

## **RANW Neighborhood Outreach Day Instructions**

### **Friday, October 23, 2020 – Registration Deadline: October 2<sup>nd</sup>**

- Office team registration forms need to be completed and turned in by the deadline so that RANW knows how many homeowner applications to request from the volunteer centers. Submitting our request on time is critical to ensuring that we get assigned the number of applications we need. There be a limited homeowner requests and home assignments will be assigned to teams in the order they are received.
- Information and needed forms for Neighborhood Outreach Day can be found on the RANW website – [www.ranw.org](http://www.ranw.org)
- **The registration forms need to be filled out correctly and completely. In past years there have been many RANW volunteers for outreach day including an enormous amount of information including teams, emails, etc that all has to be manually organized by RANW staff. Misspelled or illegible names, incorrect emails, phone numbers, etc., can results in many, many hours of staff time trying to track down the correct information – OR – it means that someone in your office is not going to get the information that they need because contact information was illegible or incorrect.**
- **Teams should have at least 3-4 people, and no more than 5 people. The cap of 5 people will be strictly enforced and teams will not be allowed to be combined for purposes of social distancing.**
- **Team Leaders need to be identified for each team.** This person is the main contact person for RANW staff to assign a specific homeowner application. The team leader is going to be responsible for making sure they have enough people to do the job, contacting the assigned homeowner to confirm their visit, visiting the home to assess how much work needs to be done and then communicating that to their teammates.
- If an office would like to assign one person for all teams that is fine, but please indicate that same person for each entry of team lead. Also, please note that an “office team lead” may have quite a few homeowners to contact and sites to visit and then have to relay that information to each team in a short amount of time. Also, during the day, it may be difficult for one person to be at multiple sites ensuring that each office team has their questions answered etc. (That is why RANW recommends having one person from each team be the team lead with an understanding of what is expected of them).
- **Waivers also need to be sent in together because it is impossible to track what teams they belong to as they get sent in by the hundreds individually.** They also need to be signed by the individual volunteer as this is a legal document. Please not there is additional language and requirement for participation related to following CDC guidelines for COVID-19.
- **Contact with individual homeowners should be avoided to the greatest extent feasible.**
- An email is sent to all volunteers several days before Outreach Day with needed information and summary of teams and assigned homeowners. However, volunteers may have questions about their team beforehand. Please make a copy of the office registration form and post it in the office so where everyone can review. The RANW staff cannot field hundreds of calls regarding the office form that was turned in for offices.