



TEAM LEADER GUIDE



Women Build Month October 2020 | West Pullman, Chicago

chicagowomenbuild.org | [#CHIWomenBuild](https://twitter.com/CHIWomenBuild)

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Welcome!

We are thrilled to welcome you to a community of women committed to the idea that every woman deserves the equal opportunity to build a strong future for herself and her family through quality, stable, and affordable homeownership.

Team Leaders are the driving force in making Women Build a success – thank you for taking it on! We rely on your communication and influence to make sure your Women Build team has a positive experience and each of your members hits her goals out of the water.

Team Leader Guide

We've put together this guide to help get you started on the road to Team Leader triumph! In here you will find:

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You can also access this packet and additional Team Leader resources electronically on the "Team Leader Resources" page at www.chicagowomenbuild.org.

Overview + Goals

Women Build Month: Every Thursday, Friday, and Saturday from October 3rd – 24th, 2020

Location: The Habitat Chicago build sites in West Pullman, Chicago, IL 60628. The exact build site address will be e-mailed to all participants before the event. Be sure to mark events@habitchicago.org as a known sender so you don't miss any important information.

Our Fundraising Goal

\$300,000 in peer-to-peer fundraising to cover tools, materials, and construction leadership costs for our homes that will be women-owned.

Women Build Hall of Fame: In 2019, we raised \$286,686, exceeding our \$275,000 goal.

Individual Requirements

\$375 – Each Women Build participant is required to raise at least \$375 by the end of Women Build month (11:59 PM on 10/24/20). If a woman doesn't meet this minimum, she may be ineligible to participate in future Women Builds.

Women Build Hall of Fame: In 2019, top fundraiser Lee O brought in \$9,100.

Team Goal

\$6,000 – We are asking each Women Build team of 10 to set a minimum goal of \$6,000.

Women Build Hall of Fame: In 2019, top fundraising team CREW Chicago raised \$23,641.

Build Day at a Glance

Women Build Month: October 2020

Location:

The Habitat Chicago build sites in West Pullman, Chicago, IL 60628 (exact build site address will be e-mailed to all participants before the event. Be sure to mark events@habitchicago.org & volunteer@habitchicago.org as known senders so that you don't miss any important information.)

Transportation + Parking

Take your car

Free street parking is available, but limited.

Public Transportation

The build site is accessible by CTA and Metra transportation.

Schedule

7:30 am	Registration
8:00 am	Welcome & Safety Orientation Any volunteer who is absent for the Orientation may forfeit her right to volunteer that day
8:15 am	Work begins
11:15 am	Group Photo Taken by Habitat Chicago volunteer photographer
11:30 am	Lunch Break
12:30 pm	Work resumes
2:30 pm	Site Clean-up
2:45 pm	Whole group wrap-up
3:00 pm	Volunteer Departure

Build Day at a Glance

What you'll be doing

We will be working across multiple homes that will be in various stages of construction. Your flexibility and enthusiasm for the task at-hand is most appreciated. Some typical volunteer activities might include framing, siding, painting, roofing, laying flooring, hanging doors or windows, trim work, finishing, landscaping and cleaning.

What to wear

Get ready to get dirty! You're joining us on an active construction site. With that in mind, here's what you should wear:

- Each participant will be given a Women Build t-shirt the morning of her build - come ready to put it on!
- Thick pants, no shorter than your knees, that you don't mind getting dirty.
- Closed-toed, durable shoes. Boots preferred, sneakers acceptable.
- Layers! Weather in October can vary and you may be working outdoors or indoors.
- Avoid wearing jewelry
- Secure long hair
- Each participant will need to wear a hard hat and safety glasses throughout the day – Habitat Chicago can provide all protective equipment- but you are welcome to bring your own if they meet our safety standards!
 - Safety glasses should be rated ANSI Z87.1
 - Bump caps are NOT allowed in place of hard hats.

What to bring

Items you should consider bringing to make your day even better:

- Face mask (bandana, face shield, or face mask)
- Work gloves (if you have some- we'll provide if you don't).
- Sunscreen, chapstick, etc.
- A reusable water bottle- filled. Water will not be available on site, we suggest bringing at least 64 oz's of water.
- Rain coat or poncho.

We will have bins for you to store the stuff you don't need while you build!

Who can build

Any self-identifying woman over the age of 16; all volunteers under age 18 are required to have a chaperone over age 21 with a completed youth waiver. There is no construction experience necessary! You will be working under the direct supervision of trained Habitat Chicago Crew Leaders. There is no experience necessary to volunteer – just a willingness to listen, learn, and get the job done!

Build Day at a Glance

COVID-19 Volunteer Agreement

In order to keep all of our volunteers and team members safe, we are asking that all volunteers abide by our COVID-19 Volunteer Agreement. You can read the full text [here](#) & will agree to this document through your registration process.

Please understand that by volunteering with Habitat for Humanity Chicago, where you will be in the proximity of other people, you may be at risk of contracting the virus, even though precautions are being observed.

We ask that you refrain from volunteering:

- If you or someone in your household has had contact with anyone who has exhibited the following symptoms of COVID-19 in the last 14 days, including but not limited to: fever, cough, difficulty breathing, respiratory or flu-like symptoms, sore throat, etc.
- If you have traveled outside of the United States in the last 14 days.
- If you have traveled via airplane in the last 14 days or have been in any group larger than 10 where social distancing was not maintained.
- If you have been in contact with a person who has a confirmed case of COVID-19 in the last 14 days.
- If you have been medically directed to self-quarantine due to possible exposure to COVID-19.

COVID-19 Considerations

While there is some uncertainty about what October will bring for the pandemic in Chicago, we anticipate having 3 distinct construction sites in the West Pullman community.

Your team's location will be called out in your confirmation email and your team will only spend time on the site you are assigned to. This will help us mitigate the risk of spreading the disease as much as possible.

Additionally, to help avoid the spread of disease:

- All volunteers will be required to use a face mask (dust mask/ fabric mask/ bandana/ etc.) any time social distancing can't be maintained
- We will have hand sanitizing stations and hand washing stations available on site, but encourage all to bring their own personal hand sanitizer as well
- We will no longer have communal water or Gatorade containers available on site. Please come prepared with reusable water bottles. We encourage volunteers to bring at least 64 oz's of water.
- All Personal Protective Equipment will be provided & will be sanitized at the beginning and end of your build day. If you have your own personal equipment we encourage you to bring it.
 - Safety glasses must be safety rated ANSI z87.1.
 - If you need more information about hard hats, please reach out to volunteer@habitchicago.org.
- We ask that volunteers commit to utilizing and touching only their own assigned tools and equipment throughout the day.

Getting Started as a Team Leader

Step 1: Know your key dates

June 26- July 25:	Recruit your team! Make sure they register on your team page URL.
July 26:	Public sign-ups open on chicagowomenbuild.org ; interested individuals will be placed on teams with open spots.
July – September:	Attend your Team Leader Liaison's "monthly office hours" to ask questions, gain new ideas, and connect with fellow team leaders. These will be scheduled independently by your Team Leader Liaison.
September (TBD):	Team Leader Networking Event
September 27:	The final day to make changes to your Women Build team roster.
October 3-24:	Women Build!
October 24 (midnight):	Fundraising deadline for top team contest and fundraising prizes. Donations can still be made after this date, but they will not count towards prizes.

Step 2: Register yourself to fundraise on chicagowomenbuild.org + familiarize yourself with the website

Chicagowomenbuild.org is your hub for all things Women Build. Each Women Build team will have a custom team page and each Women Builder will have a personal fundraising page. All of the money raised by your individual team members will automatically feed into your team page so that you can easily track both your individual and team progress.

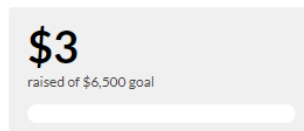
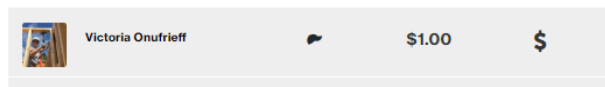
You'll receive your team page URL from events@habitchicago.org after the Team Leader Kickoff. On your team page, there will be a "Join Our Team" button. **You can ONLY register by joining a team page (the register button on the homepage will not work).**

The life-changing benefits of affordable homeownership are immense: it improves school performance, decreases crime, improves financial outcomes, and enhances the health and well-being of children and adults – among many others. But due to gendered barriers like the pay gap and its impact on credit access, and uneven child care responsibilities that limit time and financial resources, it is far more difficult for a woman to own a home than a similarly situated man.

Victoria's Test Team is doing something about this. We're linking arms, picking up our power tools, and joining in Habitat for Humanity Chicago's Women Build to knock these barriers down. Alongside 400 determined women, we will raise \$275,000 to help build affordable homes that will be owned by women! Then we're hitting the Habitat build site in October to help construct the homes.

Help us reach our goal so we can change the lives of these women forever and prove that there is nothing a committed group of women can't achieve when they come together. Every donation - big, small, or somewhere in between - helps to build a strong, stable, and equal future.

Thanks,
Victoria's Test Team



Donate

\$1,000	\$500	\$250
\$100	\$50	\$25
Other		

2 Builders recruited

[JOIN OUR TEAM](#)

You will automatically be made the Team Captain by being the first person to join your team, so it is critical you join first before instructing your members to register.

If you have participated in Women Build before, you can join your Women Build 2020 team with your existing credentials. You will also have access to information from your previous fundraising campaigns, such as donor contact information.

Step 3: Join the Women Build 2020 Facebook Group; use the Women Build Social Media Kit

The Women Build volunteer planning committee has created a private Facebook group for Women Builders. We encourage everyone to use the group as a communication tool to stay in touch with each other and post questions, ideas, victories, challenges, and more. This is a closed group. Our committee members will be monitoring and granting approval to all Women Builders on an ongoing basis! The group can be found:

- By the direct URL: <https://www.facebook.com/groups/ChicagoWomenBuild>
- By searching “Habitat for Humanity Chicago’s Women Build” on Facebook



There is a Women Build Social Media Kit available to you, which includes: Facebook profile frames; Facebook cover photos; text and images for Facebook, Twitter, LinkedIn, and Instagram; Instagram stories; customizable flyers. Your use of these will not only boost awareness of your fundraising efforts, but the Women Build mission at large. You can access the kit contents at:

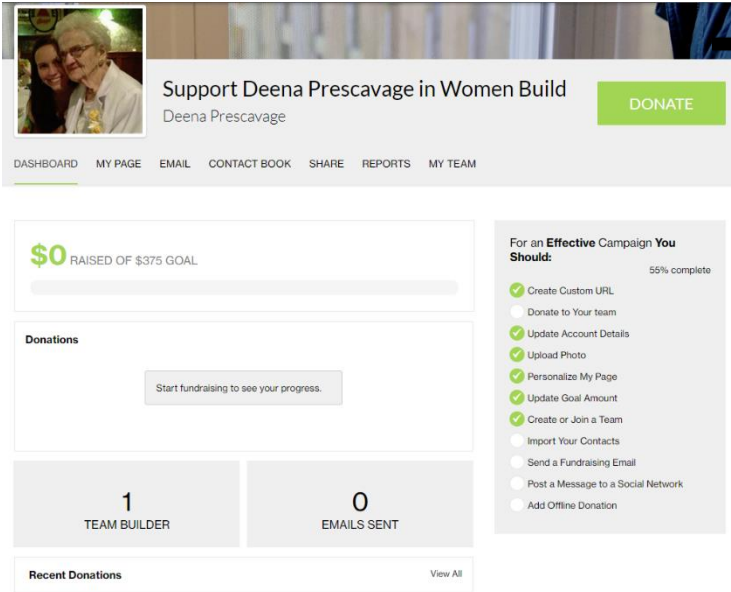
<https://my.habitatchicago.org/WomenBuild2020/Static/fundraising-resources>

Step 4: Customize your personal AND team fundraising pages; explore your Dashboard resources

When you log in to the Women Build website for the first time, you will be prompted with three action steps to take for setting up your personal page and personal fundraising goal.

Once you work through these steps, you will land on your fundraising dashboard. Think of this as your command center! There’s a whole lot you can do from your dashboard, but in this guide, we will focus on the areas most important **to you as a Team Leader**. For additional info, check out our user guide on the Women Build fundraising resources page.

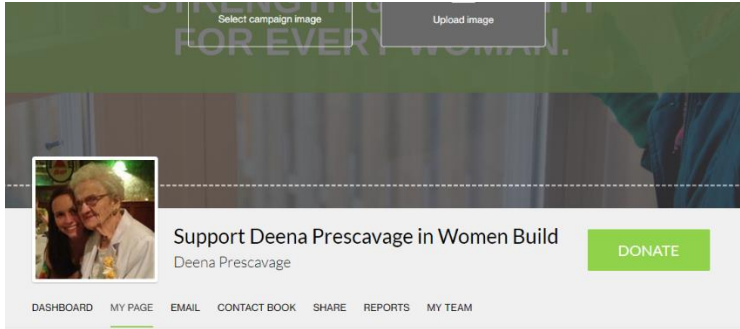
<Step 4 continued on the next page>



This is the landing page of your fundraiser dashboard. Here you can:

1. Donate to your own page to show others YOU believe in the Women Build mission (we've seen this make a BIG difference in fundraising success!)
2. Monitor your personal fundraising progress.
3. Track recent donations and send thank you emails directly to individual donors.
4. Invite members to join your team by clicking the team builder icon.
5. Complete that handy-dandy checklist on the right to have the most effective campaign possible! Note that this is where you can upload or change your personal profile picture.

To customize your personal page, select “My Page” from your dashboard menu. Set an example for your team members by customizing your personal page right at the start!



Once on your personal page, you can customize:

1. Your page's cover photo (campaign image).
2. Your welcome message, i.e. the big body of text on the left.
3. Your personal page URL (note: once you edit this, your previous URL will be invalid, so after you share the URL, it's a good idea not to change it again).
4. Your personal fundraising goal.
5. Your Facebook ID, which will allow you to moderate comments left on your team page.



A screenshot of the 'Edit My' settings panel. It has three icons: 'Welcome Message', 'URL', and 'Goal'. Below these is a 'Facebook ID' field with a Facebook logo. At the bottom, there's a fundraising goal section showing '\$1 raised of \$375 goal' with a progress bar.

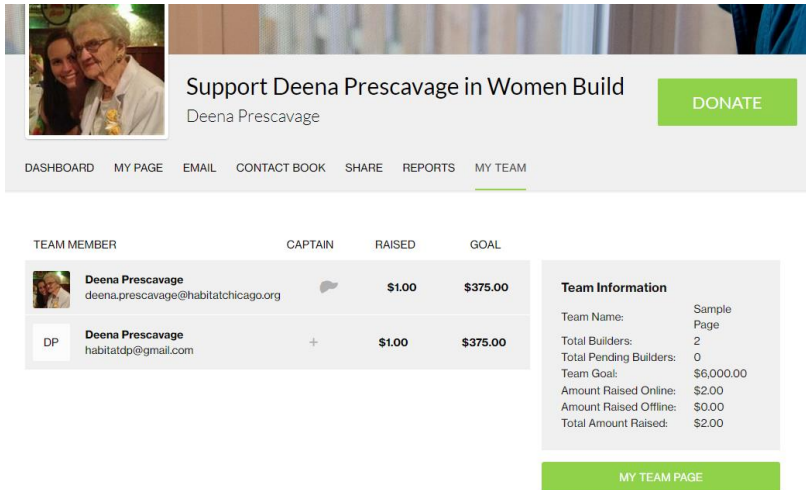
A screenshot of a fundraising post. At the top are icons for adding content: a plus sign, text (A), photo, and video. Below is a date indicator 'MAY 7' and a text box containing a message: 'Only five months until Women Build! I have five months to hit my personal goal of \$1,000 to help fund an affordable home that will be woman-owned!!! Then, I'm hitting the Habitat build site in October to actually help build several homes that will be owned by some POWERFUL LADIES!!! (Yes, I'll be wielding power tools lololo). I'd appreciate any amount you can give - big or small!!!! I promise to repay you with some hilarious vidz of me trying to hammer some nails!!!'



On your personal and team pages, you also have a fundraiser feed at the bottom. This is a living stream where you can post text, photo, and video updates directly to your page. This is a great way to engage potential supporters and thank those who have already donated! Check out [Perkins and Will's 2019 page](#) for a prime example.

As the team captain, you are the only person who has the ability to customize your team's page. To personalize your team page:

1. Select "My Team" from your dashboard menu.
2. Select the green "My Team Page" button, which will take you to the front end of your team page.
3. Follow the same steps you took to customize your personal page. If you are a returning Team Leader, it's a great idea to use photos and videos from previous Women Builds. There's an excellent chance that there is a photo of you and your team in a Women Build photo album on [Habitat for Humanity Chicago's Facebook page](#).



Psssttt... If you'd like to make one of your teammates a co-team leader, you can do so by clicking the + button next to her name on your team member list.

Please let Habitat Chicago know that you are co-leading so that we can recognize both of your efforts!



Once on your team page, you can edit:

1. Your team's cover photo (campaign image).
2. Your team's profile photo.
3. Your welcome message, i.e. the big body of text on the left,
4. Your team's URL (note: once you edit this, your previous URL will be invalid, so after you share the URL, it's a good idea not to change it again).
5. Your team's fundraising goal,
6. Your Facebook ID, which will allow you to moderate comments left on your team page.



The life-changing benefits of affordable homeownership are immense: it improves school performance, decreases crime, improves financial outcomes, and enhances the health and well-being for children and adults – among many others.

But due to gendered barriers like the pay gap and its impact on credit access, uneven child care responsibilities that limit time and financial resources, and higher mortgage rates and denials, it is far more difficult for a woman to own a home than a similarly situated man.

Sample Page is doing something about this. We're linking arms, picking up our power tools, and joining in Habitat for Humanity Chicago's Women Build to knock these barriers down.

Alongside 300 determined women, we will completely fund and begin building the

Edit Team Info

- Welcome Message
- Photo
- URL
- Goal
- Facebook ID

Step 5: Recruit your team

Your team will have 10 participants, including you. As a team leader, we ask for your help to recruit a full team. All self-identifying women are invited! Our only requirements are that they meet the minimum age of 16 to participate (with a 4:1 youth to adult chaperone rate) and that each team member meets the minimum \$375 fundraising goal. Think beyond your best friends! Women Build appeals to many women and with a little brainstorming, you will come up with a big list of women to ask.

Consider women who:

- Have a profession or interests that align with Habitat Chicago’s mission.
- Would connect with the woman-focused, strength-building mission of the event.
- Are excited about the idea of helping and championing fellow women.
- You know through various circles, such as work, family, friends, school, church, the gym, etc.

Within chicagowomenbuild.org, there is an “Invite friends to join your team” template under the “Email” tab in your dashboard that you can customize. The highlighted sections are areas you will need to customize.

The screenshot shows a web dashboard with a navigation bar at the top containing: DASHBOARD, MY PAGE, EMAIL (highlighted with a green underline), CONTACT BOOK, SHARE, REPORTS, and MY TEAM. Below the navigation bar is a secondary bar with buttons: PROMOTE (highlighted in green), EMAIL TEAM BUILDERS THAT HAVEN'T RAISED, EMAIL ENTIRE TEAM, and UPDATE MY DONORS. The main content area features a green button labeled 'ADD FROM CONTACT BOOK'. Below this is the 'Add Friends Manually:' section, which includes an 'Email' input field, a 'Greeting' input field, and a green 'ADD EMAIL' button. The 'Template:' section has a dropdown menu currently set to 'Invite friends to join your team'. A note below reads: 'Note: please review and edit the email before sending.' The 'Subject:' section has an input field containing the text 'Join me in Habitat for Humanity Chicago's Women Build!'. The 'Message:' section contains a rich text editor with a toolbar (Source, Bold, Italic, Underline, Text Color, Background Color, Undo, Redo, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Table of Contents) and a text area containing the following message: 'Hi friend, I wanted to personally invite you to join my team for Habitat for Humanity Chicago's Women Build 2019. This October, I will be working alongside 350 women to help more women access the life-changing benefits of affordable homeownership. As an important woman in my life, I know you would be a wonderful addition to the team and supporter of Habitat Chicago's mission. Women face countless gendered-barriers in achieving the strength and stability of affordable homeownership, and Women Build volunteers set out to change that. Here's a bit of how Women Build works:'. At the bottom right of the message editor are two green buttons: 'Save Template' and 'Review Email'.

Private sign-ups (through July 25th)

Before public signups open on July 25th, your team spots are yours to fill. **Habitat Chicago will be creating your team URL and sharing it with you after the June 25th kickoff. You will automatically be made the team captain when you are the first person to join and you will have the option to add a co-team leader after you've registered yourself.**

Now through July 25th is when your team spots are guaranteed to be yours- once the sign-ups go public on July 26th we will begin placing individuals on teams, so recruit early and get those spots filled to ensure there is space for all of your interested recruits.

Here is how to have women register before July 26th:

- Share your team URL with any interested women.
- On your team page, there will be a "Join Our Team button."
- Women can then create an account, or login to an existing account, and they will be automatically made part of your team. Again, women can only register for Women Build by clicking "Join our Team" on a team page.
- Once you have 10 registered builders, no additional women will be able to join your team.

Public sign-ups (beginning July 26th)

Beginning July 26th, the general public will be able to sign up for your team. Habitat Chicago will be working with individuals to get them placed on teams. If, at this time, you do not feel you will be able to fill your ten spots, let us know and we will give your team priority. If we place an individual on your team, you will be notified via email so that you can welcome them, and let them know about any group events or campaigns you have planned!

If at any point, you need to switch out builders, contact us at events@habitchicago.org. The final date to make changes to your roster is September 27th.

Above and Beyond as a Team Leader

Set a team stretch goal

Each team is required to set a minimum \$6,000 goal, but to hit our \$300,000 target we need teams to go above and beyond! Don't sell yourself short with your goal; once you get started, you'll see how easy it can be to fundraise as a team!

Encourage your team members to set their own personal stretch goals, as well!

Welcome new team members

When a woman joins your team, you will be notified via email and provided with your new team member's e-mail address. Please do your best to reach out and welcome her to the team within 1-2 weeks. (You guessed it, we have an email template for that!)

Once public registration opens on July 26th, you might have women join your team whom you don't know. Please do your best to make our individual builders feel a part of your crew. If you try reaching out and she isn't responsive, let events@habitatchicago.org know and we can hop in to help.

Have the answers (or ask for them!)

There is a wealth of information available to you on chicagowomenbuild.org. Some items we'd like to call out:

- Why Women Build Matters: <https://my.habitatchicago.org/WomenBuild2020/Static/why-women-build-matters>
- Meet our Homebuyers: <https://my.habitatchicago.org/WomenBuild2020/Static/meet-our-homebuyers>
- Fundraising Resources (social media kit found here!): <https://my.habitatchicago.org/WomenBuild2020/Static/fundraising-resources>
- Team Leader Resources: <https://my.habitatchicago.org/WomenBuild2020/Static/team-leader-resources>
- Donor Resources: <https://my.habitatchicago.org/WomenBuild2020/Static/donor-resources>
- Prizes: <https://my.habitatchicago.org/WomenBuild2020/Static/fundraising-prizes>
- FAQs: <https://my.habitatchicago.org/WomenBuild2020/Static/faq>

Keep in touch with your team; monitor progress; celebrate victories; encourage those who are struggling

Get your team started fundraising by helping them develop an outreach list.

Ask yourself who:

- | | | |
|---|--|--------------------------------------|
| ...is on my holiday card list | ...do I work with | ...is from my old neighborhood |
| ...do I write checks to | ...do my family members work with | ...was in my fraternity/sorority |
| ...is/was on my latest party invitation list | ...have I done business with | ...goes to my health club |
| ... owns or manages my favorite restaurants | ...attends my place of worship | ...would like to do business with me |
| ...did I support with a donation to their charity or fundraiser | ...is one of my high school/college fellow alums | ...owes me a favor |

Draft messaging that speaks to each group. Encourage your team members to do the same!

Track Progress

One of the most common questions we get is “How is our team doing? Are we in good shape?” Every team is different and we’ve seen some surpass their goals months in advance of their build, while still others hit their goals the final day of Women Build. To give you some benchmarks, though, here’s a breakdown of the **average** progress your team should strive for:

60 days before build = 30% or more of goal

30 days before build = 50% or more of goal

10 days before build = 70% or more of goal

3 days before build = 95% or more of goal

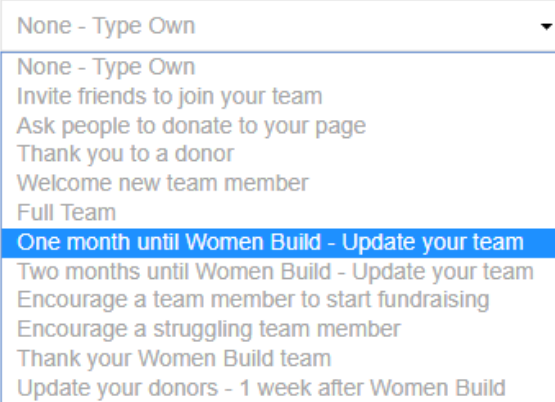
Keep your Team Up-to-Date

Keep your personal and team fundraiser feeds up-to-date with your progress! Here are some ideas of when to update:

- **Countdowns (for both team and personal pages)**
 - “We are 60 days away and have raised \$”
 - “We are 30 days away and have raised \$”
 - “We are 10 days away and have raised \$”
 - “Women Build starts TOMORROW, and we’ve reached \$”
 - “This is the last day of WB, and we’ve reached \$”
- **Milestones (for team and personal)**
 - We’ve reached (1/4) of our fundraising goal
 - We’ve reached (1/2) of our fundraising goal
 - We’ve reached (3/4) of our fundraising goal
 - We’ve reached our fundraising goal! But we can keep going, (set new goal)

We’ve developed email templates for checking in with your team two months and one month before Women Build. Use and customize as you see fit!

Template:



None - Type Own

- None - Type Own
- Invite friends to join your team
- Ask people to donate to your page
- Thank you to a donor
- Welcome new team member
- Full Team
- One month until Women Build - Update your team**
- Two months until Women Build - Update your team
- Encourage a team member to start fundraising
- Encourage a struggling team member
- Thank your Women Build team
- Update your donors - 1 week after Women Build

There also are reports available to you in your dashboard to track your team’s progress



- Your dashboard reports will allow you to track donations and donor info made to your:
 - Personal page
 - Team page
 - Any previous Habitat Chicago fundraising campaigns you’ve done with this current account, including previous Women Builds.

Celebrate progress, for both your team and individual members

- There are so many ways you can recognize and celebrate your team's progress! Here are just a handful of ideas:
 - Post group and/or individual pictures when donations are received to your team fundraising page or on social media.
 - Celebrating the group as well as highlighting successful individuals.
 - Organize (virtual) team happy hours when you hit fundraising milestones to celebrate successes, or when you've hit a plateau to motivate new progress.
 - Gift small prizes to your team members as they hit or exceed their fundraising goals (a hand-written card, coffee, lunch, balloons, etc.).

Encourage inactive or struggling team members

- You guessed it – we have email templates for you to send to members who haven't started fundraising or are a bit away from reaching their \$375 minimum!
- Share some tactics that have been working for you!
- Link struggling members to the fundraising resources page on chicagowomenbuild.org.
- Connect with Habitat at events@habitchicago.org whenever you need some guidance!
- Remind your team members about the prizes they can earn and encourage the friendly competition of Women Build!

Amount Raised Prize

\$375 Your Women Build t-shirt and the ability to participate in future Women Builds

\$800+ An invitation to our post Women Build celebration event.

Top Five Individuals A special day to treat yourself (exact prize TBD).

Top Team! We're working on securing a special, shared experience for the top team of 10! More info to come.

Ready your team to build

- An email will be sent to all registered Women Builders 7 days and 1 day before your build with all important build day information. Make sure your teammates have volunteer@habitchicago.org marked as a known sender.
- Go above and beyond:
 - Organize a carpool to the site.
 - Set up a post-build day celebration.
 - Get matching swag – you'll be provided t-shirts but teams in the past have gotten matching nail aprons, tool belts, water bottles and hard hats!

On your build day

- Come with a positive attitude and ready to build! Build days can be long and might have your team out of their comfort zone - as a team leader we ask that you help to rally your team and keep them encouraged throughout the day.
- You can keep fundraising until the end of Women Build month (October)! We've seen previous teams raise thousands of dollars from sharing photos and videos on social media that they've taken on-site.
- Use your build day to both fundraise and thank your donors. Here are just a handful of ideas:
 - Create a Facebook or Instagram Live video to introduce your team, show off the construction site and your projects, and capture the excitement of the build day.
 - Capture and post photos with the families of the homes you are working on (with their permission, of course).
 - Thank your donors! Find a personalized way to give a shout out to your donors on-site. For example, make a sign that says "Thanks" with the names of all of your donors and share it with them via email or social media.

Frequently Asked Questions

What if I have more than 10 team members?

What a great problem to have! Let us know about it and we'll work to get your women placed on another team building on the same day. The event will still be a blast and a great experience regardless of who you build with. Bottom line: only 10 women per team.

What if I don't have enough team members?

That's okay! Do your best to recruit a full team, but if you aren't able to fill your entire team, we'll help you. Open spots can be filled with overflow from other teams or from individuals who join the event on their own. As soon as you know you won't be able to fill your team, [let us know](#). We will work with you to make sure you have a full team by the time your build day rolls around.

What if I can't be a team leader or I'm sick on my build day?

We hope this doesn't happen! If it does, let us know as soon as possible. The sooner we know, the more likely we'll be able to help you find a replacement or find another volunteer to fill your position. It's critical we have a full roster to hit our \$300,000 goal.

What if there's bad weather?

We will build, rain or shine, as long as we can keep all volunteers safe! However, if the weather is bad enough that we are not able to keep all volunteers safe and need to cancel the day, we will alert all team leaders via phone and send an email to all builders by 7am. We will also update the voicemail on our build site phone as soon as we make the call. You can call (312)563-0296 x319 and listen to the recorded message to learn if we have cancelled the day or not.

What if my build day can't happen?

We know that there is more uncertainty these days than ever before. Our hope and goal is to allow all Women Builders to spend a day moving forward production on our homes. If your on site volunteer day doesn't happen due to weather, pandemic restrictions or your own personal circumstances, your advocacy in telling the Women Build story and your fundraising are still essential to our mission of more women becoming homeowners.

If my team has a group fundraiser, how do we get the money we raised added to our page?

Please mail funds collected from fundraising events to Habitat for Humanity Chicago. Do not mail cash. Send an email to events@habitatichicago.org, letting the Habitat team know to expect the check and to credit your fundraising team accordingly.

What if my team members don't hit their fundraising goals?

Most of our Women Builders do an awesome job fundraising and far surpass their goals. Throughout the next several months you'll have lots of opportunities to communicate with and encourage your team to gather donations from their family and friends! It's important that each woman strives to hit the \$375 requirement. Team members who do not come close to meeting their fundraising goals by the end of Women Build will not be able to participate the following year.

Keeping in Touch

Women Build Facebook group

The Women Build volunteer planning committee has created a private Facebook group for Women Builders, in which the committee will post family updates, fundraising ideas, and more. We encourage everyone to use the group as a communication tool to stay in touch with each other and post questions, ideas, victories, challenges, and more. The group can be found:

- By the direct URL: <https://www.facebook.com/groups/ChicagoWomenBuild>
- By searching “Habitat for Humanity Chicago’s Women Build” on Facebook

Email updates

Emails will be sent directly to participants from Team Women Build (events@habitchicago.org and volunteer@habitchicago.org) with key event information. Please mark us as known senders, and instruct your team to do the same, so that you don’t miss any important information.

Questions before Women Build month

If you have any questions or concerns leading up to the event, we are here for you. Please reach us by:

Email: events@habitchicago.org

Phone: 312-563-0296 x422

Paying a visit or sending us mail:

Habitat for Humanity Chicago
ATTN: Women Build
1100 W Cermak Rd., Ste. 404
Chicago, IL 60608

Questions during Women Build month

You can reach a member of the Women Build team on the build site by calling (312) 563-0296 x319.

Share your stories, inspire others:

Facebook: [Habitat for Humanity Chicago](#)

Twitter: [@HabitatChicago](#)

Instagram: [@HabitatChicago](#)

LinkedIn: [Habitat for Humanity Chicago](#)

#HabitatChicago | #CHIWomenBuild



You are now all set! If we missed anything, let us know. We'll do our best to address it immediately, but even if we can't, your feedback can help make this guide more useful for Team Leaders going forward. And at that, we'll leave you with this last thought - the words that drive us here at Habitat Chicago. We hope it sparks in you the same inspiration that keeps us working hard every day:

No matter who we are or where we come from, we all deserve to have a decent life. We deserve to feel strength and stability day after day. We deserve to know we have the power to care for ourselves and build our futures.

At Habitat for Humanity, this is what unites us. Our shared vision is a world where everyone has a decent place to live.

Because you, me, we – we're all humans. And every single one of us deserves the opportunity for a better future.

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