



Information for the Work Group Organizer

- CONTACT INFO:** Avery County Habitat for Humanity – PO Box 1016, Newland, NC 28657
Terry Woodruff – Executive Director woodrufft@averycofh.org
Melanie Burgin – Office & Programs Manager burginm@averycofh.org
Office: (828) 733-1909 Fax: (828) 733-1669
- COST:** \$125 per person per week donation (Sunday PM check in through Saturday AM check out) to stay in the Gilmer Community Center. There is some flexibility in check in and check out days if there is no conflict with groups scheduled before or after your group. Please contact us to request different start/end days. A deposit of \$200 is due after you schedule your dates with us. This will secure your scheduled week and will be returned to you at the end of your stay if the community center is left clean and in good condition. The donation amount for your work group will be due on your first day with us at orientation. Most of your donation goes towards maintaining our community center and our cost for building materials. Each volunteer will get a free Avery County Habitat t-shirt.
- SCHEDULE:** Work groups work Tuesday - Saturday from 8:30 until 3:30 with an hour break for lunch at 12:00. Orientation will take place 8:30 am Tuesday morning at the Gilmer Community Center. Monday is a free day to check out Avery County's beautiful mountains and to stock up on supplies for the week. This gives our construction crew Monday off because they work every Saturday with our local volunteers.
- BUILD PLAN:** Our build plan on the work site varies depending on the weather & the work other volunteers complete before you arrive. You may be asked to help at our ReStore, do office work, work in the warehouse, or other tasks. Please remember that ALL tasks you work on are important and help us in our mission to help those in need of better housing.
- DEVOTION:** Each morning we request that someone in your group plan a devotion or prayer to start the day. It does not need to be lengthy, but we always want to keep in mind the Christian basis for our ministry. We will be happy to provide copies of devotional ideas and scripture references related to our housing ministry if you request.
- ORIENTATION:** Orientation will take place at 8:30 AM Tuesday morning at the Gilmer Community Center, and will last approximately one hour. Orientation includes a video about Avery County Habitat, history and information, safety information, housing information (security, trash disposal, etc.), and some open time to answer any questions you may have.
- RELEASE FORMS:** Each person in your group must sign the Release and Waiver of Liability form and other forms in the Work Group Information Packet. Please turn all forms in at orientation along with a list of names of people in your group.
- MEALS:** We try to get some meals donated, and will let you know which ones will be provided before you arrive. **YOU ARE RESPONSIBLE FOR FOOD AND**

PREPARATION OF ALL OTHER MEALS. We will always keep you posted on any donated meals if they are available. Many work groups will assign people in their groups “Lunch and Dinner Duty” or “Domestic Duty” and rotate them each day. Choose whatever system works for your group. There is a charcoal grill available. Use the grill only outside and at least 10 feet away from the building.

T-SHIRTS:

Every volunteer in your group will receive a free Avery County Habitat for Humanity T-shirt during your week with us. You will be able to pick out your shirt at the warehouse at a lunch break during the week.

SECURITY:

You will be provided a key to the center prior to check-in by mail or in person upon your arrival. Avery County Habitat for Humanity assumes no responsibility for lost or missing personal items. We have not had theft problems at the center before, but it is still a good policy to **KEEP THE COMMUNITY CENTER SECURE** by locking up whenever your group is leaving for any reason. (The office is open Mon-Fri 9 am to 5 pm, so the center will be open during those times.) Please assign a security person from your group. This person will be in charge of locking the doors, securing windows and returning the key to our office. You will need to designate the name of your security person at orientation. Failure to return the key will result in the forfeiture of your deposit.

HOUSING:

The Gilmer Community Center will house 20 individuals in single bunk beds. There is also one queen size hide-a-bed sofa available in the common living area. More volunteers may be accommodated in the center if your group is slightly larger, but any numbers above 20 would have to sleep on the floor or provide their own cots. (Some groups have set up small tents outside during the summer months!) The center address is 151 Friendship Lane, Elk Park, NC 28622, and the phone number is (828) 737-0725. Mapquest or Yahoo maps will give you accurate maps and directions to the site (using 47 Enoch Potter Ln.) Most of our building sites are in the development surrounding the Community Center. Be sure to bring your own pillow & bedding/linens to fit twin size mattresses. Men’s and women’s handicapped accessible bath and shower facilities are available in the center. The center is equipped with full kitchen facilities, including cooking utensils. You will need to provide your own paper products including paper plates, silverware, cups, napkins, paper towels, etc. A clothes washer and dryer are also available in the center.

CHILD CARE:

It is the responsibility of the Work Group Organizer to assure that children under the age of 14 are properly supervised off the work site. There may be work available for children under 14 at other sites or in the warehouse, but it will require supervision by your own adult chaperones. It is the policy of Habitat that children under the age of 16 are not allowed on a Habitat worksite while there is construction in progress. Teens 14 – 15 may work around the site, but can not be involved in direct construction. Teens between the ages of 16 and 18 may be allowed to participate in construction work, but hazardous activity such as using power tools, excavation, demolition or working on rooftops is not allowed by anyone under the age of 18. These guidelines may seem strict, but they are a requirement of our liability insurance carrier and we must adhere strictly to these age limits.

EVALUATION:

An evaluation form is attached. Please print this out and let each volunteer fill one out. Give to the site coordinator on Saturday (last day of building). Your comments are important to us so we can make sure that our Work Group program is meeting your needs for Christian service, fellowship, & personal growth.

ESSENTIALS:

Hospitals/Clinics:

Cannon Memorial Hospital
434 Hospital Drive, Linville, NC 28646
(828) 737-7000

Post Office:

Elk Park, NC 28622 – 153 Main Street – (828) 733-5711

Groceries:

There are three convenience stores in Elk Park, but the closest supermarkets are in Newland, about 7 miles south of Elk Park on NC 194. There are also supermarkets at Banner Elk, but the distance is further.

Ingle's - on NC 194 just north of Newland at the town limits

Lowe's Foods – on NC 194 at the southern end of Newland

WHAT TO BRING:

We will provide power tools, water, building materials, and supervision.
SUGGESTED PACKING LIST...

Work clothes - “If you don’t like the weather in the mountains, wait twenty minutes, it’ll change.” The weather fluctuates. Layering clothes in the Fall, Winter and Spring is key. Summer mornings and evenings in the mountains can be chilly, so come with a light jacket, sweater, or long sleeved shirt. Pack old clothes that are comfortable to work in. For the summer be sure you have sun-screen, a hat, and sunglasses. You can get a really good sunburn on a clear day at 3400 ft elevation.

Work Shoes - Closed toe, specifically for work. Leather is preferred.

Tools – Please bring a tool belt, hammer, tape measure, and a pencil. If you have other tools (framing square, level, power tools, etc.) please feel free to bring your own, but make sure you mark them as your own so they don’t get mixed in with our tools.

Sleeping things – Sheets for a twin mattress, Blankets, Pillows, Sleeping bag

Personal items – personal toiletry items, towel, wash cloth, first aid items, food, CD player, insect repellent, sunscreen, water bottle, exercise clothes, shoes and a long distance calling card (there is a phone at the Community Center, but no long distance; and cell phones may or may not have a good signal at this location).

Extra - Bring extra money and a big roomy truck if you’re looking for nice used furniture, antiques, or household goods – our Habitat ReStore gets in some pretty cool things on a daily basis, and all the profits from sales go towards building more homes!

CLIMATE:

The elevation in Avery County ranges from about 2,100’ to over 5,000’. The elevation at the Gilmer Community Center is 3,400 ft. Therefore temperatures are cooler than at coastal or midland elevations. The average highs in the summer will be in the 70’s and 80’s with lows in the 50’s and 60’s. Long sleeves or sweaters are advised for the cool mornings and evenings in the summertime. You can check the following site for local weather information:
<http://averyweather.com/newland/forecast.php>

OTHER INFORMATION:

Avery County HFH is a small but growing affiliate. We build one to two houses each year. We maintain a 4,000 square foot community center in our 30 lot development for warehouse space, office and to house outside volunteer groups. Water and electric hookups are located adjacent to the building for campers to park their motor homes and campers while they volunteer for Habitat. We have a diverse group of homeowners, partners and volunteers, and the work is exciting and challenging. Avery County, NC is a beautiful area in the Blue Ridge Mountains of northwestern North Carolina. The county is bordered on the south and east by the scenic Blue Ridge Parkway and on the north and west by the Appalachian Trail along the Tennessee line. This location and features like Grandfather Mountain make the county a scenic destination for both summer and winter visitors. Because of the cool mountain temperatures, the population quadruples during the summer season with part-time residents. The area is also a popular winter destination, hosting thousands of skiers at the two top resorts in the southeast, Sugar Mountain and Beech Mountain. The county is home to Lees-McRae College in Banner Elk and just a twenty minute drive away from Appalachian State University in Boone.

The following is a list of the main places volunteer groups visit during their “off time.”

- Grandfather Mountain: Home to the “Mile High Swinging Bridge” and wildlife habitats. Scenic vistas, hiking trails, picnic areas, a gift shop and restaurant, and a wild animal park are all features at the beautiful mountaintop park.
- The Blue Ridge Parkway: America’s favorite scenic parkway runs from north of Roanoke, VA through Avery County and South to Cherokee, NC. Features include scenic overlooks, camp grounds, picnic areas, hiking trails, and more. The Linville Viaduct is a unique example of engineering skill as the Parkway winds around the side of Grandfather Mountain.
- Boone and Blowing Rock: These towns, only about a half hour from Avery County, offer shopping, movies, restaurants, and entertainment.
- Roan Mountain and Roan Mountain State Park: About a 45 minute drive from the Community Center, this state park has beautiful natural Rhododendron gardens atop the mountain, and offers a spectacular floral display during the peak blooming days around the middle of June. The Appalachian Trail crosses the summit of Roan Mountain.
- Spruce Pine, Mitchell County, and the Penland School of Crafts: Southwest of Avery County in the next county is the town of Spruce Pine. Mitchell County features gem mining, shopping, and numerous galleries and studios. Penland School is internationally famous for its artisans and many working and teaching studios are open to customers.

Restaurants: There are several restaurants within a ten mile drive of the Gilmer Community Center. The closest in Elk Park are The Country House, Time Square Diner and King of the Road. In Newland you can find Hardee’s, McDonald’s, Papa’s Pizza, Fabios, SanDees Cafe, Carolina BBQ, The Ugly Mug and the Ingle’s deli. Many excellent restaurants in Banner Elk are too numerous to list and vary greatly in style of food and affordability. Check out the Avery Chamber of Commerce website at www.balconyoftheblueridge.com

Your "TO DO" List:

- Send deposit of \$200 made out to Avery County Habitat for Humanity to PO Box 1016, Newland, NC 28657. Also send in the Volunteer Survey form from each volunteer.
- Send contribution check made out to Avery County Habitat for Humanity in the amount of (\$125.00 X # of people).
- Discuss all details with your group:
 - packing list
 - assigned security person
 - meal/domestic system
 - devotions
 - child care
 - etc.
- Remember bedding!
- Make enough copies of release forms for entire group.
- Bring signed release forms, volunteer agreement forms, community center Agreement Form, and name of security person with you to orientation.
- Have housing check-out form completed and signed before departure (from community center).
- Be sure our office has the correct address to return your deposit check.
- _____
- _____
- _____
- _____

Attachments:

1. Driving Directions to the Gilmer Community Center
2. Housing Information Sheet
3. Housing check-out form
4. Evaluations for each person

Directions to Gilmer Community Center:

Directions:

From I-40 or I-85 at Spartanburg, SC:

Take US 221 North (I-85 – Chesnee exit, I-40 - Marion exit) to Crossnore.

Turn left (North) on NC 194 North through Newland and then to Elk Park (Route changes to US 19E – don't turn)

Continue North on US 19E 1 mile past Elk Park.

Turn Right on Buck Mountain Rd.

Go 1 mile to Johnson's Small Fruit and turn right just past this orchard on Enoch Potter Lane.

At the fork, stay left and the Gilmer Community Center will be directly ahead of you (a large tan and green building).

From I-81

Take appropriate exit for Elizabethton, TN and proceed on US 19E South to the Tennessee/North Carolina state line.

Approximately ½ mile after the state line, turn left on Buck Mountain Rd and proceed as above.

From I-40 Winston Salem/Greensboro area:

I-40 West to US 421 North (intersection just to West of Winston Salem).

Take US 421 North to Boone.

Take NC 105 South to Linville.

Turn right on US 221 South.

Stay straight onto NC 181 to Newland.

Turn Right on NC 194 North and follow the first directions from Newland.

The Avery County Habitat for Humanity Office is located in the Gilmer Community Center in Elk Park off Buck Mountain Rd. The ReStore is located in Newland just off NC 194 at the traffic light in the center of town on Montezuma St (next door to the Courthouse and across the street from First Citizens Bank.)



Community Center Check-Out List:

Date _____

Name of Group _____

Number in Group _____

After you complete each item, please check it off and leave on the kitchen table. We have never hired anyone to clean our Community Center. The center has been “kept up” by the donations and work of the volunteers. Please help us maintain the center by leaving it in the same or better condition as you found it. Many times there will be a work group coming right after you, so **set the example!** We really appreciate your effort to keep the Community Center in good condition so that other volunteers may enjoy it as a place to rest after a hard day’s work. Thank you again for the good work you have done to help God’s people in need of decent housing in Avery County. **We hope you enjoyed your time with us!**

Check Off: Areas of House to be Cleaned and Checked before Departure

- _____ Wipe out Refrigerator
→ If you wish to leave food for the following group leave a note for them and the date you left it.
- _____ Clean kitchen sink, countertops, stove top, microwave and anything else you see that needs a good cleaning.
- _____ Sweep and mop the kitchen, common area, hallway, and bunkrooms. Wipe down dining tables and chairs.
- _____ Clean toilets, countertops, sinks and showers/tubs.

- _____ Sweep and mop the bathrooms.

- _____ Put all mattresses in their proper place.

- _____ Wipe mattresses with anti-bacterial cleaner.

- _____ Quick wipe down of the washer and dryer (can get full of lint and dusty).

- _____ Clean the charcoal grill, (wet the ashes to make sure the coals are cold before dumping the ashes in the woods).
- _____ Check to see that the garbage is secured in garbage cans (lids tight) and placed in the pantry area. Better yet, take it with you to a trash/recycling center. If you are heading back through Newland leave your garbage at the collection center between Elk Park and Newland. We do not have trash pickup service, so if you leave it we will have to take it off.
- _____ Be sure all lights are turned off before leaving and that no plumbing fixtures are dripping or running.
- _____ Make sure that all windows and doors are locked.

- _____ Leave evaluation on kitchen table if you haven’t already turned it in.

Did you notice anything that needs repairing?

Please list anything you donated to the Gilmer Community Center. Thank You!!!

Signature of Group Leader _____

Address/Phone #: _____

Avery County Habitat for Humanity, Inc.

PO Box 1016

Newland, NC 28657

(828) 733-1909 Fax:(828) 733-1669

WORKGROUP EVALUATION FORM

Dear Friends,

It has been a blessing to have you with us this past week. You have been an example and a witness to our community. We are hosting many work camps this year and we want to be the best hosts possible. Your comments will be appreciated.

	Excellent	Good	Fair	Poor
Did you feel welcome?	_____	_____	_____	_____
How were your accommodations?	_____	_____	_____	_____
Did you feel safe on the job sites?	_____	_____	_____	_____
How was the job supervision?	_____	_____	_____	_____
How was the information we sent you prior to arrival?	_____	_____	_____	_____
How do you feel about the Work Group experience?	_____	_____	_____	_____

	Yes	No
Will you recommend our affiliate to other groups?	_____	_____
Do you want to come back for another work camp in the future?	_____	_____
Does our affiliate meet the standards you feel should be met by a Christian organization?	_____	_____

What did your group like best about the week? _____

Least? _____

How did you hear about Avery County Habitat? _____

Why did you choose to volunteer with Avery County Habitat? _____

Have you volunteered with us in the past? _____ If so, when? _____

On the back of this sheet please give us any other comments.

Date: _____ Group Name: _____

Thank you again and God bless you all.

In Christian partnership, *Avery County Habitat for Humanity*