

## Volunteer Reception Center General Information

### Age Restrictions/Parental Release:

The Volunteer Reception Center does not take volunteers under the age of 14. All volunteers between the ages of 14 and 17 must have a Parental Release form signed by their parent or guardian. There must be one skilled adult to supervise every four volunteers between the ages of 14 and 17.

### Housing/Food/Transportation:

The Volunteer Reception Center does not provide housing, food, or transportation to volunteer groups. However, if you need assistance with these items please call our office at 319-540-4810. We have certain resources available to which we can refer you.

### What to Bring:

Please have all Liability Waivers and Parental Release Forms ready to turn in to your volunteer coordinator on the day of your arrival. No one will be allowed to volunteer without a properly filled out waiver or parental release. Also note the following lists of tools and attire to bring.

#### Tools:

##### Mucking/Gutting:

Crow bars (multiple sizes)	Wonder bars
Hammers (sledge and regular)	Buckets (tub size or 5 gallon; tub size preferred)
Shovels (scoop and metal)	Brooms (push and house)
Pick ax	Wheel barrows

##### Rebuilding:

(Individuals)

Tool belts	Tape measure – 16’ minimum
Hammers	Utility knife and extra blades
Combination square or speed square	Safety glasses
Pencils – 2+	Front-end snips or dykes
4-way screwdriver	Pliers
Drywall rasp	Putty knives and trays

##### Rebuilding:

(Groups)

Drywall squares – 2 minimum	Cordless drills – 2+
Electric drill	Skill saw – with sharp blade
Extension cords – 214 gauge	Power miter saw
Drywall hand saw	Utility knife blades
Chalk line – (blue chalk)	First aid kit

\*You do not have to bring all tools on these lists. We recommend that you bring one tool for each member of your team. We do have some tools available, but not enough to supply all volunteer teams.\*

**Attire:**

All volunteers that will be doing flood recovery work must wear the following attire:

Long Sleeve shirts

Long pants

Close-toed shoes

Acceptable: Boots (steel-toed recommended), tennis/athletic shoes

Not acceptable: Keds, Crocs, deck/boat shoes, heels, and canvas shoes

Safety goggles

Work gloves (leather is best)

Respirator Masks (N95 or better) – *we can supply if needed*

Volunteers with inappropriate work attire will not be allowed on work sites.

**Basic Safety Information:**

1. Be aware of your surroundings and the people you are working with.
2. Communicate with other volunteers at all times.
3. Know how to use the tools that are being used. If you need instruction, ask! NEVER use a tool that you are unfamiliar with.
4. Stay hydrated.
5. Take plenty of breaks (at least one per hour).
6. Keep the work site as clean as possible. Clean up after yourself and before you leave the site at the end of the day.
7. Wear appropriate attire.

**Tetanus**

As a safety precaution, we require that all volunteers have an updated tetanus shot. We do not need documentation of the shot, but you must have one on file in order to volunteer.

**Where to Go:**

On the day of your anticipated arrival, we ask that you meet at the Community Resource Center, located at 220 6<sup>th</sup> St NW, Cedar Rapids, IA 52405. Please have the group leader enter through the front door for check-in. The rest of the group may enter through the Shop Entrance located near the loading dock. Your volunteer coordinator will then meet with you for a brief orientation and safety training before you begin your service.

Thank you for choosing the Volunteer Reception Center. We look forward to working with you in the future.

2/6/09