowner client and home(s) or non-profit site for your organization.
- Help to provide skilled labor necessary for site repairs as available.
- Provide support and assistance with project logistics.
- Provide training and training material for House Captains.
- Provide a prominent sign on project site with sponsor name.
- Arrange for press coverage.
- Provide T-shirts for volunteers.



## Sponsorship Levels 2012

### **Neighborhood Rebuilder (\$10,000 +)**

**Provides a basic rehab and several major home improvements such as a new roof, an electrical service upgrade, a new or repaired furnace or an ADA ramp**

- Logo/name on back of Rebuilding Day T-shirts
- Recognition at the RT Post Rebuilding Day reception
- Sign in front yard of homes with sponsor recognition
- Listed as sponsor on Rebuilding Together-Richmond Website
- Thank you note from Rebuilding Together-Richmond President

### **Block Rebuilder (\$5,000 - \$9,999)**

**Provides a basic rehab and one or more major home improvements such as a new roof, an electrical service upgrade, a new or repaired furnace or an ADA ramp**

- Recognition at the RT Post Rebuilding Day reception
- Sign in front yard of homes with sponsor recognition
- Listed as sponsor on Rebuilding Together-Richmond Website
- Thank you note from Rebuilding Together-Richmond President

### **Home Rebuilder (\$3,000 - \$4,999)**

**Provides a basic rehab including building materials, appliances, safety enhancements and weatherization**

- Sign in front yard of homes with sponsor recognition
- Listed as sponsor on Rebuilding Together-Richmond Website
- Thank you note from Rebuilding Together-Richmond President

### **Good Neighbor (up to \$3,000)**

**Provides much appreciated support for expenses associated with Rebuilding Day such as mulch, refreshments, printing, supplies, training materials, and Home Mods products**

- Listed as donor on Rebuilding Together-Richmond Website
- Thank you note from Rebuilding Together-Richmond Executive Director

### **Express Rebuilder\* (\$5,000 minimum)**

**Provides a basic rehab including building materials, appliances, safety enhancements and weatherization (\* limited volunteer project manager involvement)**

- Sign in front yard of homes with sponsor recognition
- Listed as sponsor on Rebuilding Together-Richmond Website
- Thank you note from Rebuilding Together-Richmond President

Each sponsorship will contribute to the support of the organization's administrative overhead costs in addition to the direct costs associated with the home improvements.



1. We are pleased to support **Rebuilding Together of Richmond** with our pledge as a

- |  |          |
|--|----------|
| <b>Block Rebuilder (\$5,000 - \$9,999)</b> | \$ _____ |
| <b>Neighborhood Rebuilder (\$10,000 +)</b> | \$ _____ |
| <b>Home Rebuilder (\$3,000 – \$4,999)</b>  | \$ _____ |
| <b>Good Neighbor (less than \$3,000)</b>   | \$ _____ |
| <b>Express Builder (\$5,000 minimum)</b>   | \$ _____ |

- \_\_\_\_\_ Our contribution is enclosed
- \_\_\_\_\_ Our contribution will be sent by December 31, 2011
- \_\_\_\_\_ Our contribution will be sent by February 28, 2012

**Sponsors submitting this form with a Neighborhood Rebuilder pledge (\$10,000 or more) are invited to place their logo/organization name on our project day t-shirts.**

2. Our employees/members would like to volunteer on Rebuilding Day to help with the renovations. The following individual will be our organization's project leader:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_ **(Please check)** You may list our organization as a Rebuilding Together of Richmond sponsor.

**Your Name and Organization:** \_\_\_\_\_

**Your Telephone Number:** \_\_\_\_\_

## **THANK YOU!**

**Checks should be made payable to Rebuilding Together of Richmond**

**Mail to:**

**Rebuilding Together of Richmond**

**P.O. Box 8508**

**Richmond, Virginia 23226**

**Phone: (804) 513.8628**

**REBUILDING TOGETHER OF RICHMOND Federal Tax ID Number: 54-1652359**

**Email: [Rebuildingtogether-richmond@comcast.net](mailto:Rebuildingtogether-richmond@comcast.net) Fax: 804.328.4510**



## Introducing *Express Build*

Do you love the cause and love the project, but can't commit to the traditional RTR volunteer project management 'captain' role?

Maybe we can help...consider a new project experience called

### *Express Build*

- A simple, low-skilled build project
- Sized for a day of light duty improvements and fun
- You will receive a customized, fully prepared task list, materials list, recommended volunteer needs, a full walk through and orientation with homeowner and RTR staff member
- RTR will arrange for pre-event skilled and special needs
- You will need to provide a captain to take it from there
- Your captain will be contacted in late March to begin prep for your team and project: recruit needed volunteers, source the tools, shop for materials and prepare as usual for a great build day
- This is a first come, first serve opportunity. *Express Build* is limited to our light duty homes.
- Sponsorship for *Express Build* is \$5,000

# OUTLINE OF HOUSE CAPTAIN TASKS

**PROJECT DAY: SATURDAY, APRIL 30, 2011**

## **IMPORTANT DATES & DEADLINES:**

- Visit your house..... **ASAP**
- Contact your Technical Lead to review & approve your completed Detail Take-Off ..... **March 11<sup>th</sup>**
- Forward all pre-project forms to RT staff by 2<sup>nd</sup> House Captain meeting..... **March 23rd**
- Contact your Special Project Coordinators/Skilled Trades team to coordinate special needs..... **April 1st**
- Purchase materials (don't wait until the day before Project Day)..... **April 22nd**
- Project Day (no matter the weather!)..... **Saturday, April 30, 2011**

## **IMPORTANT PEOPLE:**

- **Group Leaders** are assigned to assist five or six House Captains. Go to your Group Leader **first** if you have any questions about your responsibilities as House Captain and how to get things done. Contact the RT Program Manager if you don't know which Group Leader is assigned to you.
- **Technical Lead** is someone with contractor or handyman experience, assigned to provide you with technical expertise in evaluating the needs of your house and creating a plan to meet those needs.
- **Special Project Coordinators** are the people you go to if you have special needs, such as pest control, power washing, Home Mods, trash removal, permits, etc. Consult the SPECIAL PROJECT COORDINATORS LIST to find their names and telephone numbers.

**Below is a general outline of what a House Captain is supposed to do.  
See the House Captain Guide for more specific instructions and tips.**

## **STEP ONE: VISIT YOUR HOUSE (Do this immediately!)**

- **Review your Initial House Paperwork and Note any Special Circumstances.** Your project summary and associated reports will give you an overview of the homeowner and the repair needs as well as notes regarding to how to arrange visits, who to communicate with and so forth. As many of our homeowners are quite elderly we often coordinate visits through adult children, a neighbor or friend.
- **Contact the Homeowner.** Introduce yourself, and arrange a visit to your house. If you need someone to accompany you to help you evaluate needs, contact your Technical Lead and/or Group Leader.
- **Visit your House.** Describe the program to the homeowner and create realistic expectations. Encourage the homeowner to invite family and friends to participate in the repair work with your team.
- **Forms.** Ensure that you have the Homeowner sign the **Waiver of Liability** and the **Limited Power of Attorney to Apply for Permits** forms at this time.
- **Evaluate Needs.** While at the house, evaluate what needs to be done to the house. Find out what the homeowner would like done, and try to accommodate them, but focus first on safety and security. Seek your Technical Lead's advice. Be realistic, and keep your budget in mind.

## **STEP TWO: MAKE A PLAN**

- **Prepare the Detail Take-Off.** This is a form in which you describe what tasks you intend to tackle. It forces you to think about what tools, what materials, and how many volunteers you will need for every project, as well as how much each project will cost. Consult your Technical Lead for guidance as needed.
- **Recruit your Safety Coordinator** – You must select a safety coordinator, typically a volunteer from within your organization. Review the Safety Guidelines with the coordinator, have them sign the Safety Commitment form, and bring them to the second House Captain meeting. Please forward the signed form to RT staff.
- **Review and get approval from your Technical Lead for your Detail Take-Off and forward the approved copy to RT staff.**

- **Obtain Homeowner Approval.** After your Tech Lead has approved your Detail Take-Off, contact the homeowner and let them know what projects **you plan to attempt**. Obtain their approval. REMEMBER DO NOT MAKE ANY PROMISES TO THE HOMEOWNER.
- **Identify and Arrange for Special Needs.** Consult the Special Project Coordinators List and/or Skilled Trades team to determine what special needs you have that they can help you with, if any. Contact the applicable resources ASAP and no later than the deadline above.
- **Using the Detail Take-Off, Work Up Lists of Permits, Tools, Equipment, Materials and Volunteers Needed.**

### **STEP THREE: OBTAIN TOOLS, EQUIPMENT & MATERIALS AND COORDINATE WITH YOUR VOLUNTEERS**

- **Identify any Permit needs.** This needs to be done very early on. Contact your Technical Lead for guidance with permit needs for your house.
- **Arrange for Tools & Equipment.** Make sure you have arranged to have all the tools you will need on Project Day. Encourage all the volunteers working on your house to bring whatever tools they have.
- **Purchase Materials.** Stay within your budget! Use participating vendors when possible. *(It will be YOUR responsibility to find a place to store the materials before Project Day and to get the materials to the house no later than 8:00 a.m. on Project Day! KEEP YOUR RECEIPTS!*
- **Coordinate with Volunteers.** Let them know where the house is and when to show up (8:00 a.m.). Encourage them to bring their own tools. Unless your organization will be providing refreshments and lunch, make sure the volunteers know to bring their own. Encourage carpooling. Children under 16 must be accompanied by an adult.
- **Coordinate Trash and Refuse Disposal.** Make sure the Trash Coordinator knows how much to expect from your house.

### **STEP FOUR: PROJECT DAY**

- **Arrive Early.** Stop by Headquarters to pick up your house package and t-shirts before proceeding to your house. Be at your house with your house package and t-shirts already picked up no later than 7:30 a.m.
- **Lay Out Materials and Equipment.** Do not leave items unattended.
- **Post House, Sponsor Signs, Lead and Safety Signs.**
- **At 8:00 a.m., Hold an Introduction Meeting with your Volunteers.** Stress safety first! Volunteers must sign waivers BEFORE work begins. Assign tasks to particular volunteers. Ask volunteers to wear the Rebuilding Together t-shirts and nametags.
- **Take plenty of photos (before, during and after).**
- **Supervise and Manage Volunteers.** Delegate! Don't do everything yourself.
- **Workday Purchases.** DO NOT LEAVE THE HOUSE ON PROJECT DAY! Send your co-captain or a designated runner to purchase additional supplies.
- **Contact your Group Leader or Technical Lead if you have any problems.**
- **After 2:30 or 3:00, do not begin new tasks.** Focus on wrapping up what's already in progress.
- **End of the day.** Have the homeowner sign the Final Completed Task List form and the Release form. Gather up unused materials.
- **Have a Good Time!** Take pride in doing good.

### **STEP FIVE: AFTER PROJECT DAY – *Within one Week after Project Day:***

- **Return Unused Materials.**
- **Gather Your Receipts.** Make sure the house number is on every receipt.
- **Submit Paperwork.** Submit your receipts, Final Completed Task List form, Release Form and signed volunteer waivers to the Executive Director, P.O. Box 8508, Richmond, VA 23226



## 2011 National Rebuilding Day Participant List

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### **SPONSORS**

#### ***NEIGHBORHOOD REBUILDER***

Altria Companies Employee  
Community Fund  
Capital One  
McGuireWoods LLP  
Nationwide Insurance Foundation  
The Home Depot Foundation  
The W.H.O. (Women Helping Others)  
Foundation  
Virginia Nonprofit Housing Coalition

#### ***BLOCK REBUILDER***

Altria Group Inc.  
Ameriprise Foundation  
Bon Secours Richmond Health System  
Christ Church Episcopal  
Dominion Foundation  
DuPont  
New Canaan Baptist Church  
Reveille United Methodist Church  
River Road United Methodist Church  
Technical Foundations, Inc.  
Virginia Housing and Development  
Authority  
Wachovia Wells Fargo Foundation

#### ***HOUSE REBUILDER***

Bon Air Presbyterian Church  
DPR Construction  
Franko LaFratta Construction Inc.  
Gayton Baptist Church  
H & A Architects and Engineers  
Hunton & Williams LLP  
IFMA – Richmond chapter  
New Horizon Computer Learning  
Center  
Northminster Baptist Church  
Owens & Minor  
Pepsi Beverages Co.  
Rotary Club of Short  
Pump/Tuckahoe Jaycees  
Rotary Club of South Richmond  
Rutherford  
St. Bridget's Catholic Church  
St. John's Episcopal/St. Mary's  
Episcopal churches  
Swedish Match North America  
Tredegar Corporation  
WM Jordan Co.

#### ***GOOD NEIGHBOR***

All Saints Episcopal Church  
Affordable Housing Awareness  
Week – Partnership for Housing  
Affordability  
Honeywell Hometown Solutions  
Kappa Alpha Psi Fraternity, Inc –  
Richmond  
Northrop Grumman  
SunTrust Foundation  
SyCom Technologies

Numerous Individual Donors

#### ***VOLUNTEER GROUPS***

Bank of America  
Brothers and Sisters Combined PFF  
Capital One  
Commonwealth Chapel  
Crestwood Presbyterian Church  
Four Mile Creek Baptist Church  
Northhighland  
Providence Presbyterian Church  
Gum Spring  
Rotary Club of Richmond  
St. Luke's United Methodist Church  
St. Stephen's Episcopal Church  
VCU Occupational Therapy Dept.  
Virginia Occupational Therapy  
Assoc.

#### ***COLLABORATING AGENCIES, INDIVIDUALS & ORGANIZATIONS***

Capital One  
City Department of Public Works  
City Older Adults Initiative  
City Councilwoman Cynthia  
Newbille  
ElderHomes Corp.  
NARI – Central Virginia  
Peter Paul Development Center  
Unity Civic Association

#### ***VENDOR PARTNERS***

All Clean Pressure Washing  
Creative Conservation  
Dodson Brothers Exterminating  
Co. Inc.

Ecosystems Environmental Services,  
Inc.

Ferguson Enterprises  
Home Depot  
K2 Trophies & Awards  
Mid South Building Supply  
Professional Home Services  
Prompt Electrical Services LLC  
Reesers Renovations  
Sign Crafters

#### ***IN-KIND DONORS***

Comcast  
Creative Conservation Inc.  
Home Depot  
Kidde  
Kristin Eye, Harpist  
Mitchell, Wiggins & Co.  
Office Suites Plus – Innsbrook  
Pavestone Company, LLC  
Habitat ReStore  
S.B. Cox  
Technical Foundations Inc.

#### ***CONSTRUCTION & SKILLED TRADE VOLUNTEERS/DONORS***

Air Resolution, Inc.  
Beck's Home Repair  
BK Martin Enterprises, Inc.  
Cabinetry & Construction Inc.  
Creative Conservation, Inc.  
Chewning & Wilmer  
ColonialWebb Contractors  
DP Stairlift  
Haines Construction, LLC  
HomeMasons, Inc.  
IEBW Local 666  
NECA  
Pinnacle Home Improvement,  
LLC  
R.A. Praught Construction, Inc.  
RMT Construction & Development  
Group, LLC  
Professional Home Services  
Silver Hammer, LLC  
Technical Foundations, Inc.  
WACO Inc.