Itinerary for: [Enter Group Name Here]

Dates of Visit: [Enter from and to dates here]

Location of Orientation: [Enter orientation location address here]

Time and Date of Orientation: [Enter the time and date of the orientation here]

Thank you for volunteering to help us rebuild homes and lives in our community. Please review the attached information prior to your arrival at orientation next week. Included in this email is a short bio of our client whom you will be helping, hopefully you will have the opportunity to meet them while you are out on the site. The bio will allow you to be familiar with their personal story and provide you with a sense of why they are in need of your assistance. Also included is your itinerary for the week and a copy of the volunteer timesheet. While you are on site, we ask that you ensure you record your time worked. This time sheet is entered into our system and maintained in relation to the property you are working on. It allows us to display how volunteer contributions make the home building process affordable and possible, it also is utilized for grant and other funding.

**Itinerary**

Time/Date: Orientation

Time/Date: Travel to site

Time/Date: Meet site supervisor and review the current stage of construction

Review what stage of construction your group will work on and the approved methods of construction.

Time/Date: Last day of volunteer construction for your team. We will conduct a brief survey and review of your week with you before your team leaves.