

HABITAT FOR HUMANITY VOLUNTEER CHECKLIST

1. The first person to volunteer for each landscaping date shall be the **Team Leader**.
2. **Teams will be composed** of at least 2 CFMG volunteers. Each team should have one person who has volunteered before to help guide the others.
3. Team Leader will coordinate with the other CFMG volunteer as to who will **draw and or photograph a plan** of the selected house and who will go to **select the plants**. Team leader will be the **contact person** with the Atlanta Habitat House Leader (AHHL) and will notify the other volunteers of the plant selection date. Team Leader will talk to the AHHL about how she/he wants to handle this. Some HHLs like to be fully in charge; others are happy to let us do our thing independently.
4. Arrive at the **Frank A. Smith Nursery (5000 Kristie Way, Chamblee)** on buying day 30 minutes ahead of the AHHL, pick out the plants you want (the budget is \$175.00) and be ready to check out once the AHHL arrives. Thursday works best for a Saturday landscaping day; when the landscaping day occurs on another day, check with the AHHL to arrange pick up of the plants. Atlanta Habitat pays the 7% tax, so in reality buy approximately \$165 worth of plants (pre-tax). A little over is tolerated.
5. We have developed a “plant palette” for each of the four house styles built by AHH. Each plant palette incorporates tried and true (low maintenance, disease resistant) plants...see the Plant Care Instructions provided on the CFMG website. Use the plant palette (linked on the CFMG: Resources for members website) to guide your plant selection. The cost of each plant palette is approximately \$175 to \$180 with tax. Depending on your site assessment you may want to stick with the prescribed plant palette or make minor adjustments. In that case use the plant list (also found on the CFMG: Resources for members website) to select alternatives. Frank A. Smith Nursery has copies of the plant palette and more inclusive plant list. The plant list is derived from the list that Frank A. Smith supplies CFMG periodically. Now that we are going with the “plant palette” approach you may choose to go the nursery in person or order the plants over the phone (770-352-4407 or 770-530-5078).
6. Atlanta Habitat has allowed **3 bags of Nature’s Helper** for each house. The AHHL will bring these on the install day.
7. We are no longer using pine straw for mulch; AHH will supply wood mulch (chips or other). If you believe that the amount delivered will not be sufficient for the house, tell your AHHL early so he/she can order more.
8. We are now required to place landscape fabric (for the time being a non-negotiable requirement) over our planting beds before covering them with mulch. Do this after you have installed all the plants. Rain gardens do not require landscape fabric (obviously).
9. Do a **quick sketch** of where you want the plants to go on the plan. **Note the sun/shade** requirements on the plan. Think about a planting at the mailbox if possible. If not possible to visit the house, use Google maps to see a street view of the house and its situation on the lot, etc. if you are not able to make a site visit.
10. Work starts at 7:30 AM on the landscaping day. Be sure to **arrive by 7:30** to get organized before everyone arrives. Sign in--you only are required to sign a release form one time, but sign in each time you do a house. **Make sure the homeowner works with you planting and laying the sod (to get them invested in their landscape).**
11. Shovels, pick axes, utility knives, and rakes are provided--some AHHLs supply a machete to cut the sod.

12. The Team Leader will have a **folder with plant information** and other info helpful to the homeowner. Communicate which plants you have supplied by noting them in the folder. Include a copy of the plant care instructions for the plants you select in the folder for the homeowner.
13. Be flexible on landscaping day as sometimes other people arrive with plants to donate - if possible your Team Leader should check with the AHHL in advance to see if he knows if this will be happening.
14. Most houses get two pallets of sod. Some houses get may get more sod if it is a corner house or at the Verbena development (all sod, no seed). Sometimes the sponsor supplies additional pallets of sod. This may occur on side by side houses--**that's just how it is.**
15. Please remember that we are regarded as **skilled supervisors** representing CFMG and Atlanta Habitat for Humanity. As such, please treat the sponsor's volunteers with care and diplomacy.
16. **Very important: Be prepared on landscaping day to begin work right away - otherwise chaos sets in. Here is a guideline drawn from the experience of the houses we have done so far:**
 - a. Each house usually gets one or two good sized trees (separate from the \$175.00 budget). Place and plant them first, as well as laying the mulch around them.
 - b. Plan and lay out any other plant islands before any sod is installed. Create at least a 15-foot diameter mulch island around mature trees.
 - c. There is sod for the front and seed for the back. Note: The houses on Verbena and Gaslight only get sod. Start the sod at the front edge of the property and work towards the back. Remember: lay sod perpendicular to the flow of water and stagger the beginning edges of parallel rolls of sod. Have the people with seed start at the very back and work forward.
 - d. We are required to install one or two rain gardens at each site except for those on Verbena and Gaslight. The location of the rain garden(s) is indicated on the building plans. These areas have been scarified to ease planting. Normally fill the rain garden with liriope, daylillies, other water tolerant plants, and mulch. If possible, place rocks on the downslope perimeter. The rain gardens have been getting greater attention from the city inspectors. Ensure that the downslope edge is raised (like a berm). This is usually done when the yard is graded. Also, I have found that Ilex glabra Nigra (Inkberry holly, available at Frank Smith) is a great plant for rain gardens. In some cases the location of a rain garden and the location of a tree coincide on the house's plans. If that is the case, the tree represents the planting for the rain garden.
 - e. Remember to incorporate curved lines for planting beds and plant alignment; plant in odd numbers, 3, 5, 7, etc.
 - f. Remember the extra watering requirements between May and September. Check with the AHHL regarding Gator Bags (Ooze Bags) to install with each tree.
 - g. Tree Roots and rocks and all the "natural leftovers" need to be place in the back of the lot and hidden as well as possible. Rocks sometimes can be used as landscaping features or to line pine islands and berms for trees. Ideally, no "nature" goes back to the warehouse in the landscape trailer at the end of the day.
 - h. Since plant tags do not come on plants from Frank Smith, make a copy of a description of each plant you choose and include them in the folder. These plant descriptions may be found on the CFMG website under "For Master Gardeners" or just google the plant and

find a good description. Include a sketch of the plantings indicating the location of each installed plant, tree, and grass.

- i. Present the Plant Care Folder to the Homeowner.
- j. Take pictures of the finished landscape - and congratulate yourselves on a job well done. (We can use the pix for CFMG publicity).
- k. Make any suggestions you think helpful to our group so we may be more efficient in the future.
- l. Leave your phone number and or email address on the CFMG business card included in the folder and offer your services if questions arise in the future.
- m. Offer a follow-up visit with the new homeowner shortly after he/she moves in (usually 6 weeks after dedication).