



help build hope
crossroads missions

3231 Ruckriegel Pkwy, Ste 111, Louisville, KY. 40299

On behalf of CrossRoads Missions board and staff, I would like to express our excitement about working on a Help Build Hope project with you. We believe this program is a great method to inform your business or organization about affordable housing and involve them in an engaging experience. We look forward to this event with much anticipation of how it will affect the lives of those who participate.

The attached document contains the procedure to plan a Help Build Hope event and to formally confirm the date of this event. We hope you find it informative. Please carefully review the document. If you have any questions or concerns about any of the content, please let me know and we will discuss, clarify, and resolve any points of concern. You are required to pay a \$1,000 non-refundable non-transferrable security deposit. This will acknowledge your understanding of both Help Build Hope's and your responsibilities in planning and facilitating a Help Build Hope event. Please keep a copy for your records and reference as you proceed with the planning of the event.

Thank you for your partnership,

Brian Snivley

Director, Help Build Hope

Enclosed:

Help Build Hope Project Agreement

Document REVISED 10.06.2017

Help Build Hope Project Agreement

I. Help Build Hope Responsibilities:

1. Identify the receiving organization

Help Build Hope will determine the destination of the home and the finishing organization. If the business or organization has a specific preference for the recipient of the structure(s), it should be discussed early in the planning stage to determine the feasibility. Otherwise, the placement of the home is at the discretion of Help Build Hope.

2. Staff

Help Build Hope will provide adequate number of staff to oversee and organize the event.

3. Teaching

Help Build Hope will provide instructions for this event.

4. Project Organization

Help Build Hope will provide a structure that will enable individuals with varying skill levels to have a fulfilling time of service through team building. We will provide easy to understand plans for every group that serves during this event and organize any other details regarding the construction and transportation of the project. Material list for the project will be supplied to you at least two weeks prior to the event date.

5. Tools

Help Build Hope will provide all the needed equipment to complete this project (hammers, measuring tapes, chalk lines, saws, etc.).

6. Standing A House

Help Build Hope will provide plans to aid in standing the home quickly and correctly. Help Build Hope will oversee standing one house per event. Our staff will recruit assistance from the volunteers in the build area to help stand the house. The house may remain standing until the end of the event at which time our staff will need the assistance of 15-20 volunteers to help disassemble and load the walls. Help Build Hope reserves the right to not stand the house at every event if weather conditions (i.e. high winds or other inclement weather conditions) make it unsafe to proceed with this phase of the event or if the walls need to be loaded directly to the truck for logistical reasons.

7. Transportation of walls

Help Build Hope will arrange transportation of the structure. If there is a shipping contact in your business or organization, please make Help Build Hope aware at the time of registration of your event.

II. Business or Organization Responsibilities:

1. Advertising/volunteer recruitment and registration for the event

It is the responsibility of the business or organization to advertise and promote the event and recruit appropriate volunteers for specific tasks outlined below. Help Build Hope will supply you with an online registration form to register all your people for your event. This is critical for the success of the event. (**These volunteer needs are based on a one house build event.**)

A. Cut session Volunteers: Twelve to Eighteen (12-18) adults are needed to assist the Help Build Hope staff with cutting the material for a one house build event. The time commitment for cut session volunteers is 2-3 hours.

The skill sets for the cut session are as follows...

- a. 4-6 individuals who are comfortable operating power saw/measuring and cutting accurate measurements within 1/16”.
- b. 4-6 individuals are needed to label the cut lumber with a marker.
- c. 4-6 individuals are needed to carry the cut and labeled lumber to the appropriate area designated by the Help Build Hope staff person.

B. Build Day Crew Leaders: There will need to be a set of crew leaders on build day that have framing experience and/or have been trained by Help Build Hope staff after the cut session. The ideal ratio for crew leaders is one (1) crew leader to six to seven (6-7) participants. The time commitment for this volunteer would be one hour after the cut session and the duration of the build event. Because of liability concerns our policy is that no one under the age of 21 should be a crew leader.

C. Loading Volunteers: There will need to be a group of volunteers (15-20) to assist Help Build Hope staff in disassembling and loading the house. This group of volunteers should have the ability to lift heavy objects. The time commitment for this volunteer varies on the number of homes... 1 house – approximately 45 minutes, 2 houses - approximately 1 hour 15 minutes, 3 houses - approximately 2 hours, 4 houses approximately 2 hours 30 minutes.

D. Build Day Volunteers: The business or organization is responsible for recruiting volunteers to assemble the walls. The ideal ratio of volunteers is 75-100 volunteers per house. Using this ratio will result in a project with the duration of 3-5 hours.

2. Security Deposit & Payment of Expenses

A \$1,000 non-refundable Security Deposit is required at the time of registration. This must be paid via debit/credit card to secure the date. Help Build Hope requires that the remaining balance of Event Expenses (shown below minus \$1,000) be paid no less than two weeks before the event. This will enable Help Build Hope to reserve shipping and secure the necessary materials and equipment without causing financial strife on Help Build Hope and complete the event successfully.

3. Costs

The business or organization is responsible for the costs associated with this project. The estimated cost list is shown below. Food preparations and expenses are the responsibility of the hosting business or organization and are NOT shown below. The cost of materials is the responsibility of the business or organization. Help Build Hope will furnish a complete list of materials that needs to be purchased to complete the project. The cost below does not reflect additional travel fees for businesses or organizations outside a 250 mile radius of Louisville, KY .

Number of Homes	CRM Fee**	Lumber Cost *	Roof Fund Fee	Total Cost
1	\$3,700	\$1,800 - \$3,000	\$1,500	\$7,000 - \$9,000
2	\$4,200	\$4,100 - \$6,100	\$3,000	\$11,300 - \$13,300
3	\$4,700	\$5,900 - \$9,000	\$4,500	\$15,100 - \$17,100
4	\$5,200	\$7,200 - \$12,000	\$6,000	\$18,400 - \$20,400
To build more than 4 homes please contact the Help Build Hope office at 502-410-4290 or helpbuildhope@crossroadsmissions.com for pricing				

***Material Costs** vary by region, availability, and discount.

****Event Expenses include:**

Individual wall blueprints and plan development, wall transportation and storage, staff travel, oversight of project, tools and equipment.

*****A Fuel Surcharge** of \$200 will be assessed to the business or organization if the National Average price of Diesel Fuel is above \$4.00 per gallon during the month of your event (information will be based on www.fuelguagereport.aaa.com). This surcharge will be assessed and billed to the business or organization after the event.

The roof package cost for the home is funded by the business or organization but is not built by the business or organization. The roof is purchased when the home is on site by the receiving organization. This dollar amount of \$1,500 per house should be made out to the organization responsible for taking the home to completion with a note in the memo ***“for (date of event) Help Build Hope roof payment”***. The funds for the roof should be mailed directly to the receiving organization.

4. Help Build Hope Staff/Volunteer Boarding

The business or organization is responsible for securing and payment of necessary hotel rooms for Help Build Hope Staff and Volunteers. Help Build Hope Staff ask that the hotel accommodations be The Hampton Inn or the equivalent of.

5. Build Area

a. A flat, paved or asphalt area large enough work space for the participants of the event.

To build only: per house 4,000-5,000 square feet of build space is needed. (50-60 parking spaces)

To build and stand the house: above amount plus standing area of approximately 1,500 square feet level surface (may be a grassed).

b. There must be an electrical source within one hundred feet of the build area that is sufficient for running at least four saws simultaneously.

6. Sound Equipment

The business or organization is responsible for sound equipment. Normal sound equipment needs are; two microphones/cords, one amp, one small sound board. If the business or organization cannot supply, please notify Help Build Hope in advance.

7. Assistance Loading Walls

The business or organization is responsible for arranging fifteen to twenty (15-20) volunteers (per house) to assist Help Build Hope staff in loading walls.

III. Other Key Points

1. Rescheduling

If there is a need to reschedule the event due to poor weather, any and all expenses that are incurred remain the responsibility of the business or organization. Help Build Hope may be unable to refund all or part of prepayments because of expenses associated with planning and travel. Help Build Hope wants to emphasize that rescheduling is rare.

However, if weather prohibits the completion of the project, some costs are unavoidable and are unable to be refunded.

These costs may include:

- a. Round trip transportation of Help Build Hope staff and equipment, for both the initially scheduled date and the date rescheduled due to postponement.
- b. All shipping charges that may be non-refundable, fuel expenses, lost deposits, or tied to a rate-per-mile charge when using non-donated shipping.
- c. Storage or transfer of materials until rescheduling is possible.

2. Cancellation

Should the business or organization cancel the event Help Build Hope will not refund the **\$1,000** Non- Refundable Non-Transferrable Security Deposit made via debit/credit card at the time of registering for the event.