



Shelter Development

Builder Captain Basics

The recruitment of a Builder Captain is key to a HomeAid Project. The Builder Captain is the pivotal team member that ensures completion of the project and brings in other trades and consultants to donate their labor and materials.

A. Recruiting:

Steps to successfully recruiting a Builder Captain will vary by project. Strategies that have been successful in various chapters around the country include:

1. Builder Captain breakfast or luncheon where potential Builder Captains are invited and introduced to the project and Service Provider.
2. Obtaining a Hanley Wood Market Intelligence report for a 1, 3 and 5 mile radius around the proposed project to determine all of the projects in process in the vicinity. Using that data to target potential Builder Captains
3. An invitation only builder educational event where top area builders provide a market update or speak on a topic of current interest. As part of the program the headliner builders ask for other builders in the room to consider becoming Builder Captains by describing the benefits.
4. Previous Builder Captains invite a potential Builder Captain to lunch and talk about the reward of the Builder Captain experience.

It is more likely that a builder will agree to take on a project if he/she has an active project in the vicinity and has an emotional attachment to the mission of the Service Provider. Personal contacts from Board members and previous Builder Captains are also key to success.

B. Responsibilities:

The specific roles and responsibilities of the Builder Captain are to:

1. Review the Service Provider's project plans and oversee the completed project design, scope of work and prepare a project construction budget.
2. Identify and recruit subcontractors and suppliers to assist in construction.
3. Participate in the Shelter Development Team (comprised of your representatives and those of HomeAid and the Service Provider)



and provide ongoing communication to team members.

4. Assign a construction superintendent or other designee to control the day-to-day construction process and ensure the timely completion of the project.
5. Provide information to HomeAid so that we can maintain accurate records of all subcontractors, suppliers and others participating on project and the total market value of work performed by each and market value of labor donated, labor hours donated and materials donated.
6. Provide HomeAid with the WRAP insurance waiver so insurance coverage can be provided.

A sample summary of the role of the Builder Captain can be downloaded to be adapted and sent to a prospective Builder Captain.

C. Other important issues:

1. Pledge Agreements are a valuable document for ensuring that all parties understand clearly the scope of the commitments being made and how that impacts the budget. The Builder Captain and each donor of labor, materials or cash are asked to complete the Pledge form at the start of the job to state the scope of work they will complete, its retail value, the portion of the retail value they will donate and what they expect to be paid. This is the source document for preparing and maintaining the budget, tracking in-kind donations and total job cost. A sample Pledge Agreement that you can download is included in this section.
2. Often times a Service Provider has prepared a project budget before the commitment of the Builder Captain. That preliminary budget is used for purposes of their capital campaign, the Shelter Assistance Application, grant applications, etc. Upon commitment of a Builder Captain, HomeAid asks the Builder Captain to complete a separate detailed budget based on the scope and drawing available. It is the starting point for the continual monitoring and tracking of the cost of the project.

The Builder Captain may monitor and maintain the budget or they may ask HomeAid or the Service Provider to perform that function. An accurate and current budget is crucial to the management of the project and to ensure that adequate monies are available to pay subcontractors as agreed. A sample budget is available on this site in Excel format that can be downloaded for your use.