



## Neighborhood Pride Service Project Information Sheet

Dear Volunteers,

The City of Peoria's Neighborhood Pride team has the utmost gratitude and admiration for the contribution you are giving. This is not an easy task you have chosen to take on, but it is a great service to the families in need.

Please take the time to read this letter for it will give you and your group the information needed to have a rewarding and successful day.

It is suggested, but not required, that you try to meet with the homeowner of your project house before the project date. Depending on the scope of the project, it may help to have some work done in advance. This will also give you the chance to become acquainted with the homeowner and familiar with the property.

Below is some information about preparing for the project and what to expect on the day of the project:

- **Project Day Start/Finish Time:**

We ask that our volunteer groups sign in at the registration table between 6:15 a.m. and 6:45 a.m. the morning of the event for an approximate start time of 7:00 a.m. At the check-in table, you will receive your volunteer shirt and snacks before picking up the tools needed for your project home. The tools/equipment can be located at the large Neighborhood Pride trailer, which will be located near the check-in table. We will have the following equipment on hand, but we do encourage volunteers to bring their own tools/equipment in case we run low due to the high number of volunteers. Please be sure to label your own tools for identification purposes.

Volunteer groups typically finish at different times of the day based on the amount of work required at their assigned home. However, we ask that volunteers or groups help others in the area finish their project whenever possible. City staff will be on-site until the last volunteer is finished.

- **City Provided Tools/Equipment (not all inclusive):**

- |                  |            |            |               |                |
|------------------|------------|------------|---------------|----------------|
| ✓ Wheelbarrow    | ✓ Ladders  | ✓ Shovels  | ✓ Gloves      | ✓ Paint brush  |
| ✓ Paint rollers  | ✓ Rakes    | ✓ Hammer   | ✓ Push brooms | ✓ Tree trimmer |
| ✓ Pruning shears | ✓ Dustpans | ✓ Scrapers | ✓ Tape        |                |

- **Additional Tools/Items To Consider Bringing:**

- |                  |                  |                |                   |                  |
|------------------|------------------|----------------|-------------------|------------------|
| ✓ Sunscreen      | ✓ Hats           | ✓ Gloves       | ✓ Paint Sprayer   | ✓ Power Washer   |
| ✓ Sawhorse       | ✓ Table Saw      | ✓ Nail Gun     | ✓ Compressor      | ✓ Hand Saw       |
| ✓ Ice Chest      | ✓ Water/Gatorade | ✓ Leaf Blower  | ✓ Extension Cords | ✓ Hedge Clippers |
| ✓ Tree Saw       | ✓ Pruning Shears | ✓ Basic Tools  | ✓ Hammer          | ✓ Pry Bars       |
| ✓ Regular Brooms | ✓ Push Brooms    | ✓ Tap Measures |                   |                  |

No house is the same when it comes to possible projects you may need to work on at the property. Some homes may require paint, gravel, wood repairs, and fence/gate repair, while some may just require spreading gravel or only painting the home. Below are some common projects that the Neighborhood Pride Program addresses:

- **Painting Homes**

We ask that, whenever possible, our volunteer groups have someone in their group that is experienced with a paint sprayer or familiar with mechanical devices. The City has a limited supply of paint sprayers on hand throughout the day and encourages our groups to bring their own paint sprayer if someone has one that can be used or borrowed. Paint supplies such as paint, rollers, brushes, masking paper and tape are provided by the City.

- **Fencing/Siding/Trim Work**

Replacing wood siding or trim on a home may be necessary. Some homes have wood fencing that has become damaged over time. The City will provide wood for certain repairs or replacement on a case-by-case basis.

- **Landscaping**

Gravel is delivered to the project homes a day or two before the project date. Whenever possible, we work to have the gravel dropped in a convenient location closest to the area where it needs physically spread. If available, volunteers may work with the City to arrange a time to deliver and spread gravel ahead of the scheduled project day.

- **Dead Vegetation**

Prior to the project day, the City hires a landscape company to remove dead trees and stumps as well as spray grass and weeds in the yard. On the project day, we ask that volunteers remove as much dead grass and weeds as possible before spreading the gravel.

- **Dumpsters/Debris**

There will be two (2) large red Neighborhood Pride roll-off dumpsters placed around the neighborhood a few days before the project. When removing debris from the property, please remember that the following items can never be placed in the dumpsters: **ammunition, appliances, electronics, radioactive materials, explosives, medical waste, prescription drugs, needles/sharps, commercial waste, latex paint and tires.** The non-accepted items need to

remain on the homeowner's property. The homeowner can talk to a City staff member regarding the proper disposal of these items.

- **Refreshments**

The City will provide light refreshments (bananas, water, granola bars) at convenient locations throughout the project neighborhood. We encourage volunteer groups to bring an ice chest to their project home for additional water storage. Please be sure to label all personal belongings.

- **Waivers**

Volunteers are asked to check-in before working on their project home. At that time, you will sign a liability waiver with the City and receive a Neighborhood Pride volunteer shirt. Please know that the City takes your safety seriously and does everything possible to ensure that no volunteer is injured working on a Neighborhood Pride project. Volunteers should also watch out for each other and be sure to bring attention to any unsafe behaviors.

- **Project Leaders**

Each volunteer group is asked to assign a project leader to help with communication between the group and the City's Neighborhood Specialist. The Neighborhood Specialist will assign a home to volunteers or groups based on factors such as the amount of work required, prior experience with the program and the number of volunteers available versus the number of volunteers needed at a single house. Once a group has been assigned a project home, they will receive the details of improvements needed at that specific location.

The project leader is asked to make a list of what is needed in the way of materials to complete the job should work such as fencing repairs or trim replacement be necessary. This would include quantities and sizes of boards, nails, screws, fencing slats, etc. This list of needs should be emailed or provided to the Neighborhood Specialist prior to project day so that the items can be purchased by the City and available prior to the arrival of volunteers on project day. This is also another reason it is helpful to meet with the homeowner and become acquainted with the property prior to project day.

We appreciate your willingness to supervise this project for your group. It is a rewarding day, which brings companies, school groups, teams, churches and families together to provide service to those in need of help in Peoria.

Please feel free to contact us with any questions or concerns and thank you for volunteering!

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