

# Supplemental Volunteer Order Form

Fax to (415) 905-1610 or e-mail to [jonathan@rebuildingtogethersf.org](mailto:jonathan@rebuildingtogethersf.org)



Project Name/Code: F456DEF\_12

Your Name: Susie Quenbee

## General Volunteers

Sponsor Team's Initial Volunteer Estimate

42

### \*Build Day Notes\*

- \*Review expected volunteer numbers with Volunteer Captain(s) at initial meeting; adjust if necessary.
- \*Review and confirm expected volunteer numbers two weeks before Build Day.
- \*If expected volunteer numbers are below expected volunteer needs notify RTSF ASAP with your needs.
- \*RTSF will attempt to accommodate your additional volunteer needs with non-sponsor individuals/groups.

### \*Prep Day Notes\*

- \*If you are planning a prep day check with your Volunteer Captain(s) to see if they will provide volunteers.
- \*If your Volunteer Captain(s) cannot provide prep day volunteers notify RTSF ASAP with your needs.
- \*RTSF will attempt to accommodate your additional volunteer needs with non-sponsor individuals/groups.

**(volunteer numbers are NEVER 100% accurate; always include tasks that can be added/dropped)**

### Extra General Volunteers Needed [Quantity]

Light Work (cleaning, paint prep., etc.)  
Heavy Work (demolition, heavy lifting, etc.)

Prep Day	Build Day
8	10
	0

## Skilled Trades Volunteers

### \*Skilled Volunteer Notes\*

- \*RTSF estimated the skilled trades volunteers needed for your project based on the preliminary Scope of Work.
- \*RTSF has already begun recruiting these volunteers and matching them to your project.
- \*Indicate below your assessment of the skilled vols needed based on your final Scope of Work.**
- \*If we are unable to secure any of your skilled volunteer needs, RTSF will contact you to troubleshoot.

### Skilled Support [Quantity]

Carpentry  
Plumbing  
Electrical  
Drywall  
Ironwork  
Locksmith

Prep Day	Build Day
	2
3	
1	

### Skilled Support Tasks

Indicate specific tasks for each trade; this is critical to finding the right volunteer)

Carpentry	Install shelving, repair cabinets
Plumbing	
Electrical	Upgrade lighting fixtures in 4 rooms
Drywall	
Ironwork	Repair latch on metal gate
Locksmith	