

# volunteer handbook

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## introduction

The 30th Habitat 500 Bike Ride is July 14-17 is based in Fergus Falls, MN. Participants raise funds for the construction and repair of Habitat for Humanity homes and build awareness and support for the mission of Habitat for Humanity.

Your contribution of volunteer support helps keep riders safe and happy and helps lower the operating costs of the Ride. Thank you!

## 2022 route

- July 14: Build Day; local ride around Fergus Falls; volunteer orientation; welcome and safety briefing
- July 15 (Day 1): Approx 70 mile loop east of Fergus Falls
- July 16 (Day 2): Four loop options through lakes country; bike.home celebration
- July 17 (Day 3): Approx 46-mile Prairie loop; finish line celebration

## requirements & guidelines

### registration:

Please complete the volunteer registration form **as soon as possible, but no later than June 30**. Registration is online (<https://p2p.onecause.com/habitat500/event/volunteer-registration>) and includes waivers. Medical information will be collected separately, also online.

### behavior guidelines:

The Habitat 500 brings together a large community of people who will spend time in several towns as the ride progresses. We want the people with whom we visit to be impressed with the quality of participants of this ride. Poor behavior reflects badly upon Habitat for Humanity. The overnight town, rest stop locations, and the host 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, 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 them 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 at a local school. Minnesota state law prohibits alcohol and tobacco products on school property.

The overnight school is allowing us to use their facilities at very low cost -- saving us thousands per night. Please be respectful of the law and school rules and do not bring any alcohol or tobacco products on school grounds.

### COVID-19 Requirements

Our Ride will comply with all local and CDC guidelines. Our COVID plans require **vaccination requirements for all participants staying overnight on site** (indoors or outdoors) (unless medically or religiously exempt) and may include masking indoors, extra hand sanitizing, testing, and social distancing. We plan to gather in person in July, but it is possible that the in-person event will have to be altered or canceled.

Because of the changing nature of the pandemic, our Safety Team and leadership will continue to reevaluate our requirements leading up to July and keep participants informed.

The Habitat 500 has always highly valued and prioritized safety. Please know that we will do our best to keep that high standard in 2022.

### 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 bandaids
- Aspirin and/or needed medications

#### miscellaneous

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

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

### orientation

Orientation for all volunteers will be **Thursday, July 14 at 3:00PM**. There are several goals of this orientation session:

- Introduction of the volunteer team
- Delivery of your 2022 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

Orientation will be held at Hillcrest Lutheran Academy: 610 Hillcrest Dr, Fergus Falls, MN 56537. 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 with First Contact. 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.**

## home base on the Ride

### Hillcrest Lutheran Academy

The Ride staff, along with many riders and volunteers, will spend Thursday night before the start of the cycling days at Hillcrest Lutheran Academy in Fergus Falls, 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 14, between 4:00 and 7:00PM or on July 15 between 6:00 and 7:00AM. Check-in is necessary as it allows time for fine-tuning bikes, turning in funds, and receiving in road safety instructions. The Ride will begin at 7:00AM.

Hillcrest Lutheran Academy will allow participants and volunteers to park their vehicles in their parking lot for the duration of the Ride. Note: Habitat Minnesota, the Habitat 500 organizers, and Hillcrest Lutheran Academy do not assume responsibility for vehicles and their contents. Volunteers are solely responsible for vehicles and their contents parked at the school for the event.

Hillcrest Lutheran Academy  
610 Hillcrest Dr  
Fergus Falls, MN 56537

## on the road

### showers & restrooms:

Showers and bathrooms will be available at the overnight location. 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.

### safety vehicle service:

Safety (formerly known as 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 on Day 1, five rest stops on Day 2, and two rest stops on Day 3. 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 their own expense. Volunteers should bring enough money for lunches, incidentals, souvenirs, etc.

## communications & announcements

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 Kaitlyn Meyers at 612-331-4439 ext. 7 or [kaitlyn@hfhmn.org](mailto:kaitlyn@hfhmn.org).

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

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