



# Build Week Coordinator Checklist

Prepare for your upcoming Build Week!

## Before Your Build

- ☐ **Create excitement for your Build Week and begin recruitment for volunteers and donations:**
  - Use flyers, emails, or newsletters to spread awareness and promote your build.
- ☐ **Finalize the date and location of your Build Week with your Engagement Associate.**
  - Begin official recruitment for volunteers and donors.
  - Share Build Week details, including the customized VolunteerHub sign-up page, with your group.
- ☐ **Three weeks before your Build Week, confirm registration numbers with your Engagement Associate.**
  - Send out personalized reminders to your group including the site address and instructions on what to wear and bring to site.
  - *ALL volunteers must sign-up online and sign our waiver BEFORE volunteering on-site.*
  - Create and communicate a lunch plan. Groups often order lunch to site or plan a potluck.
- ☐ **One week before your Build Week, call the Site Supervisor.**
  - Introduce yourself and learn more about the scope of work for your upcoming Build Day.

## During Your Build

- ☐ **Check in with Site Supervisor and AmeriCorps.**
  - Introduce yourself and work together to problem-solve as needed.
- ☐ **Greet volunteers on-site!**
- ☐ **Designate a volunteer to be in charge of lunch.**
  - Lunch volunteers can greet delivery drivers and/or set up lunch spaces for your group.
- ☐ **Encourage volunteers to drink lots of water, take breaks as needed, and re-apply sunscreen.**

## After Your Build

- ☐ **Share photos from your Build Week!**
  - Each build site has a Habitat for Humanity Yogile page for you to upload any pictures that were taken!
- ☐ **Send a thank you to your volunteers and donors.**
- ☐ **Ensure sponsorship pledges are fulfilled.**
- ☐ **Provide timely feedback by completing [this survey](#) regarding your Build Week experience.**
- ☐ **Schedule your next Build Week!**