



Habitat for Humanity

Central Arizona

Southeast Valley Lutheran Coalition

Volunteer Information Packet

2020-2021

Scheduled Day and Times:

Start Date Nov 7, 2020

Saturdays 7:30 am – 1:00 pm

Please arrive 15 minutes prior to start to sign in and attend the morning meeting.

To receive schedule updates, send your email address to sevlhabitat@gmail.com

Build Location: Lot #37100

1313 W. Tonto St. Phoenix, AZ 85007



Volunteers Must Sign Up On-Line:

Volunteering for construction is different this year. There are limits on the number of volunteers that can be on site, social distancing and wearing of masks is mandatory. Signing up to be a volunteer must be done on-line. Start by going to <https://habitatcaz.volunteerhub.com/lp/Faithgroups/> and click on the “Create Account” button at the top of the screen.

When done, return to the page <https://habitatcaz.volunteerhub.com/lp/Faithgroups/> and select the Southeast Valley Lutheran Coalition calendar from the “Events” dropdown button and select the Saturdays you want to volunteer.

What to Wear:

- Dress with safety in mind.
- Closed toe and back shoes.
- Slip-ons are not permitted.
- Work boots are preferred but thick-soled tennis shoes will be allowed. Please make sure that tennis shoes have a solid grip on the sole.
- Please wear “work clothes” or clothes you don’t mind getting dirty or potentially ruining.

What to Bring:

- Drinking Water
- Sun Block
- Food – Bring your own snacks and lunch. **No group lunch providers this year.**
- Tools (Habitat provides all hand tools, power tools, aprons, and supplies.)

Rain Hotline:

- If it is raining, please call our Rain Hotline to see if the sites are open: **602-262-8679.**

Construction Safety Overview

The job site is often a place full of activity. Please be aware of safety at all times. You are responsible for your own safety as well as the safety of others. If you see something unsafe, please mitigate the problem or notify your Habitat leader. No one under 16 years old is permitted on or around the active construction site.

All volunteers must sign a waiver before participating in construction. Volunteers should carry medical identification and emergency contact information on the job site.

Power Tools

- Always follow specific directions from your site supervisor regarding the use of tools.
- Before operating any power equipment, always seek instruction from the Habitat leaders.
- Be sure to wear safety glasses when using power tools.
- Inspect the cords, outlets, and blades before using.
- Do not disable any safety features.

Roofs and Ladders

- Please exercise caution.
- Use a partner to steady a ladder and make sure A-frame ladders are always fully extended.
- Place on a stable surface and take the time to move the ladder rather than leaning out too far.
- When working on the roof, move slowly and carefully and NEVER walk backwards.
- Never lay anything down on a roof. Be careful with tools and other objects so that they do not fall off and injure others. Be aware of people working above and below you.

Lifting and Carrying

- When lifting, stand close to the load, bend your knees, grasp firmly, and then lift by straightening your legs.

How Can I Get Involved?

- Building the Home – Be a volunteer to pound nails on Saturdays! No experience required, our Team Leaders will show you how!
- Support the Mission Financially – Use the State Tax Credit for Programs That Benefit the Working Poor to get a dollar for dollar credit. See details below.

Arizona Tax Credit

Because Habitat for Humanity qualifies as an eligible charity, donations to Habitat are eligible for a dollar-for-dollar tax credit up to \$400 for individual and \$800 for joint filers.

To Claim the Credit You Must:

- Be an Arizona resident
- Complete Arizona tax form 321 to file with your state tax return.
- Postmark contributions or make them online by April 15th.

Do I have to itemize to claim Charitable Tax Credits?

No, You do not have to itemize deductions to claim a credit for contributions.

Can I take the Working Poor Tax credit if I take the School Tax Credit?

Yes, they are separate credits and you are allowed to take advantage of both.

How do I know Habitat qualifies for the credit under this program?

Qualifying organizations are required to send the Department of Revenue a self-certification letter stating that they meet all qualifying criteria. The Department in turn publishes a list of self-certified organizations. You can request a list from the Department of Revenue in Phoenix at 602-255-3381 or you can go to the Arizona Department of Revenue Website at www.azdor.gov.

Donating is easy at <https://habitatcaz.org/donate/individual-donation/>

When making your donation, be sure to let Habitat for Humanity know that you are doing so on behalf of the **Southeast Valley Lutheran Coalition**:

- Mountain View Lutheran Church
- Esperanza Lutheran Church
- Desert Cross Lutheran Church
- Holy Trinity Lutheran Church