

volunteer handbook

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introduction

The 27th Annual Habitat 500 Bike Ride is July 14-19 and begins and ends in Hermantown, MN. Participants raise funds for the construction of Habitat for Humanity homes and build awareness and support for the mission of Habitat for Humanity.

Your contribution of volunteer support helps lower the operating costs of the Ride!

2019 route

- July 14: Hermantown Loop
- July 15: Hermantown to Hibbing
- July 16: Bike, Build, or Breather Day
Hibbing Loop (100 miles) OR work on the *bike.home*. build OR rest
- July 17: Hibbing to Aurora
- July 18: Aurora Loop
- July 19: Aurora to Hermantown (finish line celebration)

requirements & guidelines

registration forms:

Please complete the volunteer registration form **as soon as possible, but no later than June 15**. Registration is online (p2p.onecause.com/habitat500/home) and includes the Event and Parking Waivers. Medical information will be collected separately, also online.

behavior guidelines:

The Habitat 500 brings together a large community of people who will move from town to town as the ride progresses. We want the people with whom we visit along the way to be impressed with the quality of participants of this ride. Poor behavior reflects badly upon Habitat for Humanity. Each town and affiliate will have invested time and energy into preparing for our stay. Please express your appreciation to them for their efforts!

Overnight/Lodging Etiquette

- Camp only where directed.
- Respect the property of others - do not damage lawns, crops, fences, etc.
- Pick up after yourself - don't litter.
- Quiet time - 9:30PM until 5:30AM. Most cyclists & volunteers want to have a peaceful night's sleep. Be aware that some participants will turn in earlier than 9:30PM.
- Use only designated shower and bathroom facilities. Plan ahead for use of showers and toilets. Facilities may be limited.

youth volunteer guidelines:

Volunteers under the age of 18 must be accompanied by an adult. Each youth volunteer must carry with him or her at all times a signed medical release form giving the accompanying adult permission to authorize medical treatment. Emergency medical treatment for an injured youth volunteer will be delayed if the medical release form is not available.

alcohol consumption:

Consumption of alcoholic beverages during ride hours is not permitted. Overnight lodging is typically at local schools. Minnesota state law prohibits alcohol and tobacco products on school property.

Many schools are allowing us to stay at their facilities at no cost -- saving us \$1,000 - \$2,000 per night. Please be respectful of the law and school rules and do not bring any alcohol or tobacco products on school grounds.

what to pack

clothing:

It is recommended that volunteers wear comfortable clothing throughout the week. Bring a variety of clothing for the week including, but not limited to, rain gear, hat, and warm clothes.

camping supplies:

- Tent, stakes, poles as required (only if sleeping outside)
- Ground cloth and pad
- Sleeping bag, blankets, pillow
- Rope and flashlight

toiletries

- Towel and washcloth
- Personal toiletry articles such as soap, toothbrush, toothpaste, razor, shampoo, etc.
- Sunscreen and lip balm, insect repellent, first aid cream and band aids
- Aspirin and/or needed medications

miscellaneous

- Camera
- Wallet, ID, cash, credit cards, checkbook*
- Water bottle
- Earplugs, eye mask, prescription glasses, sunglasses
- Watch, alarm clock
- Medical insurance cards, addresses for family and friends

Habitat 500 merchandise will be available for purchase by cash or check only.

orientation

We will hold orientation for all volunteers on **Saturday, July 13 at 2:00PM**. There are several goals of this orientation session:

- Introduction of the volunteer team
- Delivery of your 2019 Habitat 500 t-shirt
- Delivery and/or discussion of documents for the week (including all maps for the ride)
- Preparation of your vehicle for the ride
- Delivery of your supply box

****Please note this change.**** The orientation will be held at Hermantown Middle-High School: 4335 Hawk Circle Drive, Hermantown, MN 55811. If you will not be able to attend the orientation session, please let us know **ASAP**.

daily route maps

Daily route maps are available to volunteers in the online volunteer portal and (if requested ahead of time) in the notebook received at ride orientation. Extra copies are available on the Gear Truck. Items such as highway numbers, mileage distances, and planned rest stops are included.

lost & found

Items left behind and found should be turned in to ride officials. Participants with lost items should check with ride officials on the gear truck to see if they have been turned in.

safety

driving safety:

A portion of the Habitat 500 route will be open to motor vehicles. Roads with shoulders and low traffic volume have been selected for route safety, but in some cases all conditions are not ideal. Drive with care, obey all traffic laws, and be courteous to cyclists and motorists.

Volunteer Safe Driving Tips:

1. When assisting a cyclist: drive past cyclist and pull over at least three car lengths in front of them to the far right side of the road & put on hazard lights.
2. Always stop completely at stop signs and traffic signals.
3. Obey yield signs.
4. Signal all turns and stops.
5. Look behind you before making a sudden stop.
6. When making a stop, be sure you are off the road surface.

first aid:

First aid treatment and supplies for minor problems will be available during the week. Participants requiring doctor, hospital, and/or private medical services will be responsible for the cost of the services. Please bring your medical insurance card and carry it with you during the ride.

start of the Ride

Hermantown Middle-High School

The Ride staff, along with many riders and volunteers, will spend Saturday night before the start of the Ride at Hermantown Middle-High School in Hermantown, MN. Check-in and the rider instructions/road safety program will be held that evening. Volunteers are welcome to attend!

Riders will need to check in prior to the event on either July 13, between 5:00 and 9:00PM or on July 14 between 6:00 and 7:00AM. Check-in is necessary as it allows time for loading gear, fine-tuning bikes, turning in funds, and participating in road safety instructions. The Ride will begin at 7:00AM.

Hermantown Middle-High School will allow participants and volunteers to park their vehicles in their parking lot for the duration of the Ride. Parking plans are included in online volunteer registration. **Any changes to your parking plans must be communicated to Habitat Minnesota staff.** Note: Habitat Minnesota, the Habitat 500 organizers, and Hermantown Middle-High School do not assume responsibility for vehicles and their contents. Volunteers are solely responsible for vehicles and their contents parked at the school for the week.

Hermantown Middle/High School
4335 Hawk Circle Drive
Hermantown MN 55811

on the road

gear transport:

If desired, volunteers' gear, including tent, sleeping bag, and clothing, can be transported by the Habitat 500 gear truck throughout the week. Bags are to be securely fastened and clearly marked with a waterproof label stating your name and the letter "V" to indicate your status as a volunteer. **Please pack lightly; we strongly encourage participants to pack two smaller bags rather than one large bag.** Riders and volunteers will be loading and unloading bags daily.

All bags should be loaded no later than 6:45AM each day. ID and health insurance cards are to be kept in the volunteer's possession at all times and not stored in your baggage.

showers & restrooms:

Showers and bathrooms will be available at each overnight stop. Volunteers will need to use public or private facilities during the day along the ride. Try to avoid the need for using private property as your bathroom. Respect others' property and privacy.

overnight accommodations:

Local schools, churches, campgrounds, and parks provide our overnight locations. There are always both indoor and outdoor options each night for all participants. All lodging sites must be quiet after 9:30PM.

support and gear (SAG) vehicle service:

SAG vehicles drive the route from 7:00AM to 6:00PM to watch for and pick up riders who have issues either mechanically or physically. They are an emergency pickup service.

rest stops:

There will be three rest stops daily, with the exception of Day Six, which will have only two rest stops. There will also be a possible fourth rest stop on Bike, Build, or Breather Day (Day Three). Each rest stop will have an open and close time that will be established before the ride and will be provided in your Ride documents. The open/close times are based on an 8 – 18 MPH average cycling speed.

meals:

Riders and volunteers will be provided breakfast and dinner daily.

- Breakfast will be served from 6:00-7:00AM.
- Dinner will be served from 6:30-7:30PM.

Dinner is the only time during the Ride we will be gathered as a complete group, and it is an important time for sharing, visiting, and staying focused on our purpose. We hope volunteers from local Habitat affiliates will join us during these evening meals.

Note: Lunches are the responsibility of each volunteer at his/her own expense. Volunteers should bring enough money for lunches, incidentals, souvenirs, etc.

communications & announcements

The gear truck is the Habitat 500's "office on the road." Information pertaining to the Ride as well as messages for riders and volunteers will be posted inside the entrance to the overnight location. The Ride will have the Habitat 500 Emergency Hot Line, a toll-free phone number that can be used for messages in any emergency or urgent matter. The Hot Line is answered by support staff between the hours of 7AM and 6PM.

questions?

Contact Kristin Skaar at 612-331-4439 ext. 4 or kristin@hfhmn.org.

During the week of the Ride, Kristin can be reached at 612-500-4341.

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