



The Tool Library

A Repair Program for Faith Based Groups/Churches

Does your faith based group or church need a new coat of paint or building repairs? If so, Habitat Choptank's Tool Library may be able to help!

With support provided by the Nathan Foundation, the Tool Library is one of Habitat Choptank's neighborhood revitalization resources. It is stocked with our most commonly-used tools for larger scale repairs and beautification projects. This means that your church can partner with Habitat Choptank's Tool Library for projects that you would otherwise lack the tools or expertise to complete.

Partnering with the Tool Library is free of charge, but it requires something else from you — your help! Partner groups provide the volunteers and supplies for their projects, and Habitat Choptank provides the tools and expertise. If you have a project in mind that you'd like to tackle with the Tool Library's help, reach out to us today!

Who Qualifies?

The Tool Library does not require its partners to fall within a certain income bracket. If your faith based organization or church is located in one of the communities where Habitat Choptank builds or repairs homes — Cambridge, Easton, or St. Michaels—you are more than welcome to apply! See the back of this flyer for more details regarding requirements for partnership.

The Process

Step 1

Interested faith based groups/churches should **appoint an authorized individual to complete Habitat Choptank's 'Application'** on their behalf. This application can be submitted by mail or electronically to info@habitatchoptank.org.



Step 2

Habitat Choptank will review the application and a member of the Habitat Choptank team will reach out to schedule a **site visit**. During this visit, the staff member will assess the size, scope, and timeframe of the project so that an estimate of project costs can be provided to the applicant. **A copy of the required 'Agreement' will be provided during the site visit.**



Step 3

If it is determined that the project is appropriate for Habitat Choptank's Tool Library and the **applicant signs the Agreement and provides proof of property ownership (deed) and a Certificate of Insurance** also naming Habitat Choptank as an insured, Habitat Choptank will work to **set a work day/days on which the project will take place.**



Step 4

Once this is set, the group should work on **securing the necessary volunteers and providing the required signed waiver to Habitat Choptank in advance of the work**. Habitat Choptank will arrive at the appointed time and place with its trailer, tools, and at least two staff members to help supervise and complete the project.



The Details



Location

The faith based group or church must be located in one of the communities where Habitat Choptank builds or repairs homes – Cambridge, Easton, or St. Michaels. The partner group must be based and actively engaged in one or more of these communities.

Point of Contact

In order to communicate simply and effectively, partner groups must select a single contact person for the duration of the partnership. This person will have signing authority on behalf of their entire group and will be responsible for staying in contact with Habitat Choptank, setting up a time and place for a site visit, making arrangements for lunch on work days, and making sure that all rules and regulations are communicated to volunteers.

Volunteers

Just as with Habitat Choptank's other programs, all volunteers—even those working as a part of the partner group—must sign Habitat Choptank's volunteer waiver. They must also be at least 16 years old to work on a project and 18 years old to use power tools. Volunteers between 16 years and 18 years of age will also require the signature of a parent/guardian. The partner group is responsible for recruiting the volunteers necessary for their project, although Habitat Choptank may choose to bring a few of its own experienced volunteers based on the size and scope of the project.

Supplies

Habitat Choptank will provide a materials list for the project and may also assist in ordering the necessary supplies if this is something that the faith based group/church requests. Either way, the partner group is expected to support the costs associated with all consumable materials for their project. This includes items such as paint, nails, lumber, concrete, bricks, etc. Habitat Choptank will provide the required tools.

Required Documentation

- The point of contact must complete Habitat Choptank's 'Tool Library Application'.
- The point of contact must sign Habitat Choptank's 'Tool Library Agreement'.
- Proof of ownership such as a deed must be provided along with the 'Tool Library Agreement'.
- A certificate of insurance (COI)—with Habitat Choptank named as an additional insured party—must be submitted along with the 'Tool Library Agreement'.
- Each volunteer recruited by the group must sign Habitat Choptank's volunteer waiver before arriving at the work site.

Contact Information

If you would like to apply for partnership with the Tool Library, you can either call our office number below and ask for John Puposzar, Critical Home Repair Manager, or you can email a request for an application to info@habitatchoptank.org. We look forward to working with you!

Habitat Choptank does not discriminate on the basis of race, sex, color, age, disability, religion, national origin, family/marital status, or because all or part of income is derived from any public assistance program.