



*Building Stronger Communities
Through Homeownership*

SalemHousing
COMMUNITY DEVELOPMENT CORPORATION

Second Saturday Workday Checklist

STEP 1: Set-Up Workday. ■■■

- Contact Salem Housing to determine what date is available as a workday for your organization. Workdays are the second Saturday of every month from 8:30am to 3:00pm (April through October) and 8:30am to 1:00pm (November through March). This time frame includes orientation, lunch, and clean-up.
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STEP 2: Organize Your Volunteers. ■■■

- Promote the Second Saturday Workday which your organization has agreed to.
 - Determine who and what time your volunteers are available.
 - Develop shifts if needed.
 - Identify volunteers who have special skills.
 - Identify those who would like to provide monetary support for materials and supplies for the renovation of the home.
 - If youth will be part of your work group, identify what ages they are, and who will supervise them.
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STEP 3: Confirm Arrangements With Salem Housing. (2 weeks out) ■■■

- Notify Salem Housing if you will have children at the worksite and what their ages are.
 - Provide Salem Housing with the Team Leader contact and cell phone number.
 - Notify Salem Housing if you will have volunteers with special skills such as drywalling, plumbing, electrical, landscaping, etc.
 - Confirm the amount of volunteers you will expect. Salem Housing CDC provides hot and cold drinks, tools, and materials so a good estimate of your volunteers will be needed in advance to assure that we will have everything you will need to have a productive workday.
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STEP 4: Notify Your Volunteers on Workday Details. (1 to 2 weeks out) ■■■

- Date, time and where to meet (all volunteers meet at the Salem Housing CDC offices).
 - What to wear (old clothes, appropriate clothing for weather conditions, work gloves, hats to protect hair from paint drips).
 - What to bring, if needed (sunscreen, goggles or work glasses, paint brushers, roller frames, paint scraper, paint rags, favorite tools clearly marked, water, etc.).
 - Determine if your organization will provide snacks for the volunteers or if they should bring their own. Please note that hot and cold drinks will be provided.
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STEP 5: Final Preparations. (One day out) ■■■

- Organize the materials you will be bringing.
- Contact Salem Housing CDC if inclement weather may disrupt your workday. Make sure Salem Housing CDC has your Team Leader contact and cell phone number.
- Notify Salem Housing CDC if you have additional monetary gifts.

For more information regarding the Second Saturday Workday call Natasha at (810) 785-5340 x-23.
The Salem Housing CDC office is located at 3216 M.L. King Ave. at the southeast corner of Pasadena and M.L. King Ave.