

Realtors® Care Day – Local Board/Association Checklist

Planning

- Project Committee
 - Project chairs or co-chairs
 - Volunteer recruitment captain
 - Fundraising captain

- Finding eligible homeowners
 - Use promotional materials from NJ Realtors® Housing Opportunity Foundation to attract homeowners
 - Work with your local Habitat for Humanity (or similar organization) to find eligible homeowners if needed
 - Work with your local government officials, via NJ Realtors® if needed, to find eligible homeowners

- Volunteers
 - Use promotional materials from NJ Realtors® Housing Opportunity Foundation to attract volunteers to participate

- Sponsors
 - Use promotional materials from NJ Realtors® Housing Opportunity Foundation to attract sponsors/donors

Homeowner Application

- Homeowner/Project Application Submission, Deadline & Approval

Board Approval – Final Home(s) Selected

Site Visit

- Site Visit Guidelines and Protocol
- Complete site visits/homeowner interviews

Board Approval – Final Home(s) Selected

- Establish work needed at site(s), materials, and budget
- Establish who is responsible for getting necessary materials and secure them in advance
- Work with homeowner(s) to establish a timeline for your project day and ensure they understand the requirements of the foundation for completing the work

Project

- Identify food/beverage sponsors and secure adequate supplies for the day
- Provide all promotional materials to sponsors/donors for proper acknowledgement
- Ensure homeowners and volunteers sign all necessary paperwork to participate

- Homeowner Project Completion Waiver & Release Form
- Homeowner Release/Agreement Form
- Homeowner Multimedia Release Form
- Volunteer Information & Release Form & Deadline
- Obtain appropriate insurance for project day
- Rent all necessary equipment
- Obtain licensure/insurance information from all contractors (whether paid or in-kind services are rendered)
- Work with homeowner to get pictures of the home, their family, and compile a bio (questionnaire to be provided by foundation)
- Assign volunteers specific jobs for the site to maximize efficient use of time
- Alert volunteers of what they need to wear and bring (closed-toed work boots/sneakers, work gloves, etc.)

Post-Project

- Provide foundation with project photos, such as site before & after photos, volunteers at work
- Provide foundation with receipts for reimbursement