



Team Build Communications Kit



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Email Templates

Volunteering at our build site is fun, but it’s even more fun when you do it with a great team. We’ve created this go-to guide to make it easier for you to reach out to your coworkers or friends with pre-made email templates. All you need to do is copy and paste the templates in blue, edit the content in square brackets with **your team’s** correct information, and you’re good to go.

Soon after, you will have a solid team out on the build site to work hard with our dedicated construction crew leaders and further our mission of providing more Chicagoans with the life-changing benefits of a decent place to live.

Best of luck!

Recruitment Email Template

Step one of a successful team build: getting people excited to come out! Here's some sample language to rally your team in an initial email — customize as you see fit:

Hi [Coworkers],

What are you up to on [e.g. November 17th]? I have an idea — join me for a Team Build day with [Habitat for Humanity Chicago](#)!

I'm spending a whole day on a construction site. Why? To support Habitat Chicago homebuyers in building strong, stable futures for their households through affordable homeownership — you should too.

We'll be working on a Habitat home in [West Pullman or Great Grand Crossing]. No construction experience? Have no fear! The Habitat construction crew leaders are experts at working with volunteers of all skill levels — absolutely no experience is necessary!

Sign up for the [e.g. November 17th] build day at this link, [insert link to your group's registration form], no later than [e.g. November 10th (always one week prior to your build day)]. Spots are limited and will fill quickly — so don't wait too long!

Already excited? Learn more about Habitat Chicago and see what they've been up to on [Facebook](#) , [Instagram](#) , [Twitter](#) , or [LinkedIn](#).

I'm looking forward to building a stronger Chicago alongside you,
[Your Name]

Registration Reminder Email Template

Okay, we're all busy people, and your future teammates may need a little nudge. Send them this email template with your necessary info:

Hi [Coworker],

Our Team Build with Habitat for Humanity Chicago is drawing closer, and we are still recruiting volunteers. This is your reminder to sign up soon!

Here are the details:

Date: [e.g. November 17]

Time: 8:00am - 3:00pm

Location: [Insert build address with zip code]

Transportation: [Enter relevant info here]

Lunch: [Bring your own OR other lunch option (catering, etc.) you have decided on]

Construction Experience: None required

Guarantees: Comradery, fun, sweat, and no office work

Sign up for the [e.g. November 17th] build day at this link, [insert link to your group's registration form], no later than [e.g. November 10 (one week prior to your build day)].

Thanks,
[Your Name]

Team Logistics Email Template

Habitat Chicago sends an automatic reminder to all registered volunteers **seven days and one day** before your Team Build. If you feel you need to communicate additional specifics to your team, here's our shot at helping you do so!

Hi [Coworkers],

Our Team Build with [Habitat for Humanity Chicago](#) is [insert #] days away!

As a reminder, here are the basics:

[Hint: save some time by copying the date, times, and location directly from your team registration page]

What else should you know?

Communication:

Should you need to reach me day of, my cell is [insert your cell #]. [Add any other instructions]

Transportation:

[Enter relevant info here – if your team is driving independently, be sure to encourage everyone to include the full address (especially zip code) in their GPS when navigating]

Lunch:

[Bring your own OR other lunch option (catering, etc.) you have decided on]

Attire:

Proper build site attire is required and includes hard-soled shoes (boots preferred; robust sneakers acceptable), long pants, appropriate layers for the weather, and clothes you don't mind getting dirty; avoid loose-fitting clothing and jewelry.

Bring:

A reusable water bottle, work gloves if you have them (Habitat Chicago will provide otherwise), and plenty of energy.

I can't wait to see all of you out on the build site! As always, I am here for any questions.

Thanks, and see you on [insert build day]!
[Your Name]

Flyer Templates

Want some extra visual help to recruit your future teammates? We have a template for a flyer that can help you out!

How to use it:

1. Navigate to the Flyer Templates folder included in the Communication Kit file you downloaded and open the Word document file.
2. Change the information highlighted in yellow (and anything else you want)
3. Save each separately as PDFs:
 - a. Go to "Save As"
 - b. Change "Save As Type" to PDF
4. Use as you wish: post to your website, send as attachments, print out, etc.

Social Media Templates

Excited about your Team Build and want to get the word out? We think that's great — plus it helps us build awareness so more people like you can take action against substandard living conditions in Chicago. Really, it's a win for everyone! Feel free to use or build off of the templates on the following pages to make the content relevant to you. Templates are categorized by recommended platforms, but use as you see fit.

Looking for Pictures?

There is a folder included in the Communications Kit file called "Habitat Chicago Social Media Images". Feel free to use any of these or your own photos with the posts below!

Before Your Build

These are best used with rotating "Did You Know" or other images from the images folder.

Facebook

This is why [20 of our employees] are ditching our desks to hit the build site with [@Habitat for Humanity Chicago](#) on [build date]. We're helping local Chicago residents become homeowners.

Decent, affordable housing opportunities matter for our #Chicago residents and communities. Next week, I'm heading to [#WestPullman or #GreaterGrandCrossing] to volunteer with [@Habitat for Humanity Chicago](#) as we work together to build a city where everyone has a decent place to live.

Instagram

[Tomorrow], [20 of us at (insert organization name)] are heading to [#WestPullman or #GreaterGrandCrossing] to help more Chicagoans reap these benefits. We'll be building affordable housing with [@HabitatChicago](#) to provide a decent home for a local Chicago household. #HabitatChicago

Chicagoans are passionate, hardworking go-getters, but some have been dealt better cards than others. We're building affordable homes in [#WestPullman or #GreaterGrandCrossing] on [insert date] with [@HabitatChicago](#) to even out the playing field and help local residents become homeowners. #HabitatChicago

Twitter

We're headed to [#WestPullman or #GreaterGrandCrossing] to volunteer with [@HabitatChicago](#) because every Chicagoan deserves a decent place to live.

#DidYouKnow One in five Chicagoans are spending more than 50% of their income on housing? It's unacceptable, and that's why we're partnering with [@HabitatChicago](#) in [#WestPullman or #GreaterGrandCrossing].

Goodbye desks, hello build site. We're on our way to volunteer with [@HabitatChicago](#) to build a city where everyone has a safe, stable home.

During Your Build

Don't forget to take and post pictures while you're out! Please make sure you do it responsibly — it is a construction site after all.

Facebook

We've been hammering away out here in [#WestPullman or #GreaterGrandCrossing] building affordable homes. Everyone deserves to have a decent place to live, and we're making that happen with [@Habitat for Humanity Chicago](#).

No matter who we are or where we come from, we all deserve to have a decent life. This is what [@Habitat for Humanity Chicago](#) stands for, and we couldn't agree more. That's why we're spending our day helping #HabitatChicago build homes in [#WestPullman or #GreaterGrandCrossing].

Instagram

[It's cold], but that's not stopping us! We're building affordable homes in [#WestPullman or #GreaterGrandCrossing] with [@HabitatChicago](#) to build a stronger Chicago. #HabitatChicago

It's hammer time! [insert organization name] is helping [@HabitatChicago](#) support local Chicago residents with affordable housing here in [#WestPullman or #GreaterGrandCrossing]. #HabitatChicago

Twitter

Working hard or hardly working? Working hard, we swear! It's just this fun helping [@HabitatChicago](#) and [#WestPullman or #GreaterGrandCrossing] build a stronger Chicago.

Safe, stable homes, and a more unified #Chicago. That's what we're building with [@HabitatChicago](#) in [#WestPullman or #GreaterGrandCrossing] today.

After Your Build

Post with your own images or any from the picture files.

Facebook

There's a whole lot of good happening in the [#WestPullman or #GreaterGrandCrossing] community. Yesterday, our team got to see this firsthand while volunteering with [@Habitat for Humanity Chicago](#), all the while sharpening our construction skills and strengthening our team.

Sure, we may look like your everyday team of [realtors], but yesterday we suited up with hard hats and work gloves and took on the role of home builders, volunteering with [@Habitat for Humanity Chicago](#) to support Chicago residents on the road to homeownership.

Instagram

Worked with a bunch of "studs" yesterday at [@HabitatChicago](#) building affordable houses. Proud to represent [insert organization name] in supporting local residents and strengthening the [#WestPullman or #GreaterGrandCrossing] community. #HabitatChicago

We had an amazing time working with [@HabitatChicago](#) in [#WestPullman or #GreaterGrandCrossing] yesterday. Not only did we learn how to [insert construction activities], but our work will help provide a Chicago household a decent place to live. #HabitatChicago

Twitter

We're sore today, but that's okay! Because yesterday we made #Chicago stronger by building affordable homes with [@HabitatChicago](#).

Everyone can be a catalyst for change – this we know from our volunteer day with [@HabitatChicago](#) yesterday.

Helpful Links

We've done our best to include a variety of what you may need to effectively communicate with your team members in the content above, but you know it's hard to predict everything that may come up! In case you need some additional resources, here's a list of links that may be helpful to you. And if these don't cut it, you guessed it: Give us a call!

- **Meet our Homebuyers:** We keep the most recent household stories in this collection. There's a good chance your team will be working on a home of one of these households.
- **News:** Stay updated with what Habitat Chicago is working on.
- **General FAQs:** High level questions and answers about Habitat Chicago.
- **Volunteering FAQs and Policies:** Volunteer-specific questions and answers. Site policies at the bottom of the page are particularly relevant to our Team Build groups.

Contact Us



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Connect With Us



Habitat For Humanity Chicago



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