

Timeline of Events: Dates to Remember

- February 15** **Area Directors** attend a meeting at 5:30 p.m. at the Rebuilding Together office 730 W. Wilshire Blvd., Suite 108.
- February 21-March 11** **Each team captain and skill captain will need to schedule a time to meet with staff to pick up your team packet this year. We will not have Team Assignment Night. You will need to schedule a time between 8 am and 5:30 pm with Margaret (607-0464 or Margaret@coxinet.net).**
- March 25** **Area Directors, Team Captains, and Skilled Captain** turn in: **Scope of Work, Logistics Information, Volunteer Estimate, and Team Information.**
- April 5** **Area Directors, Team Captains, Skilled Captains, and Homeowners** attend Homeowners Meeting. Location: Chesapeake Energy Corp., 6040 N. Western, Building 2. Team Captains and Skilled Captains turn in: **Materials List and signed Home Owner Agreement.**
- By April 18** **Team Captains and Skilled Captains** provide information to volunteers:
- ★ Assignment (map to work site and homeowner profile)
 - ★ Tools needed (volunteer's name clearly marked)
 - ★ Lunch plans
 - ★ Have volunteers sign up online, www.rebuildingtogetherokc.org
 - ★ Letter to volunteers provided by Rebuilding Together
- April 25** **VIP Donor Night at Warehouse, 4:00-7:00 p.m. – Rebuilding Together Warehouse.**
- April 26 – May 6** **Rebuilding Together Warehouse opens 9:00 a.m. – 6:00 p.m. Monday – Friday and 10:00 a.m.-12 noon, Saturday, April 30 - 730 W. Wilshire Blvd., Suite 108.**
- April 19 -April 22** **Team Captains** call and remind all volunteers of May 7 Work Day and call homeowner to confirm plans and discuss any problems.
- May 7** **Rebuilding Together Work Day! 8:00 a.m. - ? p.m.**
At end of day - Return re-usable supplies, yard sign, all receipts, **Homeowner Agreement and Acceptance Form** to Rebuilding Together Warehouse. **Remember our annual cookout when you return the workday supplies to the RT Warehouse.**
- May 14** **Work Day Rain Date**
- By May 30** **Team Captains and Skilled Captains** return completed evaluations, record of volunteer hours and list of donated materials to Rebuilding Together office.

MATERIALS AND SUPPLIES . . .

The demand for a large amount of merchandise in a short period of time puts a considerable strain on the resources of our suppliers. Please be patient, considerate and appreciative. We work with these businesses all year long, and they do a great job for us.

Team Leaders have the responsibility of ensuring that all materials and supplies are at the work site. It is extremely important to carefully complete the Materials List and obtain materials before Work Day. They may need a truck to pick up materials and supplies and a place to store them until Work Day.

REBUILDING TOGETHER WAREHOUSE

Location: 730 W. Wilshire Blvd., Suite 108

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	April 25 4-7 pm <i>Donor Night</i>	April 26 Close at 6 pm	April 27 Close at 6 pm	April 28 Close at 6 pm	April 29 Close at 6 pm	April 30 10 am -noon
May 1 Closed	May 2 Close at 6 pm	May 3 Close at 6 pm	May 4 Close at 6 pm	May 5 Close at 6 pm	May 6 Close at 6 pm	May 7 <i>Work Day</i> 8 am-? pm

If access is necessary at other times, call the Rebuilding Together Office at 607-6464 to schedule an appointment.

Although inventory varies, items available to teams on a “first come, first serve” basis include:

- paint brushes buckets tape nails
- paint rollers trash bags lumber knobs & locks
- paint pans caulk & caulk guns cleaning supplies

GIFT CARD

Beginning April 6, a Rebuilding Together Gift Card and a paint line of credit for material purchases may be picked up at the Warehouse. Only the Team Captain and Skilled Captain are authorized to make purchases with these cards. Team Leaders must obtain as many materials as possible at the Warehouse- the cards are only used to purchase materials not available at the Warehouse. Credit limits will be clearly indicated and are based on the Materials List submitted by the Skilled Captain.

Rebuilding Together Gift Cards may be used only at the authorized stores listed on the face of the card. At checkout, purchases must be noted on the Cards to keep a running total of charges. Credit limits cannot be exceeded – ***do not expect to be reimbursed without prior approval!***

Businesses donate store credit and the demand for a large amount of merchandise in a short period of time puts a considerable strain on their resources and employees. Please be patient, considerate and appreciative!

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