



Thank you for volunteering your time and hard work!!

### **Important Date & Times:**

- Paint Day is Saturday, **June 5 2010**.
- Team Captain's pick-up time to get materials from the Command Center will begin at 7:00 a.m., according to the team number.
- The Command Center is the CenterPoint Energy Warehouse located at 2424 Levy Street.
- Painting is from 8:00 a.m. to 4:00 p.m.

### **Forms:**

Team Captains are provided with two forms for each of your team members to complete and return:

1. Hold Harmless Agreement
2. Alcohol Consumption Ban

Please return the completed forms by **Friday, May 21, 2010**. ***THESE FORMS SHOULD BE NOTARIZED BEFORE RETURNING THEM.*** If you cannot get them notarized, please let us know as soon as possible. Your Team Name and number **MUST** be placed at the bottom of the page. Please note special agreement for minor participants. Minors must also sign the Alcoholic Beverage Consumption Ban.

### **Shirts:**

T-SHIRTS WILL BE SUPPLIED FOR YOUR TEAM ACCORDING TO THE NUMBER OF HOLD HARMLESS AGREEMENTS COMPLETED AND RETURNED BY THE DEADLINE. ***THERE WILL BE ABSOLUTELY NO EXCEPTIONS.***

### **CALLING THE COMMAND CENTER:**

- Each Team Captain will know the telephone number of the Command Center.
- Field Supervisors will "float" between the sites to check on your needs. Only Field Supervisors will call in supply orders.
- Supply Runners will be available at the Command Center, and on-call to bring requested supplies to your site.

## **Visit your Homeowner:**

It is very important that each Team Captain and possibly other team members visit the homeowner prior to “paint day” to establish a friendly relationship, double-check the homeowner's paint request and view the outside of the home. However, please be sure to call the homeowner and let them know that you will be visiting, unless they do not have a telephone. **Remember, these are elderly or disabled people who are very much afraid and need to know who you are, what organization you are with and why you are there. So please identify yourselves accordingly.**

During your meeting, ask the homeowner to move his or her possessions away from the home and off the porch in preparation for painting. You should be familiar with how the home looks, whether painters will have to maneuver around trees, bushes, fences or other obstacles. If you have any questions about your home, contact Marcia Nelson at (318) 673-7528.

Your homeowner has already chosen one of several color schemes available for walls and trim. This request will be listed on your House Assignment Letter. Please check with the homeowner to make sure we listed the correct request. Emphasize though, that the homeowner **CANNOT** change his or her mind about the color scheme previously chosen.

During your visit with the homeowner, walk around the house and develop a painting strategy for your team. Teams will be responsible for exterior walls and trim. ***NO SCRAPING OR PREP WORK IS REQUIRED. PLEASE DO NOT ATTEMPT TO SCRAPE ANY AREAS OF THE HOUSE.*** Note where you will need ladders, what trim will be painted, whether there are shutters to paint, whether there is a porch to paint, etc. This strategy will make Saturday, June 5, 2010, a lot easier and more fun for you and your team!

## **On Paint Day:**

- Discuss with the homeowner where you are putting which color before you start painting such as where they want the trim paint, etc.
- Be creative. Paint house numbers with contrasting color from background. Paint louvers or gable vents different from house color.
- Don't open all paint cans at once. Share and use wisely. Any unopened cans will be returned.
- PLEASE RINSE THE FIVE GALLON BUCKETS AFTER USE.
- Leave ALL OPENED cans of paint with the homeowner for later touch-ups.
- Plan where you are going to start painting. Make sure you paint porch ceiling before you paint porch floor.
- If you have time and enough paint toward the end, you are encouraged to be creative or do some extras. Paint a wooden porch swing for example.
- If there are gutters & downspout, paint same color as house.
- Aluminum screen doors are not to be painted.

## **Once you've finished painting, here's a list of things to do:**

1. Call 429-4490, with rollovers to extension 6597 and 6598 to request a final inspection from the Field Supervisor.
2. Clean reusable paintbrushes and other equipment (i.e., five gallon buckets).
3. Leave **ALL OPENED** cans of paint with the homeowner for touch-ups. Unopened cans should be put with ladders and other supplies for pick up.
4. Team Captain or designee must wait for Field Supervisor's inspection to be completed, and that ladders and supplies are picked up.
5. The Field Supervisor and Team Captain will inspect the home and inventory the equipment.
6. The Field Supervisor will approve the home and release the team, or point out areas that need to be completed, and have Team Captain or designee to wait for pick-up.

## **Parking, Food & Water:**

Parking is limited around these homes, which are usually located on small neighborhood streets. Please try to carpool as much as possible.

Please pack your lunches or make plans to order food to be delivered on site. It's important that teams don't leave the painting site. If you need to pick up lunches, designate one or two team members only to leave the site. ***Be sure to provide cool water for your team members or require they bring their own water, as "paint day" is hot and long.***

## **Get ready to Party!**

A party for volunteers, sponsors, homeowners and community leaders will kick off at 5:30 p.m. at Festival Plaza in downtown Shreveport. Crawfish, hamburgers, hotdogs, beverages and a live band will be provided free of charge, and teams and homeowners will be recognized. It is also at this party that the Willie J. C. Critton Team Spirit Award winner will be announced.

**You must have tickets in order to get into the party. Each volunteer will be given a total of three tickets -- one ticket for themselves and two guests. You are encouraged to wear your t-shirts to the party.**