

team build guide

U of Chicago Booth (10 spots)

Friday, November 14, 2025

7:45am-3:00pm

421 North Lockwood Ave, Chicago, IL 60644



https://vhub.at/UofChicagoBooth_habitatchicago

Volunteer registration closes at **12 AM** on **11/10/2025** for your group.

QUESTIONS?

Volunteer Coordinator

Hallie Rosen

(312) 563-0296 x 343

Day-of Build Site Contact

Joanna Sanders
(602) 920-2531

registration

All volunteers must create a volunteer portal account and register for their build day through the team's landing page (*see blue link above*) at least one week before the build day.

If you receive a confirmation email with the subject headline, "EVENT REGISTRATION COMPLETE," you have completed the registration process. **You must pre-register before your build day**; if anyone arrives at their build site and has not registered, they will be sent home.

build day schedule

7:45am Volunteer arrival

Enter the full address including zip code when navigating by GPS. Free street parking is available on the blocks around the build site.

8:00am Welcome and safety orientation

Any volunteer who is absent for the orientation may forfeit their right to volunteer.

8:15am Group photo

We encourage our teams to take pictures of their group and post them to their social media accounts. Please tag @HabitatChicago. If you plan to bring a photographer, let us know.

11:00am Lunch

Coordinated by U of Chicago Booth

2:45pm Clean up and closing

3:00pm Volunteer departure



build activities

Build site activities can include anything it takes to build a home. Specific tasks could include:

- Hanging doors or windows
- Trim work
- Finishing
- Framing
- Siding
- Painting
- Roofing
- Laying flooring
- Landscaping
- Cleaning

experience and conduct

No construction experience is required. Bring a good attitude and the discipline to follow instructions. Volunteers must be able to sustain a seven-hour day of physical labor with reasonable breaks. Volunteers are expected to be engaged in the tasks at hand; use phones only when necessary or while on break and minimize stepping away for personal reasons.

Safety

All volunteers must be present for the on-site safety orientation in the morning. Any volunteers absent from this orientation may forfeit their right to volunteer for the day.

Drugs and alcohol

Drugs and alcohol use is not tolerated on or near Habitat Chicago worksites. Anyone under the influence of either will be immediately escorted from the premises. **Smoking is not permitted on Habitat Chicago worksites;** volunteers may smoke outside of the worksite fencing and must clean up after themselves.

First aid and medical

If there are known medical considerations in your group (e.g. pregnancy), please inform the Habitat Chicago staff coordinator before your build date. We will work with our construction team to try and accommodate the volunteer with appropriate tasks if possible.

Medical emergencies or injuries sustained on site must immediately be reported to a Habitat Chicago Crew Leader for next steps. First aid supplies and hospital directions are available on site.

Weather and emergencies

We will only cancel the build day for three reasons, each of which is dependent on the stage of the house at the time: extreme cold, extreme moisture, or sustained threat of lightning. If we do need to cancel your build day, we will notify you by phone and/or email by 7:00am on the day of your build.

In the event of an on-site emergency, the Habitat Chicago construction team will give clear instructions; all volunteers must stop what they are doing and respond immediately.

helpful links

[Online Safety Course](#)

- Enter code **W8NAEBTG**
- Click on the course “Volunteering on a Habitat for Humanity Job Site”

[Habitat Chicago website](#)

[Email the Volunteer Team](#)