

LPC Communication* goes to Community Development desk

(who filters it to the right people to get all the answers!)

communitydev@sshahabitat.org or call 781-843-9080 ext 14

* Except LPC Construction Volunteer Coordinator speaks directly with office Volunteer Coordinator & one in-kind donation coordinator per LPC goes to Construction Manager with potential contributions.

SS Habitat Office Pledges to do the following:

1. Weekly update www.sshahabitat.org site with LPC meetings & events
2. Forward contact information for volunteers in your neighborhood to LPC Chair
3. Project Reports & finance records will be sent to Chair & Treasurer 2nd Wed of every month
4. Trainings for each LPC role will be offered periodically (& upon request)
5. When LPC sends info to be confirmed/reviewed – office will respond w/in 1 week
6. Legal & logistical matters are addressed concerning construction & family selection
7. Contact info for every volunteer builder is kept on a ongoing Invite/Thank you list
8. General outreach materials & templates are posted on the LPC resource page
9. LPCs have *at least* 2 build-days a month reserved to recruit their choice volunteers

LPC Pledges to do the following

At very beginning (ASAP) – throughout the Fundraising Period (~ 6-12 months)

- Create & update a Fundraising Plan for grassroots development efforts
(submit to office prior to action in order to avoid confusion & over-asking)

Within 1 week of every LPC meeting

- Notes faxed or scanned/attached to email
(feel free to adapt form, but be sure to include all info)
- Any concerns re: Finances (Project Report/Quickbooks record from Treasurer)

At least 5 wks prior to each Fundraiser/Event

- LPC needs from office (Staff rep? Banner? Power Point? View-book?)
- Material for public prior to release (outreach copy, media contacts to solicit, flyers, etc.)

Within 1 week after each Fundraiser/Event

- Income/Expense Form with Funds
(from Treasurer to office directly – if mailed, must be all checks)
- Thank you's sent to all involved & donors (who you have contact info for)
- Team evaluation notes (time involved, worthwhile? Suggestions for future)

After 50% of Cost of home funded

- Help Family Selection Committee share application opportunity
- Host Family Introduction Ceremony

LPC/Office Coordination Checklist

- Select one LPC liaison to work with Construction Mgr to solicit/approve/record in-kind materials

During the Build

- Recruit 12 builders & 1 Site Rep for *at least 2* builds a month
- Food Coordinator to secure break/lunch for all Saturday build days

Post-sheetrock

- Find a pro-bono attorney for the family & any leads on insurance for their first yr.
- Plan & Host Dedication Ceremony

OK? (sign if seen & agreed to): _____ Date

LPC Chairperson(s): _____

LPC Communications Liaison (AKA Secretary) _____

LPC Treasurer: _____