

2009 Habitat 500 Ride Committee

Richard Anderson, Chair
Susan Baker
Walter Baker
Morgan Blum
Renee Cosgrove
Kurt Gough
Jason Holt
Jamie McDonald
Randy Oppelt
Paul Reasoner
Will Short
Arne Stefferud
Shawn Stelton

Habitat Minnesota Staff

Jan Plimpton, Executive Director
Jenni Ebert, Special Programs Manager

**HABITAT FOR HUMANITY
OF MINNESOTA**

2401 Lowry Ave. NE., Suite 210
Minneapolis, MN 55418
612-331-4439
877-804-3466 (toll free)

HABITAT500@HFHMN.ORG
WWW.HABITAT500.ORG



Pedaling to Build a Cycle of Hope.

www.Habitat500.org

July 12 - 18, 2009

**Faribault • Rochester • Rushford
• Grand Meadow • Albert Lea
• Lake Crystal • Faribault**



Habitat for Humanity of Minnesota
2401 Lowry Ave NE, Suite 210
Minneapolis MN 55418
Toll free (877) 804-3466 ext 4
Habitat500@hfhm.org

Volunteer Handbook

THANK YOU TO ALL OUR WONDERFUL SPONSORS!

MINORS VOLUNTEERING FOR THE RIDE

Volunteers under the age of 18 must be accompanied by an adult. Each youth volunteer must carry with him/her at all times a signed medical release form which gives the accompanying adult permission to authorize medical treatment for the youth. Emergency medical treatment for an injured youth volunteer will be delayed if the medical release form is not available.

FIRST AID

First aid treatment and supplies for minor problems will be available during the week. Participants requiring doctor, hospital, and/or private medical services will be responsible for the cost of the services. Please bring your medical insurance card and carry it with you during the ride.

CELEBRATION

Our last night on the road, there will be a celebration of our week together. We encourage all cyclists and volunteers to think about participating in this evening of sharing fun, songs, stories, and photos. There will be fun prizes awarded for some ridiculous accomplishments.

MORE QUESTIONS ?

If you have questions about the Habitat 500 that are not answered in this handbook, please call Jenni Ebert at HFH-MN at 612-331-4439 ext. 4, or e-mail habitat500@hfhmn.org.

REGISTRATION FORMS

Please complete the accompanying registration forms and return them to Habitat for Humanity of Minnesota as soon as possible. Registration forms include the *Medical Information*, *Volunteer Profile/Agreement to Follow Safety Guidelines*, and *Overnight Housing Reservation/Airport pick-up*.

Please return your forms to:

Habitat for Humanity of Minnesota
C/O Habitat 500
2401 Lowry Ave NE, Suite 210
Minneapolis MN 55418

Quiet time - 10:00PM until 5:30AM. Most cyclists & volunteers want to have a peaceful night's sleep. Respect them. Be aware some participants will turn in earlier than 10PM.

Use only designated shower and bathroom facilities. Plan ahead for use of showers and toilets. Facilities may be limited, so be efficient and courteous to other participants who are waiting in line to use the facilities.

ALCOHOL CONSUMPTION

Consumption of alcoholic beverages, in any amount, during ride hours is not permitted.

DAILY ROUTE MAPS

Daily route maps and specific information are available to volunteers in the notebook they receive at ride orientation. Items such as highway numbers, topography and difficulty, mileage distances, and planned rest stops will be included in this information.

LOST AND FOUND

Items left behind and found should be turned in to ride officials. Participants losing items should check with ride officials on the gear truck to see if they have been turned in.

COMMUNICATIONS / BULLETIN BOARD

The gear truck is HABITAT 500's "office on the road." Information pertaining to the ride as well as messages for individual cyclists and volunteers will be posted at the truck and every attempt will be made to deliver messages that we receive. Participants may leave messages for others on the gear truck bulletin board.

The ride will have the Habitat 500 Emergency Hot Line, a toll-free phone number that can be used for messages in any emergency or urgent matter. The Hot Line is answered by support staff between the hours of 7:00AM and 6:00 PM.

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INTRODUCTION

The 17th Annual Habitat 500 bike ride takes place the week of July 12th – 18th, 2009 and starts and ends in Faribault, MN. Riders raise funds for the construction of Habitat for Humanity homes as well as build awareness and support for the mission of Habitat for Humanity. Through your contribution of volunteer support for the ride, we can keep the operating costs of the ride very low -- so \$0.96 of each \$1.00 raised goes to build Habitat homes!

We greatly appreciate your support -- we are excited to have you join us on this year's ride.

The Habitat 500 bike ride has been organized by Habitat for Humanity of Minnesota (HFH-MN) since 2002. Before that, Twin Cities Habitat organized the ride. HFH-MN was seen as a better fit for this statewide event since we are an organization serving the 33 Habitat affiliates in the state. We work very closely with our host Habitat affiliates to ensure the Habitat 500 generates publicity and awareness of their efforts.

Habitat for Humanity is an ecumenical, non-profit housing organization which builds and sells homes to lower income buyers who are not able to purchase homes through a conventional bank mortgage. Families who buy these homes must invest themselves in the program by giving at least 300 hours of labor to the home they purchase and other families' homes. Habitat then sells them the home, at no profit, with a no-interest mortgage.

Habitat for Humanity® International, founded in 1976, has built more than 300,000 houses, sheltering more than 1,500,000 people in more than 3,000 communities worldwide.

THE HABITAT 500 – *Ride to reBuild*

On the morning of Sunday July 12th, the ride will start in Faribault at the High School. Cyclists will ride between 45 - 100 miles per day with overnight stops in Rochester, Rushford (two nights), Grand Meadow, Albert Lea and Lake Crystal before returning to Faribault. The Habitat for Humanity affiliates hosting our overnight stops are Rice County, Rochester Area, Winona County, Freeborn / Mower Counties, and South Central Minnesota Habitat.

Riders and volunteers will return to Faribault on Saturday July 18th, and enjoy a celebration honoring their accomplishment of riding 500 miles in one week.

MISCELLANEOUS

- Camera
- Prescription glasses, sunglasses
- Watch
- Alarm clock
- Wallet, ID, cash, credit cards
- Telephone numbers, addresses for home and friends
- Medical insurance cards

DRIVING SAFETY

TRAFFIC CONTROL

Some of the Habitat 500 route will be open to motor vehicles, and some is on bike trails. Roads with shoulders and low traffic volume have been selected for route safety, but in some cases all conditions are not ideal. Drive with care, obey all traffic laws and be courteous to cyclists and motorists.

Volunteer driving safety tips...

- When assisting a cyclist - drive past cyclist and pull over at least three car lengths in front of them to the far right side of the road & put on hazard lights.
- Always stop completely at stop signs and traffic signals.
- Obey yield signs.
- Signal all turns and stops.
- Look behind you before making a sudden stop.
- When making a stop, be sure you are off the road surface.

BEHAVIOR GUIDELINES FOR VOLUNTEERS

Habitat 500 brings together a large community of people who will move from town to town as the ride progresses. We want the people with whom we visit along the way to be impressed with the quality of participants of this ride. Poor behavior reflects upon Habitat for Humanity and the Habitat 500 as well as on the individual. Each town and affiliate will have invested time and energy into preparing for our stay. Please express your appreciation to them for their efforts. Bring criticism to HABITAT 500 ride officials, not to townspeople.

LODGING ETIQUETTE

Camp only where directed. Respect the property of others - do not damage lawns, crops, fences, etc. Pick up after yourself - don't litter.

MEALS

Cyclists and Volunteers will be provided with breakfasts and dinners each day. While breakfast will be served from 6:00AM to 7:00AM, you may eat at your own pace and time. Supper will be served from 6:30PM to 7:30PM and we want all cyclists and volunteers to be ready to sit down to supper together. This is the only time in each day we will be gathered as a complete group and it is an important time for sharing, visiting, and staying focused on our purpose. We hope volunteers from local Habitat affiliates will join us during these evening meals.

Lunches are the responsibility of each volunteer at his/her own expense. PLEASE NOTE: THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR BODY WITH WHAT IT CRAVES. Energy snacks and beverages will be provided at daily rest stops and when cyclists arrive in camp. Volunteers should bring enough money for lunches, incidentals, souvenirs, etc.

EVENING MEETING

Each night before dinner the ride volunteers come together to meet and discuss the developments of the day, potential improvements to be made, and any plans for the next day's ride. Please plan to attend these meetings as your feedback and observations are very important to our ability to provide a high quality ride experience.

EQUIPMENT - WHAT TO BRING

CLOTHING

It is recommended that volunteers wear comfortable clothing throughout the week. Be sure to bring all types of clothes for the week (rain gear, hat, sweatshirt, etc.) We don't know if we will have rain, sleet, extreme heat or cold, blizzards, etc. Remember -- it is Minnesota!!!

CAMPING EQUIPMENT

- Tent, stakes, poles as required (if choosing to sleep outdoors)
- Ground cloth and pad
- Sleeping bag, blankets, pillow
- Rope
- Flashlight

TOILETRIES

- Towel and washcloth
- Personal toilet articles such as soap, toothbrush, toothpaste, razor, shampoo, etc.
- Sunscreen
- Insect repellent
- First aid cream, band aids, Aspirin & needed medications

VOLUNTEER PARTICIPATION

REGISTRATION FORMS

Volunteers must complete the Volunteer Profile with liability waiver and Medical Information form. Insurance policy numbers are required.

CANCELLATION

If you become unable to volunteer for the week, ***PLEASE LET US KNOW IMMEDIATELY*** so that we can find someone to replace you.

SAFETY RULES

Volunteers must agree to observe Habitat 500 safety rules and regulations included in this handbook.

ORIENTATION

We will hold an orientation session for all volunteers starting at 10:30 AM on Saturday, July 11th. There are several goals of this orientation session:

- 1) Introduction of the volunteer team
- 2) Delivery of your "official" t-shirt
- 3) Delivery of your ride notebook (including all maps for the ride)
- 4) Preparation of your vehicle for the ride
- 5) Delivery of your supply box

For your assistance, we are providing you the supply box inventory list and the ride notebook Table of Contents in the same mailing as this handbook. Should you feel you will need additional items over and above those listed, please contact ride staff.

The orientation will be held at the main offices of Habitat for Humanity of Minnesota at 2401 Lowry Ave NE in Minneapolis. **If you will not be able to attend the orientation session at 10:30 AM on Saturday, July 11th, PLEASE LET US KNOW IMMEDIATELY SO WE CAN MAKE OTHER ARRANGEMENTS FOR ORIENTING YOU.**

THE START OF THE RIDE

Faribault High School

The ride staff, many riders and volunteers will spend Saturday night before the start of the ride at Faribault High School. A meal will be provided Saturday night, riders will be checking in, and an evening program will detail ride instructions and road safety rules. All Volunteers are welcome to join us for the evening.

Cyclists will start to arrive on Saturday the 11th to register and prepare for an early start on the 12th. While we will also be registering riders on Sunday the 12th, we encourage riders to arrive the night before. Riders must check-in from 5PM – 10PM on Saturday, or from 6AM – 7AM on the Sunday. Cyclists are responsible for getting to Faribault High School by the 7:00AM start of the ride. This allows time for loading gear into the truck, fine-tuning of bikes, turning in last-minute funds, and hearing road safety instructions.

The Faribault School District will allow volunteers and riders to park cars in their lot for the week of the ride. If you do plan to leave your vehicle for the week you must sign and return the parking form in your packet. Please remember, neither HFH-MN nor organizers of the Habitat 500 nor the Faribault School District assume responsibility for cars or their contents. **No valuables should be left in cars.** Volunteers are solely responsible for cars and their contents parked at the school for the week.

Directions indicating the location of Faribault High School will be provided in the June and July Habitat 500 E-newsletters which you will receive by email.

ON THE ROAD

GEAR TRANSPORT

If you wish, volunteers' gear, including tent, sleeping bag, clothing and personal gear will be transported by Habitat 500 staff throughout the week. Bags are to be securely fastened and clearly marked with a waterproof label stating your name and the letter "V" to indicate your status as a volunteer.

All bags should be loaded no later than 7:00AM each day. ID cards and health insurance cards are to be kept in the volunteer's possession at all times and not stored in your baggage.

SHOWERS AND BATHROOMS

Showers and bathrooms will be available at each overnight stop. Volunteers will need to use public or private facilities during the day along the ride. Try to avoid the need for using private property as your bathroom. Respect others' property and privacy.

OVERNIGHT ACCOMMODATIONS

Local schools, churches, campgrounds, and parks provide our overnight camping locations. There is also an indoor option each night for those who do not choose to sleep in a tent. All lodging sites must be quiet after 10:00PM.

TELEPHONE CALLS

Cyclists and Volunteers will be sharing local pay telephones at each overnight stop and should be courteous to the others who are waiting to make calls.

SAG VEHICLE SERVICE

SAG vehicles drive the route from 7:00AM to 6:00PM to watch for and pick up riders who break down mechanically or physically. They are an emergency pickup service.

REST STOPS

There will be three rest stops each day, except for longer days when there will be a fourth rest stop added. Each rest stop will have an open and close time that will be established before the ride and will be provided in your ride notebook. The open/close times are based on an 8 – 18 MPH average cycling speed.