

Helpful Hints for New Team Leaders

Call the Homeowner

Let them know their home will be painted and set up a time to visit.

Visit the Home

- Bring someone who will act as a liaison between the homeowner and the team.
- Spend time with the homeowner so that they are comfortable with you.
- Inspect the house to evaluate if your team is sufficient for the project.
- Determine how much prep work is to be done.
- Are any major repairs needed that prevent painting? Does your team have the resources/talent to do the job or does the homeowner need to take care of it?
- Ask the homeowner if the garage can be used to store supplies and ladders.

Organize Team

- Provide your team members with a basic description of the home, the homeowner's name and directions to the home. Include dates of prep days/nights and paint day (and alternate dates if weather is a factor).
- Organize prep work days/nights and confirm team members' availability.
- Organize any meal times during prep and paint days.
- Have refreshments (especially water) available for team (try your local grocery store for donations of ice, water and pop).

Get Supplies

- Gather supplies such as bucket hooks, caulk guns, putty knives, razor blades, paint scrapers, paint brushes, etc. Teams obtain these through organization funding, team members (label your belongings!) or donations.
- Ask each member to bring a ladder to the home, preferably to leave there until the project is complete. If the home needs tall ladders, you may need to rent them.
- Donations: Go to the closest hardware store with the information on your assigned home and your supply list. Ask if they could help you with some of the necessary supplies. You'd be surprised what you can get by simply asking!
- Bring sunscreen and insect repellent.

House Work

- Drop off all supplies and ladders before you begin any work on the home.
- Always have the team leader arrive first to get organized.
- Have one person in charge of "what's been done." List where you were at the end of the prep day/night so you know where to start the next time.
- Have one person in charge of picking up the paint/primer from the Paint-A-Thon warehouse and bringing it to the site. Also have this person track how much paint and primer is being used and whether a second trip to the warehouse is needed.
- Keep people working together – it's more fun!
- Make sure *everyone* participates in clean up. It's a HUGE job if only a few people do it.

**REMEMBER TO FOLLOW THE TIMELINE FOR ORDERING
T-SHIRTS, YARD SIGNS AND PAINT PICK-UP!**