



Student-Led Best Practices

Submitted by Bonner Congress Representatives

Name of Best Practice:

Knox County Repair Affair

College/University Name and Contact Information:

Union College

Name of Congress Representative(s) Preparing Report:

Chrystal Pridemore

Background:

The Repair Fair began as a grant funded endeavor in 1997. When the grant money ran out, Union Bonner Coordinator, Lee Ann Luxenberger structured the program just like she did other programs. She put students in charge. The students were in charge of starting committees or getting a group of people together and planning the event and fundraising and now eight years later Repair Affair is still going strong.

What Makes This Unique?

Repair Affair is unique because it is the one day a year when we get a large group of volunteers (usually around 100 volunteers) together to give back and address housing needs.

How it Works:

There are three major components to planning a repair affair and they include donations, finding homes to repair and finding volunteers.

1. **Donations:** We usually are able to obtain funds from local businesses and civic organizations. We also get donations from the local housing authorities. Our goal is to raise \$5,000.00, which would allow us to spend approximately \$500.00 on repairing ten homes. It is best to shop at your local businesses for supplies. In Barbourville we shop at our local businesses for supplies and they usually give us a good discount on supplies for the Repair Affair. We also get enough food donated from local restaurants for our volunteers to have lunch on the site. Sometimes while working on someone's home they are so grateful that they will actually make lunch for the volunteers. It is a good idea to raise enough money to buy your volunteers t-shirts, water bottles, or other memorabilia for the event. For this past repair affair we ordered t-shirts for everyone and also water bottles to match the shirts for the volunteers. You can ask local business to sponsor t-shirts to raise money to buy them. Basically how it works is that the businesses buy a spot on the back of your t-shirts to put on their company logo or ad. It is also great to

ask alumni for donations because it lets them know what is happening on campus and it also gives them a chance to give back to the school.

- 2. Find Homes to Repair:** We try to repair at least ten homes in one day and many times we may get more than ten applications (attached is a sample application). To choose which homes get repaired we created a scoring guide (also attached). Clients will get points based on certain criteria. For example, we score on income and we also give extra points to those whom are elderly and/or disabled. The client is required to have a letter from a creditable source stating how much income they make and how much help they need. Priority is given to the neediest families. We take a contractor (or a person who has experience in the field of home repair) to the home to establish whether untrained volunteers can do the job or if it is a bigger job for a professional (obviously we ca not re-roof homes or bigger jobs like that). This process determines whether this project can be done in 8 hours and if we can do the job under \$500.00.
- 3. Volunteers:** We recruit volunteers from the campus (faculty, staff, and students) and the community. It can be individuals from the community who want to volunteer or local business and organizations who would like to do a service project. Many times the different sports teams on campus participate in repair affair. An example would be to have a men's soccer team and a women's soccer team or different clubs (i.e. psychology club, outdoors club, etc.) work together as one work team on one house. Repair Affair is a great team-building event and a good way to get a groups more involved in service. We also like to invite and encourage our alumni (whether from local organizations or from a distance) to come back and participate in events such as repair affair. A couple of years ago we had an alumnus, who hadn't been on campus for 13 years, drive 8 hours from Washington, D.C. to participate in repair affair.

Recommendations:

1. Allow yourself (and the group who is helping you plan the event) enough time to actually plan the event. If your project deadline is April 16 don't start working in March. You should start working on the project in January at the latest because you have to send out housing and volunteer applications, do fundraising, and get supplies. A lot goes into a project of this size. When you are helping people it is always great to be prepared for whatever problems may arise before the actual project deadline.
2. It is important to make the day memorable and fun not just for the people you are helping but also for your volunteers so that they are inspired to do more service and to get involved more. Thank them for their help and show them that their help is appreciated so that they don't feel used.
3. Always, always have your volunteers complete an evaluation sheet after the event so that you can get suggestions of ways to improve the program.

(attached is a sample evaluation form).

Supplementary Documents:

See attached sheets

- Initial Site Visit Evaluation Form
- Repair Affair Volunteer Evaluation Form
- Volunteer Application
- Repair Affair Application for Assistance
- Sample Alumni Letter
- Repair Affair Timeline
- Repair Affair Task List

**Repair Affair 2005
Initial site visit evaluation**

Date: _____

Family Name:

Directions to House: _____

Repairs to Be Done: _____

Overall Scale of Need Observed (10 Highest, 1 Lowest)

1 2 3 4 5 6 7 8 9 10

Other Comments:

Form completed by: _____

REPAIR AFFAIR EVALUATIONS

1. What other information could we have provided prior to event day to help you?

2. Were you able to complete your project with the tools and materials available?
If not, what did you need?

3. Were the directions/instructions adequate for completion of the project? If not,
how could we improve?

4. Did you find what you expected to find at your site? If not, what was expected?

5. Would you be interested in participating in Repair Affair or any other service
opportunities next year?

6. How was the day overall?

Help Us Plan for Next Year, Improvements or Comments:

Team Name or Site: _____



REPAIR AFFAIR
VOLUNTEER APPLICATION

Name: _____ Day Phone: _____

Address: _____ Evening Phone: _____

Date of Birth _____ (Minimum age: 14) Email: _____

If you have any special skills, please circle them. Indicate if you are a "professional" or licensed in a skill area.

Painting	Dry Wall/Plaster	Concrete
Masonry	Carpentry	Roofing
Plumbing	Electrical	Heating/Cooling
Gutters/Spouts	Reglazing/Caulking	Other: _____

Volunteers are needed to support other volunteers by helping to serve food or do errands. Would you be willing to help with volunteer support? _____ Yes _____ No

Does your company/organization encourage volunteerism? _____ Yes _____ No

Are you an alumnus of Union College? _____ Yes _____ No

If yes, when did you graduate? _____

Signature: _____ Date: _____

Repair Affair Application for Assistance

References

Referred by: _____ Date: _____

(A letter of reference from an organization, pastor, social worker, school personnel, or other such official must be attached to this application. This letter of reference should be from someone who knows you and can verify your situation. Please return this application to Repair Affair, Common Partners Program, 310 College St., Barbourville, KY 40906. ALL sections of this application must be completed to be considered.)

Applicant's Name:

Address:

City _____ KY Zip Code _____

Where can you be reached by phone? My phone # is: _____

You may leave a message with: _____; their # is: _____

Directions to home (from HWY 25E) _____

Household Information

List all household members (including applicant) and provide the following information on each member. All income and disabilities will have to be verified prior to approval of application.

Name	Age	Relationship	SSN	Monthly Income	Source
_____	_____	_____	_____	\$ _____	_____
_____	_____	_____	_____	\$ _____	_____
_____	_____	_____	_____	\$ _____	_____

Is anyone in the home disabled? ___yes ___no If yes, please described disability:

Circle the types repair needed:

Roof repair electrical plumbing gutters dry wall flooring windows
caulking siding insulation ceiling repair interior painting exterior wall
handicap ramp porch

Describe other repairs:

Approximate age of home (yrs) _____

Circle type of home: mobile home brick home other siding

Explain why you need the Repair Affair volunteer program to help you? Describe any hardships you are experiencing in completing the repairs yourself. ____

What do you spend your money on? Please be as detailed as possible; for example include mortgage payments, insurance costs, medical obligations, transportation, tuition costs, utilities, entertainment, estimated food costs, child care, grooming supplies, and so forth. **We cannot complete the process without all information completed.**

List expense Spend Monthly List expense Spend Monthly

_____ \$ _____ _____ \$ _____

_____ \$ _____ _____ \$ _____

_____ \$ _____ _____ \$ _____

_____ \$ _____ _____ \$ _____

_____ \$ _____ _____ \$ _____

Other expense:

How can you help with the repairs or assist the volunteer? (Supply any materials; refreshments; etc)

I verify by my signature below that all information provided is correct and I give permission for someone to come to my house and review the repairs needed; I also understand that the Repair Affair Program will assist selected homeowners as funds, materials, and labor is available based on the following criteria and contributing factors:

- a. must own home
- b. income (200% of poverty guideline or below for Knox County) in relationship to HH and expenses
- c. hardships/financial/lack of resource
- d. physical limitations/disabilities
- e. letter of reference
- f. appears ineligible for other existing programs or support
- g. repairs can be completed in one day (8 to 10 hours) by volunteers (skilled & low skilled)
- h. of selected homeowners, a minimum goal of fifty percent will target the elderly (age 62 or over)

Signature: _____

Date: _____

Return application with letter of reference to Repair Affair Union College-Common Partners Program 310 College St. Barbourville, KY 40906

Sample Letter

February 12, 2003

Dear Union College alumni,

My name is Ricardo Rodriguez. I am a junior at Union College and a member of the Bonner Scholars Program. As coordinator of Knox County Repair Affair 2003, I would like to invite you to participate in this year's event. An alumni team is currently forming for the event, scheduled for April 12, so that you can give back to the community as you once did as a student at Union College as well as meet current students committed to community service.

As you know, Repair Affair is a one-day project funded by businesses and people willing to give to help the needy of our county. It is a day when students, staff, and community volunteers come together to help fix and repair ten homes in Knox County.

Every year, our goal is to repair ten homes, but it is getting more difficult for us to sponsor the event. It certainly isn't for lack of volunteer support. Last year, Repair Affair had over 170 volunteers! As you may be aware, all of our community service programs are externally funded, meaning that we rely solely on donations from the community, organizations, students, staff, and alumni to continue. Repair Affair is no exception. The event has direct costs of over \$5000 annually to purchase lumber, nails, and other essential construction materials. Thankfully, a grant last year from KY Colonels allowed us to purchase much-needed tools and equipment for our construction-based service programs. However, it still costs approximately \$500 per home to do the needed repairs.

We very much look forward to having you join us on April 12! However, if you cannot join us on that day, we would appreciate any support you can give. I know that many young alumni are just starting their careers or finishing graduate school and I understand that for some, it may not be feasible to monetarily support at this time. But, rest assured that any amount helps, however big or small.

If you would like to volunteer for Repair Affair, would like to donate, or have any questions about this or any other student-led community service programs and projects, please call the Common Partners Office at 606.546.1602. Thank you in advance for your support, either as a volunteer or as a donor. Your work to better our community as a student has paved the way for, and inspired, students like me to lead successful community service programs.

In the Spirit of Service,

Ricardo Rodriguez '04
Coordinator, Knox County Repair Affair 2003

Repair Affair Sample Timeline (from 2003)

Recruitment:

- Send out volunteer applications by February 4th 2003
- Collect all volunteer applications by March 18
- Put in volunteer application into database no later than April 1
-

Public Relations:

- Send out press release by February 4th (ex: in black binder p.3).
- Talk to Rene Cooper about public announcement ext# 1610
- Announce Deadline to turn in home applications March 18

Fundraising:

- Have all fundraising money from every organization recorded and in by March 25

Projects:

- Select final applications by March 18
- Visit final homes by March 25
- Put in work order by April 1

Logistics:

- Have maps and detailed directions in by April 8
- Tools need to be designated for all work sites by March 27

Team Leader:

- R.A. meeting January 28
- R.A. meetings February 11, 25
- March meetings 11, 27

Repair Affair Roles

Team Leader

- ◆ Visit sites with member of projects committee prior to event day.
- ◆ Speak to logistics committee about tool transportation on event day
- ◆ Make sure that all tools at your sight are cleaned and returned on event day
- ◆ Guide team throughout project to ensure quality work, safety, and fun for all

Logistics

- ◆ Create map and write detailed directions to sites for team members.
- ◆ Communicate with projects committee to determine what tools are needed at what site, and distribute them accordingly.
- ◆ Make sure all volunteers have water and lunches on event day.
- ◆ Help Repair Affair 2003 run smoothly
- ◆ Obtain first aid kits for every site and send out tools

Projects

- ◆ Review homeowner applications to select suitable work sites
- ◆ Visit possible work sites to make a list of work to be done and tools needed.
- ◆ Travel to site with team leader and skilled professional prior to event day.
- ◆ Make final home selections by
- ◆ Prepare work write-ups for the team leader and crew at each site.

Fundraising

- ◆ Locate contributors for in-kind donations
- ◆ Send a representative to UCCG meeting for funding
- ◆ Visit local businesses and Union College cafeteria for donations of drinks, snacks, and lunches for event day.
- ◆ Record donations and separate types – monetary, supplies, food, etc.

Public Relations

- ◆ Create and distribute a press release and public service announcement about Repair Affair 2003
- ◆ Release notices of donations and support local newspaper and on radio shows.
- ◆ Locate area businesses who will team up with Union College and Repair Affair
- ◆ Document even using pictures and articles
- ◆ Take whole group picture after breakfast on event day.
- ◆ Travel to every site to photograph team members with homeowner.

Recruitment

- ◆ Enlist individuals and teams to volunteer for work on event day.
- ◆ Recruit team leaders and volunteer support people.
- ◆ Create a database of all volunteers in Repair Affair 2003
- ◆ Do a volunteer confirmation
- ◆ Coordinate volunteer evaluations of event.

**7th Annual Knox County Repair Affair
April 17, 2004
Budget (as of 03/24/04)**

Opening Balance	\$1,685	
Barbourville Jr. Women's Club	\$1,000	
President Ed de Rosset	\$ 500.00	
		TOTAL INCOME
		\$3,185.00
Food		
Donated by local businesses		\$ 0
Transportation		
Rental Vans (2 @ \$80)		\$ 160.00
Gas		\$ 200.00
TOTAL TRANSPORTATION		\$ 360.00
Gifts		
Water bottles		\$ 270.00
Materials and Supplies		
Tools		\$ 0.00
Materials (\$500/house)		\$5,000
TOTAL MATERIALS AND SUPPLIES		\$5,000
TOTAL EXPENSES		<u>\$5,630</u>
BALANCE		<u>-\$2,445</u>