



# SAFETY MANUAL

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## **GENERAL INFORMATION**

### **1.1. INTRODUCTION**

- 1.1.1. Safety is everybody's concern and is always an important consideration at any construction site. Building construction can be one of the most dangerous occupations. Since Habitat work crews normally have a high proportion of inexperienced people, everyone must pay particular attention to safety. Try to be conscious of the safety of others as well as yourself. An observer can often see danger better than the worker involved in the project. Be cautious at all times, and ask questions. Do not go ahead with a task if you are uncertain as to how it is done, or if you are unable to do it.
- 1.1.2. Safety is based on knowledge, skill and an attitude of care and concern. Supervisors should instruct each worker about the correct and proper procedures for performing each task. This should familiarize the worker with the potential hazards of doing the tasks and advise him or her as to how such hazards can be minimized or eliminated. It is very important that we at Habitat know about safe work practices and follow them.

### **1.2. SAFETY TRAINING FOR PERSONNEL**

- 1.2.1. Each site will have an on-site safety coordinator who will work with the designated site supervisor to guarantee that safety practices are being followed. The designated safety coordinator will have thorough knowledge of the Affiliate's safety policies and will be on-site. The on-site safety coordinator will give a safety orientation to each person who works on a construction site. Each person will be required to go through a safety orientation program before they will be allowed to perform any function involving direct contact with the construction phase of the project. The safety orientation will indoctrinate the workers to the safety policies and practices of the Affiliate.
- 1.2.2. The safety coordinator will be responsible for intervening when safety practices are not being followed and correcting the practice in question. The site supervisor can act as the safety coordinator if there is no designated safety coordinator on site.

### **1.3. GUIDELINES FOR A SAFE ATTITUDE**

- 1.3.1. Think before you do your work or task.
- 1.3.2. If you are uncertain about how to do a task or how to operate a power tool – ask a supervisor.
- 1.3.3. Concentrate on your task and eliminate distractions.
- 1.3.4. Know where the first aid kit is located and how to get emergency help.
- 1.3.5. Inspect all power tools, hand tools, ladders and scaffolding on a daily basis.
- 1.3.6. Advise your supervisor immediately of any unsafe or hazardous tool or condition

#### **1.4. EMERGENCY MEDICAL CARE**

- 1.4.1. If someone is injured on the job, contact your safety coordinator or site supervisor immediately and summon any needed medical help. You also should use the supplies located in the first aid kit to stabilize the injury as much as possible until medical help arrives. Your supervisor is trained in first aid, and will help with any injured worker. Insurance forms necessary to obtain emergency medical care are located in every first aid kit. Also, the safety coordinator will need to complete the On Site Injury Report form as a part of the process, these forms are located in every first aid kit.

#### **1.5. OSHA COMPLIANCE**

- 1.5.1. The Carroll County Habitat affiliate will follow and comply with all OSHA regulations as they pertain to the Habitat mission. There are several regulations of particular importance that the Affiliate will pay close attention to:
- 1.5.2. No person under the age of 14 years old will be allowed on the job site.
- 1.5.3. Persons 14-15 years old cannot work on a house under construction. They may work on landscaping, run errands, etc.
- 1.5.4. Persons 16-17 can work on house construction but cannot use power tools or be on a roof.
- 1.5.5. Individuals 18 and up can work on any task with proper instruction and supervision.
- 1.5.6. These guidelines may be waived if students are part of an educational program specially designed for training in the field of construction (i.e.: vocational training under the supervision of an accredited program).
- 1.5.7. However frustrating these rules might seem they have been established for the safety of all persons and must be followed to the letter! Please refer to Section 4.0 for details of the Youth Safety Policy.

#### **1.6. PROPER SAFETY EQUIPMENT**

- 1.6.1. Proper clothing is as essential to safety as the proper selection and use of tools. Wear clothes and gloves that are appropriate for the work and weather conditions. Loose clothing is dangerous around power tools.
- 1.6.2. Workers shall wear work boots or thick-soled shoes at all times when on a construction site. Any worker wearing sandals or other types of inappropriate footwear shall not be permitted to remain at a construction site.
- 1.6.3. Hard hats are to be worn while doing demolition work, during the framing phase of construction, or when required by a supervisor, and are to be made available to workers on each job site at all times.
- 1.6.4. Protective glasses will be available for every construction worker. A worker must wear protective glasses any time he or she is operating a power tool or when instructed by a supervisor.
- 1.6.5. Each worker must wear a dust mask when installing insulation, sanding or when instructed by a supervisor.

1.6.6. Earplugs must be worn when using a power tool for a prolonged period of time or when instructed by a supervisor. Earplugs are to be made available to workers on each job site at all times.

#### 1.6.7. POWER TOOLS AND OTHER SAFETY EQUIPMENT

- A power tool should not be used without proper instruction on its use, and on what can happen if the tool is not used properly. The instruction should be done by a qualified person, and should be given to all workers, Even experienced do-it-yourselfers should receive instruction. The trainee should use the power tool in the presence of the instructor, until the instructor is satisfied that the trainee knows how to use the power tool properly.
- Never lower or carry a power tool by its cord. Clean tools daily. Power tools should be checked for defective switches, cords, plugs, and proper grounding. Defective tools should not be used, and should either be reported to the supervisor or labeled and brought to the tool room for repair immediately. (Do not wait until the end of the day.)
- To avoid electrical shock, the following rules must be obeyed:
- A three-pronged plug must be used on all electric power tools.
- Extension cords must not have frayed insulation or be fastened with staples, hung from nails or suspended from wires.
- All temporary lights must be equipped with non-conductive guards

#### 1.6.8. HAND TOOLS

- Always select the correct type and size of tool for your work, and be sure it is sharp and properly adjusted. Guard against using any tool if the handle is loose or in poor condition. Dull tools are hazardous to use because excessive force must be used to make them cut. Oil or dirt on a tool may cause it to slip and cause an injury. When using tools, hold them correctly. Most edged tools should be held in both hands with the cutting action away from you. Avoid using your hand or fingers as a guide to start a cut, but if it is necessary, use extreme caution.
- Handle and carry tools with care. Keep edged and pointed tools turned downward. Carry only a few tools at one time unless they are mounted in a special holder or carried in a tool belt. Anyone working with a hammer at a height should wear a hammer loop or tool belt, and, when not in use, the hammer should be kept in the loop or belt and not placed on a sloping surface or in a precarious position. Do not carry sharp tools in your pockets. When not in use, tools should be kept in special boxes, chests or cabinets.

#### 1.6.9. A SPECIAL WORD ON SAWS

- Don't bind the blade of any saw. When cutting long panels, the blade may bind and the saw will catch and kick back toward the operator. Use small wood wedges or shim shingles to spread the saw cut as you go along.
- Keep the blade guard working. A spring-actuated blade guard often can become bent and won't slide quickly; or the spring can become stretched

so the return is slow. Repair any damage to the guard as soon as it happens, and never tie the guard back out of the way.

- Support what you are working on properly. Never attempt to cut something that could tilt or fall and cause the saw to slip.

#### 1.6.10. LADDERS

- Inspect a ladder before you use it. If the ladder is unsafe, don't use it. Look for wear and tear, loose rungs and defects. Use a ladder that will reach the work. An extension ladder should reach three feet above the work level. Move your ladder with your work. If both of your shoulders are extended outside the ladder while you are working, you are reaching too far. When using an extension ladder, use the 'four-to-one' rule: For every four feet of height, move the bottom of the ladder one foot away from the wall. A ladder is pitched at the proper, safe angle if you can grasp a rung at shoulder height. Carry tools and materials in proper carrying devices, and keep your hands free for climbing. When climbing, always face the ladder.
- Place your ladder on solid footing. If there is a danger of the ladder moving while you work, tie it down. If there is a danger that the ladder will be hit, barricade it. If the feet of the ladder are not level, dig the ground out under one foot with the claw of a hammer rather than raise one foot with blocks.
- Never use an aluminum ladder in the vicinity of electrical lines, and never use a ladder outdoors during inclement weather or on very windy days.

#### 1.6.11. SCAFFOLDING

- All scaffolding that is elevated 10 feet or more must be equipped with a safety railing. All scaffolds must be equipped with a toe board to eliminate the possibility that tools or debris will be kicked or pushed onto people below. A scaffold must be designed to support four times the weight of the workers and the materials resting on it. Scaffolding components that are not designed to be compatible should not be mixed.
- Inspect all scaffolding each day before using it. Never use damaged or defective equipment, and avoid rusted parts since their strength is unknown. When erecting scaffolding, provide adequate sills for the scaffold posts, and use base plates. Use adjusting screws, not blocks, when on an uneven grade. Make sure you plumb and level scaffolding, and do not force end braces when constructing the scaffolding.
- Defective planking causes many scaffolding accidents. Use only properly graded and inspected lumber for planking. Inspect planking daily for splints and knots, and remove defective or damaged planking.

#### 1.6.12. CLEAN WORK SITE

- A clean work place is a safe work place. This refers to the neatness and good order of the construction site. Maintaining good housekeeping contributes to the efficiency of the worker and is important in preventing accidents.

- Position building materials and supplies in carefully laid out piles to allow adequate aisles and walkways. Clean up all rubbish and scrap materials on a daily basis. Do not permit blocks of wood, nails, bolts, empty cans, pipe, wire or other materials to accumulate on the work site. They interfere with work and can constitute a hazard. Keep tools and equipment that are not being used in chests, panels or toolboxes. This protects the tools and the workers. Never leave a work site unguarded unless all tools and materials have been properly secured.

#### 1.6.13. POISONS AND TOXIC MATERIALS

- The poisons and toxic substances that can be found most often on a work site are asbestos, lead oxides, solvents and animal feces. Special care must be taken when you come in contact with any of these substances, or any unfamiliar substance.
- If you discover asbestos fiber being used as pipe, boiler or heating duct insulation, contact your supervisor immediately. **DO NOT ATTEMPT TO REMOVE THE ASBESTOS FIBER ON YOUR OWN.**
- Scraping exterior woodwork, demolishing lead-painted walls and stripping old millwork are the principal ways that workers can be exposed to lead chips, dust and particles. Contact your supervisor immediately if you discover any lead-painted surfaces.
- Masks are the best protection against breathing germs that can be borne in dust containing animal feces (such as rodent droppings).

## 2. SITE SUPERVISOR ORIENTATION AND TRAINING

- 2.1. As every affiliate knows, the summer building season brings many issues to juggle. We find ourselves scrambling to secure funding, gain publicity, decide on floor plans, obtain land, recruit skilled site supervisors, produce a building schedule, order materials, and dive into construction. In the midst of the hustle, are we overlooking the safety of our volunteers?
- 2.2. Keeping volunteers safe on our job sites must be a top priority. Volunteers who have a safe, positive experience are likely to volunteer again. They also may tell a friend, make a financial contribution and become more involved with Habitat. Safety rules can be difficult to implement when working with eager volunteers. Here are a few quick tips that will produce great job site results:
  - 2.2.1. Begin the day with a prayer. Prayer brings a sense of peace to a busy job site. Prayer also lets volunteers know that we are faithful to our Christian ministry.
  - 2.2.2. Have a first aid kit on every site. Be sure that you know the location of the first aid kit, and that it is easily accessible. A first aid kit that is brightly colored is more easily located. After the morning prayer and introductions, point out the location of the first aid kit.
  - 2.2.3. Have a brief safety talk each morning. Introduce yourself as the site supervisor, the crew leaders and the site host. Hold up sample safety equipment.
  - 2.2.4. Post safety rules. Keep them simple and easy to read. Samples include: follow the site supervisor's instructions; use available safety equipment; never place a hand tool on a ladder or overhead; always remove nails and screws from scrap materials.
  - 2.2.5. Have water available on the site. Encourage volunteers to take frequent breaks. Volunteers are more likely to take a break and drink water if someone hands them a full cup.
  - 2.2.6. Have safety equipment available and use it. This includes work gloves, safety glasses, ear plugs, hard hats and dust masks. If there is a site host for the project, the site host is responsible for signing everyone in, passing out name tags, making volunteers feel welcome, serving water, distributing safety equipment as needed, and most important, keeping a watchful eye. An observer can spot danger faster than someone who is involved in building.
  - 2.2.7. Be aware of your volunteers, their skill level, and expertise. Working with volunteers is drastically different from working with sub-contractors. You must be prepared to thoroughly explain tasks, be cautious around tools, work at a slower pace and take fewer risks.
  - 2.2.8. Be organized. Have a site box that contains important documents such as medical release forms, accident report forms and sign-in sheets. The box also can contain scratch paper pencils, receipts, a phone book, safety instructions, etc.
  - 2.2.9. Have a contact information sheet with important names and numbers. Include the hospital, Habitat office, board members or key contacts, utility companies and animal control. Also include the address of the job site you're working at.
  - 2.2.10. Have access to a phone. If a phone is not available on the job site, identify the location of the nearest phone, such as a nearby home or convenience store.

Ask your local communications agent if he or she could donate phones or walkie-talkies for special events.

- 2.2.11. Limit the number of volunteers on the job site. This can be difficult when many eager folks arrive prepared to work. But a job site with idle volunteers can be a dangerous place. An ideal job site has 15-20 volunteers, with a ratio of one skilled to every four unskilled volunteers.
- 2.2.12. Do not allow children on the work site. Remind parents that the job site is not a playground and that their children should not accompany them to the site. Research your state laws concerning the minimum age for persons on the work site. Encourage youth to participate in other aspects of Habitat's ministry such as fundraising or public relations. (See *Investing in the Future*\*, a publication of HFHI's Campus Chapters department, for specific ideas.)
- 2.2.13. Use HFHI's Construction Safety Manual. It is full of helpful tips ranging from OSHA regulations to working with heavy machinery.
- 2.2.14. Appoint a safety member to the construction committee. This member can keep safety documents, inspect job sites and research the latest materials on job site safety.
- 2.2.15. Have someone trained in CPR and first aid on-site.
- 2.2.16. Contact local emergency medical teams. Inform the staff about your work. Give them directions to the job site and introduce them to the concept of volunteers doing construction. This is also a great way to recruit medical experts to volunteer on-site.
- 2.2.17. While no job site can be guaranteed to be 100 percent accident-free, the more effort we invest in our volunteers' safety, the greater our guarantee of their return.

### **3. VOLUNTEER ORIENTATION AND TRAINING**

- 3.1. Safety is always an important consideration at any construction site. Building construction, when performed by qualified and skilled workers, can be one of the most dangerous occupations. The risk of injury is greatly accelerated on construction projects such as those that Habitat performs, with the high proportion of inexperienced workers.
- 3.2. Safety is a product of knowledge, skill and an attitude of care and concern. Your site supervisor will instruct you about the correct procedures for a task and tell you about potential hazards. Workers who operate with knowledge of work site safety procedures and who maintain a safe attitude will help themselves and others remain safe and healthy.

#### **3.3. A SAFE ATTITUDE**

- 3.3.1. Think before you act.
- 3.3.2. If you are uncertain about how to do a task, or operate a power tool—ask a supervisor.
- 3.3.3. Concentrate on your task and eliminate distractions. Take your time.
- 3.3.4. Inform supervisors immediately if you see any unsafe condition or hazard.
- 3.3.5. No job is so important that it cannot be done safely.

#### **3.4. ON THE WORKSITE**

- 3.4.1. All workers must sign a release stating that they have read and understand the work rules before being allowed on a Habitat construction site.
- 3.4.2. Volunteers under the age of 18 must have a release form signed by a parent or legal guardian. Refer to Section 4, Youth Safety Policy, for complete information about HfHCC's youth policy.
- 3.4.3. You must sign in and sign out whenever arriving or leaving the work site.
- 3.4.4. All injuries must be reported.
- 3.4.5. Volunteers may not bring small children to the work site. A Supervisor must escort visitors. No one under the age of 14 will be allowed on site.
- 3.4.6. No alcohol will be allowed. Volunteers who are perceived to have been partaking of alcohol or drugs are considered a safety problem and will be asked to leave the site.

#### **3.5. KNOW HOW TO USE YOUR TOOLS**

- 3.5.1. Power Tools
  - A power tool should not be used without proper instruction. Your supervisor will show you how to operate any tools. Rely on your supervisor, not the person next to you, for instruction.
  - Never raise or lower a power tool by its cord. Always be sure the tool has stopped running before setting it down.
  - Defective tools should not be used, and should be taken to a supervisor immediately. In order to avoid electrical shock, do not use power tools on wet or damp ground or if any parts, including the cord, appear to be damaged.

### 3.5.2. Hand Tools

- Handle and carry tools with care. Keep edge and pointed tools turned downward.
- Carry only a few tools at a time unless mounted in a special holder or in a tool belt (not a nail apron).
- Anyone working with a hammer at a height should wear a hammer loop or tool belt and when not in use, the hammer should be kept in the loop or belt, not placed on any surface.
- Do not carry tools in your pockets. When not in use, tools should be returned to their storage places, not left lying around.
- Always select the correct type and size tool for your work. Tools should be clean—dirty or oily tools can be dangerous.
- When using tools, hold them correctly. Most edge tools should be held in both hands with the cutting action away from you. Do not use your fingers or hands as a guide to start a cut or mark a drill site.

### 3.5.3. Saws

- Don't bind the blade of any saw.
- Always use a partner when cutting large or long pieces of wood.
- Keep the blade guard working—never tie it out of the way.
- Support your work properly.
- Never cut a small piece of wood with a power tool unless it is properly clamped.

### 3.5.4. Ladders

- Inspect a ladder before climbing to see if it is correctly set and leveled.
- Never step on the top step or the top of the ladder.
- Move your ladder with your work—if, while you are working, both shoulders are extended outside the ladder, you are reaching too far.
- If there is danger that your ladder will be hit or walked into, barricade it.
- Never climb when holding tools. Always face the ladder when in use.
- In the event of windy or wet conditions, do not use a ladder outdoors.
- If you need more than one tool while on a ladder, ask someone to hand you your tools, if you do not have a tool belt.

### 3.5.5. Clean Work Site

- A clean work site is a safe work place. This refers to the neatness and order of a good construction site. Clean-up duty is one of the most important jobs on a work site.
- Position building materials and supplies in carefully laid-out piles to allow adequate room for walking and maneuvering.

- Confine sawn materials and debris to specific areas (sawdust can be slippery).
- Do not permit blocks of wood, nails, empty containers, etc. to accumulate.
- Keep tools and equipment not being used in their proper storage place.
- Never string an extension cord across a walking area where workers will be carrying supplies.
- Never leave unopened Cans of paint on ladders.
- Never leave tools unattended on ladders or high places.

### **3.6. SAFETY RULES FOR VOLUNTEER WORKERS**

- 3.6.1. Report any condition that looks unsafe.
- 3.6.2. Wear clothes and work gloves appropriate for the weather. In hot weather, wear a hat and a loose, white cotton shirt or T-shirt. Baggy, flowing clothing is dangerous on the job site. If you are wearing long sleeves, they should be buttoned or secured out of the way before operating power tools.
- 3.6.3. Wear a hard hat when someone is working above you or when instructed by your supervisor.
- 3.6.4. Workers should try to wear work boots or sturdy, hard-soled shoes on the construction site. Sneakers, sandals or thin-soled shoes should not be worn. Nails can easily penetrate the soles of these shoes.
- 3.6.5. Wear earplugs in high noise areas.
- 3.6.6. Wear safety glasses or other eye protection when operating power saws or other equipment that may throw off small hard particles.
- 3.6.7. Make sure blade guards are in place when operating power saws.
- 3.6.8. Use a respirator when working in dusty atmospheres. Dust masks are provided and must be worn when installing insulation, sanding, or when instructed by your supervisor. Long sleeved shirts and long pants should be worn for insulation work, as well as protective glasses and dust masks, since fiberglass is an irritant to skin, eyes, and lungs.
- 3.6.9. Wear leather gloves when handling wood or metal products.
- 3.6.10. Avoid stepping on electrical power cords, especially in wet locations.
- 3.6.11. Keep electrical power cords off the ground as much as possible.
- 3.6.12. Make sure that ground fault circuit interrupter (GFCI) is in place before plugging in electrical power cords.
- 3.6.13. Do not use broken or malfunctioning tools especially those with electrical problems.
- 3.6.14. Do not use ladders as work platforms; use scaffolding instead.
- 3.6.15. Do not use aluminum ladders around electrical power lines.
- 3.6.16. Make sure that guardrails and toe boards are in place when working on scaffolding platforms more than ten feet high.

- 3.6.17. If you cut yourself, report to your safety coordinator or site supervisor immediately for first aid.
- 3.6.18. If someone else cuts him/herself and blood gets on you, report this immediately to your safety coordinator or site supervisor.
- 3.6.19. Do not enter a trench more than five feet in depth unless a coworker is present on ground level to sound an alarm and render assistance in case of emergency.
- 3.6.20. If asbestos is present, avoid touching, handling or disturbing it. Let specialists handle it.
- 3.6.21. If lead-based paint is present, use extra precautions--wash hands before eating.

## 4. YOUTH POLICY

- 4.1. While it is important that youth be directly involved with the work of Habitat for Humanity, it is also important that they be involved only in age appropriate activities. Therefore, the restrictions below are in effect and must be adhered to when minors (those less than 18 years of age) are on the construction site.
- 4.2. All youth under the age of 18 must turn in a completed Waiver of Liability for Minors signed by them and their parent(s) or legal guardian before they can begin to work on a Habitat construction site or in the office.
- 4.3. Youth under the age of 18 shall not perform hazardous activities (use of power tools (exception - portable electric drills during drywall installation), operate motor vehicles, demolition, roofing, wiring, excavation operations etc.).
- 4.4. Youth ages 16 and 17 may perform general construction work but may not engage in activities considered hazardous as specified above.
- 4.5. Youth under the age of 16 shall not be allowed in a construction area during active construction- i.e. framing, roofing, siding, drywall, excavation, concrete. Exception is made for serving food during breaks and lunches.
- 4.6. Youth must be at least 16 to participate in "blitz build" related activities.
- 4.7. Youth ages 14 and 15 are prohibited from working in general construction. However, they may engage in limited activities such as clearing lots, landscaping, house cleaning, , or painting only when there is no active construction at the site. They may do tool check out/check in when not in the immediate area of construction.
- 4.8. In addition, there should always be adequate supervision and safety training for youth working at the site. A ratio of one adult to every three or four teenagers is mandatory.
- 4.9. Policy Exceptions: Youth who are in apprenticeship or vocational programs may be allowed to perform some of the normally prohibited activities (for example, carpentry students might be allowed to use power saws etc.) if they are supervised by their teacher or a qualified instructor.

### 4.10. AGE-APPROPRIATE ACTIVITIES FOR YOUTH

Channeling the excitement and energy of youth under age 16 is a creative, challenging and rewarding process. Below are some examples of how youth have been involved with affiliates in the past. These activities have been used with (but are not limited to) church youth groups, Girl Scout and Boy Scout troops, Boys and Girls Clubs, and elementary and middle school classes.

#### 4.10.1. Off Site Activities

- Decorate the studs with blessings or messages to the partner family.
- Fold newsletters or stuff envelopes for mailings.
- Let youth design a web page for the affiliate. Work with the youth to design your newsletter or challenge an art class to design the newsletter.
- Paint doors and baseboards at the warehouse.
- Build birdhouses, window flower boxes, key chains or simple picture frames. All these things can be made with scraps from the worksite.

- Speak to schools or groups about the mission of HFH and bring along a partner family to talk about their experience. Bring along a college or high school student to help facilitate the presentation.
- Have a T-shirt design, Christmas card design or thank you card-designing contest for local youth.
- Serve lunch or snacks at the work site. Have the youth bag cookies or make peanut butter and jelly sandwiches.
- Clean up a donated lot before construction begins. Partner with a local environmental group and have the youth recycle as much as they can while cleaning.
- Landscape after the house is finished.
- Educate the youth about the overall picture of poverty housing by taking a tour of a sub standard home or apartment. Have a partner family talk to the youth about how Habitat has impacted them. Have the youth write about their experience and publish one of their reflections in the next newsletter.

#### 4.10.2. With The Partner Family

- Gather house warming items (cleaning supplies, plants, etc.) and have a group of youth present it to the partner family at their house dedication.
- Decorate pots for houseplants, to be given to partner family at the house dedication.
- Design and sew a quilt for a partner family.
- Have the youth decorate a stone or rock for the partner family; if this is being done at a vacation bible school, they can draw a blessing on the rock for the partner family's garden.

#### 4.10.3. Fund Raising

- Have a craft fair or silent auction for items that youth make
- A bowl-a-thon
- Hike for Habitat
- Have youth build birdhouses, mailboxes, flower boxes etc. to sell at a local store or Habitat ReUse Center. Label each item with the young person's name, age and organization they are with. When the item sells, mail the tag back to the young person explaining how much additional money was donated to Youth United through the sale.
- Sell homemade pizzas
- Have youth construct a small house and collect change at their school or other location
- Have each young person challenge people to donate a dollar for his or her shoe size (i.e. size 8= \$8)

- Challenge an elementary school to collect pennies for Habitat and hold an assembly to have each grade present their pennies. The group with the most can get a prize (like a pizza party or extra time at recess). You can also have the youth from a covenant congregation collect change during the service by using a red wagon with a large jar in it and walk around church collecting change.
- Give Legos out to different groups, organizations or programs and have each group build a house. Display the houses and have people vote on the best ones by putting money in a jar in front of each house.

4.11. These age-appropriate activities are broken into general age categories for easy reference. However, many of these ideas will be useful and appropriate for multiple age ranges or can be used in a modified form.

4.11.1. Ages 5-7

- Make a welcome basket for the homeowner family and sing a song at the dedication.
- Stock the pantry for a new Habitat for Humanity partner family.
- Draw greeting cards to be sold at a Habitat fund-raiser.
- Construct house banks as a fund-raising tool for affiliates.
- Have a coloring sheet contest. Put entries in the local paper with Habitat facts.

4.11.2. Ages 7-10

- Make blocks or bricks that can be used to build homes or as fundraising items.
- Landscape--learn about the local environment and plant environmentally friendly trees and plants.
- Coordinate a birthday gift project for partner family children.
- Tour the worksite and learn about sweat equity from a homeowner.

4.11.3. Ages 10-12

- Speak to classmates about the mission of Habitat with the help of a local campus chapter or homeowner family.
- Construct and paint window boxes to be used as housewarming gifts or as fund-raising items.
- Help clear the construction site of debris before or after construction.
- Design a T-shirt to be sold at a Habitat event.
- Help fold or stuff newsletters or mailings.

4.11.4. Ages 12-14

- Design an affiliate web page or newsletter.
- Learn about another country where Habitat builds, and coordinate a fund-raiser to help sponsor a home there.

- Register volunteers at the construction site information table.
- Paint doors and baseboards off site before they are put into the house.
- Working with an Audio Visual teacher or class to design and produce a Habitat video

4.11.5. Ages 15-17

- Start a Habitat campus chapter.
- Build picnic or lunch tables for the work site.
- Tutor younger partner family children.
- Provide babysitting for children of homeowners or volunteers.
- Clean a Habitat house before the dedication.
- Talk to a partner family about how Habitat has impacted them. Write about their experience and publish one of their reflections in a newsletter.
- Organize and serve meals to volunteers on the worksite.
- Shovel gravel into a foundation.