

# 2010 Captain's Timeline & Checklist

This timeline lists tasks you need to complete and meeting dates. See front of binder for a calendar view.

Done	Due Date	Task	Person Responsible	Where to Get More Info
<input type="checkbox"/>	March 4 <sup>th</sup> 5:30-7:30 p.m.	Rebuilding Weekend Kick-Off Golden Gate Disposal - @ 900 7th St.	Volunteer Captains Construction Captain	Not Applicable
<input type="checkbox"/>	March 19 <sup>th</sup>	1) Visit project site and plan scope of work 2) Take "before" photos (digital preferred)	Volunteer Captains Construction Captain	See Tab 3
<input type="checkbox"/>	March 9 <sup>th</sup> 6:00-7:30 p.m.	New Captain Orientation RTSF Office, Pier 28 (Bryant & Embarcadero)	<b>New</b> Volunteer Captains & Construction Captain	Email or Call RTSF Office
<input type="checkbox"/>	March 16 <sup>th</sup> 5:30-7:30 p.m.	Open House RTSF Office, Pier 28 (Bryant & Embarcadero)	Volunteer Captains Construction Captain	Email or Call RTSF Office
<input type="checkbox"/>	March 25 <sup>th</sup>	Training for Large Facility Sites (50+ volunteers) Gensler, 2 Harrison St., 4 <sup>th</sup> Floor	Volunteer Captains Construction Captain	Email or Call RTSF Office
<input type="checkbox"/>	March 30 <sup>th</sup>	<b>Submit orders</b> for: 1) RTSF warehouse supplies 2) Skilled and prep-day volunteers 3) Dumpsters, ladders, & scaffolding form 4) Appliances, fixtures & flooring form	Volunteer Captains Construction Captain	Forms in back pocket, and at <a href="http://www.rebuildingtogethersf.org">www.rebuildingtogethersf.org</a> under 'Captain'
<input type="checkbox"/>	March 30 <sup>th</sup>	<b>Finalize scope of work</b> 1) Determine if a pre-work day is needed, and schedule with homeowner/facility 2) Make appt. with paint rep, Matt Rodriguez (Construction Captain)	Volunteer Captains Construction Captain	See Tab 3 & Tab 6  *See paint chart* Matt's Cell: (415) 272-9126
<input type="checkbox"/>	March 31 <sup>st</sup> 5:30-7:30 p.m.	Open House RTSF Office, Pier 28 (Bryant & Embarcadero)	Volunteer Captains Construction Captain	Forms in back and at <a href="http://www.rebuildingtogethersf.org">www.rebuildingtogethersf.org</a> under 'Captain'
<input type="checkbox"/>	Completed by April 2 <sup>nd</sup>	Solicit donations of materials and supplies the RTSF warehouse doesn't carry	Volunteer Captains Construction Captain	Email or Call RTSF Office
<input type="checkbox"/>	April 5 <sup>th</sup> - 9 <sup>th</sup>	<b>Make appointment to pick up volunteer supplies</b> including extra waiver forms, markers, and masking tape for name tags, pens, t-shirts, sign, etc.	Volunteer Captains	Email or Call RTSF Office
<input type="checkbox"/>	After site visit	1) Recruit volunteers (unskilled and skilled) 2) Arrange for breakfast, lunch, snack, and beverages for workday 3) Submit in-kind donation form for food	Volunteer Captains	In-kind donation form in back pocket and at <a href="http://www.rebuildingtogethersf.org">www.rebuildingtogethersf.org</a> under 'Captain'

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<input type="checkbox"/>	April 12 <sup>th</sup> - 16 <sup>th</sup>	Contact homeowner or facility representative for final check-in	Volunteer Captains Construction Captain	Not Applicable
<input type="checkbox"/>	April 12 <sup>th</sup> - 16 <sup>th</sup>	Pick up t-shirts, sign, first-aid kit, etc. at RTSF office for Prep Day (if scheduled)	Volunteer Captains (if applicable)	Email or Call RTSF Office
<input type="checkbox"/>	April 14 <sup>th</sup> - 23 <sup>rd</sup>	<b>Pick up RTSF warehouse supply order</b> ; call 905-1611 to schedule pick-up time	Construction Captain	Email or Call RTSF Office
<input type="checkbox"/>	April 6 <sup>th</sup> 5:30-7:30 p.m.	Open House RTSF Office, Pier 28 (Bryant & Embarcadero)	Volunteer Captains Construction Captain	Email or Call RTSF Office
<input type="checkbox"/>	April 16 <sup>th</sup>	Order and purchase supplies from an RTSF discount supplier that the RTSF warehouse doesn't carry and you couldn't get donated	Construction Captain	See Tab 4
<input type="checkbox"/>	April 12 <sup>th</sup> – 16 <sup>th</sup>	1) Solicit/assign volunteers to be safety captain, runner, trash czar, and supply chief (for large projects) 2) Send confirmation to Rebuilding Weekend volunteers	Volunteer Captains	1) See role explanations in Tab 5-6 2) Get email template and waiver form at <a href="http://www.rebuildingtogethersf.org">www.rebuildingtogethersf.org</a> under 'Captain'
<input type="checkbox"/>	April 10 <sup>th</sup> April 17 <sup>th</sup> - 18 <sup>th</sup>	Prep Days (if needed)	Volunteer Captains Construction Captain	Email or Call RTSF Office
<input type="checkbox"/>	April 16 <sup>th</sup> – 22 <sup>nd</sup>	Make Task Lists (Bullet Points) and copy "Painting in 10 Easy Steps" to post in different work areas	Volunteer Captains	See Tab 6 for 10 Easy Steps and at <a href="http://www.rebuildingtogethersf.org">www.rebuildingtogethersf.org</a> under 'Captain'
<input type="checkbox"/>	April 20 <sup>th</sup> – 22 <sup>nd</sup>	<b>Pick up volunteer supplies at RTSF office</b> for the Rebuilding Workday including extra copies of waiver form, markers and masking tape for name tags, pens, t-shirts, etc.	Volunteer Captains	Email or Call RTSF Office
<input type="checkbox"/>	<b>April 24<sup>th</sup> – 25<sup>th</sup></b>	<b>Rebuilding Weekend</b>	Volunteer Captains Construction Captain	Not Applicable
<input type="checkbox"/>	April 24 <sup>th</sup> – 25 <sup>th</sup>	Return unused supplies, unopened paint, and extra t-shirts to RTSF office	Volunteer Captains Construction Captain	Email or Call RTSF Office
<input type="checkbox"/>	<b>May 7<sup>th</sup></b>	<b>Deliver Accounting Records Envelope</b> with all receipts and in-kind donation forms to RTSF office	Volunteer Captains Construction Captain	Envelope in back pocket
<input type="checkbox"/>	<b>May 7<sup>th</sup></b>	<b>Complete Project survey – RTSF will provide</b>	Volunteer Captains Construction Captain	Available <a href="http://www.rebuildingtogethersf.org">www.rebuildingtogethersf.org</a> under 'Captain' OR from RTSF Staff