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Team Lead Meeting



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Recruitment Status...

	<u>Prep</u>	<u>PTT</u>		<u>Prep</u>	<u>PTT</u>
• Accenture	0	0	• GE Volunteers	4	19
• Al Neyer Inc	3	6	• General Cable	1	1
• BKD LLP	3	5	• Gensuite LLC	3	3
• Centric Consulting	0	0	• Give Back Bey: Inter	1	3
• Cincinnati Children's	1	6	• Give Back Bey: NOLA	0	0
• Duke Energy Convention Center	0	0	• Grant Thornton	0	0
• Fifth Third Bank	0	1	• Infintech	0	0
			• KAO Brands	6	12



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Recruitment Status...

	<u>Prep</u>	<u>PTT</u>		<u>Prep</u>	<u>PTT</u>
• Kroger	5	35	• Taft	0	0
• Macy's	0	1	• Toyota	1	2
• Marriott	1	5	• TQL	0	0
• Marsh	0	5	• Transfreight LLC	1	4
• NAAP	0	0	• UBS Financial Serv	1	9
• Nielsen	1	6	• UC Alumni	2	0
• P&G	0	0	• Wash. & Lee Alumni	0	7
• Road ID	0	0	• Wells Fargo	2	7

PTT: Prep the Town = 38 volunteers as of 4/26
Paint the Town = 138 volunteers as of 4/26



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Corporate Team Lead

- Corporate Team Coordination
 - Recruiting the volunteers, fielding questions about the event, and building excitement inside your company about the event
 - **Team Lead**: Responsible for coordinating volunteers at the house
 - **Registration Lead**: Responsible for registration at the beginning of event day
- Safety
 - Priority #1 on Event Day -- Make sure your friends and co-workers are behaving in a safe manner
- Home Owner Friend
 - You're to be the friendly/comfortable face of Give Back Cincinnati and your corporation to the homeowner



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Volunteer Recruitment & RSVP Overview

- Target team size ~ 30 people per house
- Recruitment Email
 - Provided electronically
 - Online team registration
 - Use URL sent with recruitment information (for both prep and event day)
 - Ability to select your team
 - www.paintthetowncincinnati.org does have a 'volunteer' button at the top of the page, but this is used for 'general' recruitment
 - Online waiver included during RSVP process
- Deadline:
 - Mid-May
- Don't Have Enough Volunteers to Fill Your House?
 - Give Back Cincinnati Fills In!



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FAQs

- Visit www.PaintTheTownCincinnati.org
 - What is Paint the Town?
 - Who's behind Paint the Town?
 - How are neighborhoods selected?
 - How are the houses chosen?
 - Is it OK if I volunteer with my child?
 - Can I volunteer for half the day?
 - Can I drive myself to my team's house?
 - Should I volunteer if I don't want to climb a ladder?
 - What if I don't have a "team" to paint on?
 - Can I sign up to work with my friend?
 - What should I wear and bring with me to volunteer?
 - Where should I park?
 - What about breakfast and lunch?
 - How can I get more involved in Paint the Town?
 - What if my schedule changes and I'm no longer available on the day of Paint the Town?



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Team Lead Handbook

- Respect for the Homeowner
- Team Leader Responsibilities
 - Pre-Event
 - Event Day
- Safety
- Additional Supplies Checklist
- Painting Instructions and Timetable
- Green Clean Up



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A Day In The Life Of A PTT Team Lead



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- Arrival and Set-Up
 - Do not go to registration!
- Volunteer Arrival
 - Head Count
 - Pep Talk
- Start-Up
 - Supply Distribution

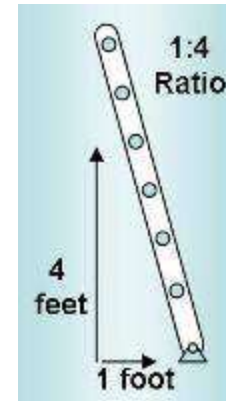


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- Your role on Event Day
 - Inspection and Supervision
 - “Quality Assurance / Quality Control”
 - Communication with Area Leads
 - Your first point of contact
 - Supply Manager
 - Volunteer Placement / Movement

- Ladders: Safety Issues
 - Movement and Placement
 - Move horizontally
 - Ladder position: 75° / 4:1 vertical to horizontal ratio
 - Level ground / ladder rails touching at both ends



- Ladders: Safety Issues
 - Usage





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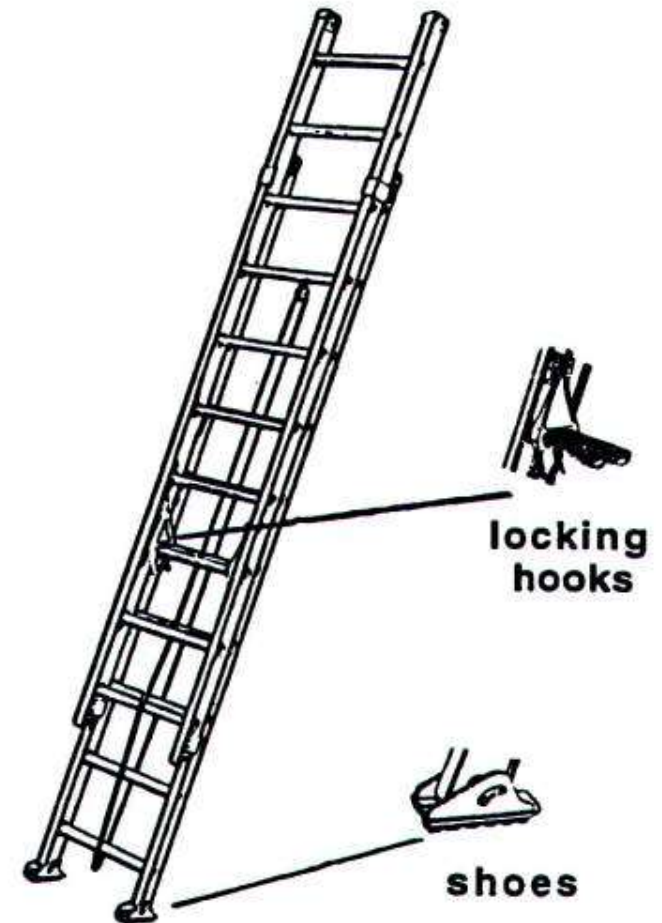
• Ladders: Safety Issues

– Usage

- Volunteers should “see what I’m made of” on their own time, on their own ladder, at their own house
- Ascending / Descending
 - Maintain 3 points of contact between ladder and user
 - Slow, controlled movements
 - Center of gravity within rails
 - 1:1 ladder to person ratio

- **Ladders: Extension Ladders**

- Anti-Slip feet (shoes)
- Rope / Pulley System
- Rung Locks





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- Ladders: Step Ladders
- Ladders: Miscellaneous Issues
 - Generally, Rollers and Ladder do not mix
 - Discourage “Ladder Creativity”
 - Paint bucket hooks
 - Do not risk health/safety
 - Stay on ladders



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- Supply Disbursement and Usage
 - Paint
 - Maintain control over cans; open one at a time
 - Buckets
 - Large buckets – ¼ full
 - Smaller buckets – ½ full
 - Roller Pans
 - Half full, avoid spills



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- Supply Disbursement and Usage
 - Brushes
 - *Generally...*
 - Narrow brushes for trim
 - Wide brushes for wall
 - Keep a couple of brushes in reserve
 - Rollers
 - Roller Covers / Handles
 - Roller Extensions
 - Painting techniques



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- Lunch

- 11:30 – 12:30-*ish*
- A good opportunity for your Team Picture
 - Set a goal to complete the front face of your house by lunch
- Supplies: moisten brushes and roller covers to prevent drying



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- Clean Up
 - Buckets
 - Brushes
 - Rollers
 - Paint
 - Home
 - Supply return procedure



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- Completion
 - Area Lead declares completion
 - Bus
- After Party!!
- Questions?



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Next Steps

- Continue to recruit volunteers
- Schedule a time to meet with your Area Lead and Homeowner
 - Any questions should now be directed to your Area Lead
- Take pictures of the house
- Select paint colors and review expectations
- Review the Homeowner's story and project with your team

...and THANKS for making this event successful!



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2011 PTT Area Leads

Area	Area Lead
1	Sue Wernke
2	Adam Luthman
3	Scott Gillard
4	Lindsay Mauer
5	Matt St. Clair
6	Brian McDermott
7	Bryan Tinker
8	Kelly Kirby
9	Beth Gottfried



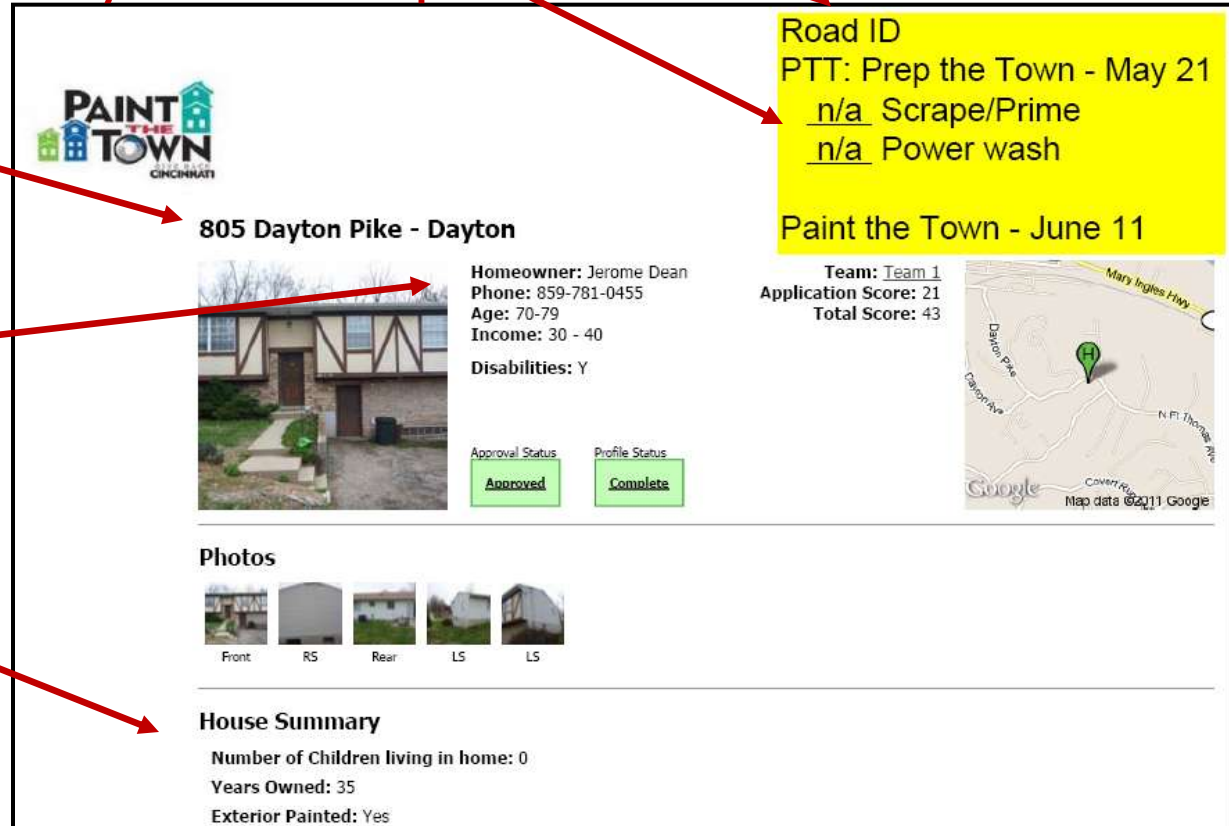
Team Name

Prep Day Work Scope

House Address

Homeowner
Information

House
Information



PAINT THE TOWN CINCINNATI

805 Dayton Pike - Dayton

Homeowner: Jerome Dean
Phone: 859-781-0455
Age: 70-79
Income: 30 - 40
Disabilities: Y

Approval Status: **Approved** | Profile Status: **Complete**

Photos

Front R5 Rear LS LS


House Summary

Number of Children living in home: 0
Years Owned: 35
Exterior Painted: Yes

Road ID
PTT: Prep the Town - May 21
n/a Scrape/Prime
n/a Power wash

Paint the Town - June 11

Team: [Team 1](#)
Application Score: 21
Total Score: 43





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Team Assignments:

Area #	Area Lead	Team	Street #	Street Name
1	Sue Wernke	Road ID	805	Dayton Pike
1	Sue Wernke	Nielsen	303	Dayton Pike
1	Sue Wernke	UBS Financial Services	423	Fairview Avenue
1	Sue Wernke	Give Back Beyond	511	10th Avenue
1	Sue Wernke	Give Back Beyond	516	10th Avenue

Area #	Area Lead	Team	Street #	Street Name
2	Adam Luthman	Univ. of Cincinnati Alumni	1005	Dayton Avenue
2	Adam Luthman	Cincinnati Children's	524	8th Street
2	Adam Luthman	Cincinnati Children's	812	Dayton Ave
2	Adam Luthman	P&G	917	Ervin Terrace



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Team Assignments:

Area #	Area Lead	Team	Street #	Street Name
3	Scott Gillard	KAO Brands	809	7th Avenue
3	Scott Gillard	Toyota	611	Clay St
3	Scott Gillard	Toyota	615	Clay Street
3	Scott Gillard	Toyota	819	4th Avenue
3	Scott Gillard	Toyota	905	4th St

Area #	Area Lead	Team	Street #	Street Name
4	Lindsay Mauer	General Cable	523	5th Avenue
4	Lindsay Mauer	Kroger	408	Dayton Ave
4	Lindsay Mauer	Kroger	405	Dayton Ave
4	Lindsay Mauer	Kroger	402	Dayton Ave
4	Lindsay Mauer	Kroger	310	Dayton Ave



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Team Assignments:

Area #	Area Lead	Team	Street #	Street Name
5	Matt St. Clair	Taft/US Bank	206	6th Avenue
5	Matt St. Clair	Transfreight LLC	705	Fairfield Ave
5	Matt St. Clair	Duke Energy Conv. Center	154	Ward Ave
5	Matt St. Clair	Fifth Third	139	Foote
5	Matt St. Clair	TQL	113	Taylor Ave

Area #	Area Lead	Team	Street #	Street Name
6	Brian McDermott	Grant Thornton	113	8th Ave
6	Brian McDermott	Duke Energy	812	Thornton St
6	Brian McDermott	Al Neyer Inc	926	Maple Street
6	Brian McDermott	Marsh	926	Walnut Street
6	Brian McDermott	Duke Energy	811	Thornton St



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Team Assignments:

Area #	Area Lead	Team	Street #	Street Name
7	Bryan Tinker	GE	337	Poplar St
7	Bryan Tinker	Infintech	229	Poplar St
7	Bryan Tinker	Wells Fargo	244	Berry Avenue
7	Bryan Tinker	Marriott	357	Berry Ave
7	Bryan Tinker	BKD LLP	330	Walnut

Area #	Area Lead	Team	Street #	Street Name
8	Kelly Kirby	Gensuite LLC	205	5th Avenue
8	Kelly Kirby	Accenture	310	5th Avenue
8	Kelly Kirby	Centric Consulting	316	Vine Street



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Team Assignments:

Area #	Area Lead	Team	Street #	Street Name
9	Beth Gottfried	Washington & Lee Univ Alum	449	Foote Ave
9	Beth Gottfried	Macy's	351	Van Voast Ave
9	Beth Gottfried	NAAAP	922	Thornton Street