Welcome Packet

Group Name Here

Size of group here

Home city and state of group

Date the group signed up

Fundraising efforts (total amount raised)

**Homeowner**: Enter the home owners name and address here

**Site** **Supervisor**: Enter the Site supervisors name and number here

**Construction** **phase**: Enter the stage of construction the home is currently in

**Special events**: List any special events going on while they are on site including any groundbreaking ceremonies or housewarmings along with the date, time and location for the volunteers.

**What’s included:** Included in this packet is a brief biography on our homeowner, please take a moment to read their story and be familiar with them. Also attached are directions and a volunteer time sheet. It is imperative that you complete a daily time sheet while working on site. We utilize the information you provide in that time sheet to substantiate our projects with the city and provide information to our grantors and donors when we request funding from them.

Attach the homeowner biography including the directions form the office

Attach a copy of the volunteer timesheet