



February 14, 2016

Dear Friends of Habitat for Humanity, Wayne County, NY:

Our Habitat for Humanity Affiliate is currently seeking volunteers to join us in supporting several of our day-to-day operations. Many of you know firsthand that there is a significant back office effort to keep the non-profit organization running. Over the years, we have been very fortunate to have had wonderful, generous volunteers on our committees. We are thankful for their contributions! We have reached a point where we need new volunteers to replace those who have moved on. We also wish to expand our capabilities to begin new "Brush with Kindness" projects. We'll need volunteers to make this happen.

We are always looking for energetic persons to help staff our standing committees such as Construction, Family Selection, Office Management, Public Relations, Site Selection, and Volunteer Relations. At this time, we are especially in need of the follow help:

Family Selection: Family Selection committee reviews applications and recommends families to partner with. The committee collects information, interviews applicants, and keep applicants informed. Most of the work is done during a selection period which runs about 3 months just prior to beginning a build (usually during the early months of the year). Training for critical aspects is provided.

Office Management: We are looking for a person to help with phone messages and email. Currently we use a "virtual office" for the messages. A volunteer can access the messages by computer and internet. The messages are sorted and forwarded to appropriate committees. This task needs to be done 3 or 4 times a week.

Public Relations: We are seeking volunteers that would be interested in maintaining our website. We are also interested in expanding our use of social media, in addition to using more traditional means to reach out to the public.

Volunteer Relations: We are in need of a person to help coordinate volunteers. The task requires keeping our list of volunteers, sending information concerning volunteer opportunities (especially during construction), and tracking when people help.

Today, we are asking our supporters to help us reach out to others in our community so that we can find additional volunteers. These new volunteers will help us all offer "A hand-up, not a hand-out".

Sincerely,

Jeff Kingsley - President