



Paint Your Heart Out
TAMPA 

2016

TEAM CAPTAIN HANDBOOK



Table of Contents

Introduction

Letter from Chairperson	3
Important Numbers	4

Section I: Paint Day Preparation

Communicate with your Team	5
Items to Bring on Paint Day	6
Sample Email Reminder	7
Attendance at Team Captain Meetings	8
Meet with the Homeowner	9
Pick-up and Return of Paint and Supplies	10
Paint Supply List	11
Frequently Asked Questions	12

Section II: Paint Day Procedures

Paint Day Checklist	13
Volunteer Release Form (copy as double sided form)	14
Safety Guidelines	16
Paint Tips	17
The Painting Paramedics	18
Solid Waste Information	19
Rain Day Procedures	20

Section III: After Paint Day Event

Celebration/Sponsorship Event	21
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Section IV: Maps

Distribution Center Map	22
Breakfast Pick-up Map	23



Dear Team Captain:

The Steering Committee would like to personally thank you for participating in the 27th Annual Paint Your Heart Out, Tampa!

Over the last 27 years, more than 2,700 elderly, low-income homeowners have had the help of thousands of volunteers like you. Your commitment to invest your time to put a fresh coat of paint on a home in Tampa will surely be a blessing to the homeowner. Additionally, we believe you may personally benefit from painting, based on a growing body of research that suggests when a person volunteers in their community; they are likely to experience the positive effects in both physical and psychological health!

Once again, this year is shaping up to be another fulfilling experience for all of us. Throughout the year, over 30 people have been working hard behind the scenes to help make this annual day of giving back a possibility, and we are prepared to support the 2,500 volunteers on paint day! The Distribution Center is stocked with brushes and paint, and our Command Center is ready for whatever comes their way.

But most importantly, we recognize this does not happen without your help! With the addition of your leadership, the support of your teammates, and the generosity of our sponsors, we know we will continue to make a lasting impact on our homeowners and their communities. Whether this is your first with us or your 27th, we truly hope you enjoy the experience and continue to come back year after year.

So go out, have a GREAT day making a difference and we will see you and your homeowner at the Celebration Event!

Sincerely,

Mike Sweet
Chairperson

Jennifer Lawson
Co-Chairperson

Important Numbers

PYHOT Office Voicemail **258-4512**
PYHOT Office Fax **443-5854**
PYHOT E-mail PYHOT@pyhot.com

Teams numbers 1 thru 50 your Team Liaison is Richard Binns at 813-928-5138 or e-mail at r_binns@verizon.net

Teams numbers 51 thru 90 your Team Liaison is Ray Hewitt at 813-426-4459 or e-mail at hewittre@msn.com



Section I – Paint Day Preparation

Communicate with your Team

Determine the total number of volunteers you have signed up. Be forewarned, that not everyone who signs up will be able to attend. As a general guideline you need at least 15 experienced volunteers to paint one house. If you find you have less than 15, please contact the PYHOT office number as soon as possible. Do not wait until paint day.

If possible, call a team meeting. At this meeting you should hand out your supply list to all volunteers (list is enclosed). It is important that all volunteers bring supplies. Remember, the supplies provided by PYHOT are not all inclusive.

Inform your volunteers of the arrival time. They need to be at the house no later than 8am. Remind them that the earlier everyone shows up the earlier you will finish.

Provide your volunteers with directions to the house. If necessary, you should coordinate a parking area for the volunteers. Many houses are on small residential streets where parking is very tight. You should plan for parking when you visit your homeowner. If possible, have your volunteers park in a parking lot and walk to your house. Be sure to get permission to use the lot before you pass out the information to your team.

Tell your volunteers about the Celebration Event. Let them know that their family members are invited, but the volunteer is encouraged to wear their PYHOT t-shirt for admittance. If they are unable to wear their new t-shirt, they need to reference their Team Number upon entry.

If possible, send out a reminder email to your volunteers just prior to paint day. A sample email is enclosed.

Please ask your volunteers to bring a digital camera to paint day. PYHOT is looking for vertical pictures that catalog the day and the progress that is made. We want to highlight the change in the house appearance so we would like to catalog the “before”, “during” and “after” stages of the painting (**please only 3 horizontal pictures**). We would appreciate any pictures to be emailed to the PYHOT address.

Section I – Paint Day Preparation

Items to Bring on Paint Day

- ∞ Paint brushes and rollers
- ∞ Drop cloths, towels, old sheets
- ∞ Extension arms for rollers
- ∞ Scrapers or wire brushes for cleaning walls
- ∞ Brooms for sweeping off walls and walkways
- ∞ Pruning tools or hedge clippers
- ∞ Hand tools (hammer, screwdriver, nails)
- ∞ Wire hangers to hang paint buckets
- ∞ Paper towels and disposable painting gloves
- ∞ Toilet paper and hand soap
- ∞ Water hose and nozzles (if not at house)
- ∞ Ladders and step stools
- ∞ Dish soap for cleaning brushes
- ∞ Cooler, ice and cups
- ∞ Bottled water and/or soft drinks
- ∞ Sunscreen and hats
- ∞ First Aid Kit
- ∞ Insect repellent and wasp/bee killer
- ∞ Camera and/or video camera
- ∞ Cell Phone
- ∞ Large magic marker to sign the PYHOT sign
- ∞ Pens and clipboard to complete the Waivers
- ∞ Clean empty buckets for washing brushes/tools
- ∞ Digital camera for before, during and after pictures

Please remind your team members to LABEL their personal items. This will enable you to return lost and left items to the rightful owner.

Prior Paint Day Tips

These speed up the paint process and boost morale because no one is sitting around on paint day waiting for responsibilities.

- Look into dropping off the materials to the work site the day before (Friday, just 2 volunteers). Be mindful of the security of the area before leaving supplies.
- Prep a section of the home (two large areas) so when volunteers arrive the next day you can assign them sections to paint
- Clear other areas of trees, bushes and trash so others can start prepping

• Section I – Paint Day Preparation

Sample Email Reminder

The email below is an example that you can use to format your own reminder email. It not only reminds your team members of the event, but it also gives them some necessary details.

To all excited and talented volunteers -

This email outlines some specifics for Saturday.

1. Rain - the event will take place even if the sky is overcast or if there is a light rain. PLEASE do not assume that the event is cancelled if you wake up and see rain at your house. You know how Florida is; rain in one neighborhood does not mean rain in another. The only reason for canceling the event will be a continual down pour at the painting location. If you are unsure, you can call my cell at XXX-XXXX.

2. Start and End Times - the start time is 8am. The end time is primarily dependent upon 1) the number of people who actually show up, 2) everyone showing up on time, and 3) weather. My hope is that we will be finished sometime before 2pm. However, we need people to help clean up. Last year many people left after they finished painting and 4 of us were there for 3 more hours cleaning up. If we all stick together and clean up, we can all get out early!

3. House Condition - The house may be wooden or cinder block or have aluminum siding with some wooden walls. It is in fairly good condition, but scraping may be required. They have been power washed but some additional cleaning is necessary. The house will be one color (white) with a trim color. The house should be clear of obstructions so reaching all areas should not be a problem.

4. Supplies - we have learned a lot from previous years regarding supplies. This means that I have already gathered most of our basic supplies. This year we are asking people to bring scrapers, brushes, ladders, drop cloths, step stools, extension rods, etc. Also, remember to bring water, hats, sunscreen, and healthy snacks (if you don't want the free donuts). Also, lunch is not provided so feel free to bring your own.

5. Parking – may or may not be near the house or on the street. Follow the directions in the attached flyer. We will have everyone sign the waivers on Paint Day. Also, you will get a t-shirt and directions to the celebration event.

I look forward to seeing everyone bright and early Saturday morning!! Please call me with any questions.

Thanks, YOU'RE NAME HERE

Section I – Paint Day Preparation

Attendance at Team Captain Meetings

It is mandatory that all first-time team captains attend the team captain meetings. The information shared at these meetings is very helpful and information can change from year to year. It will also give you an opportunity to meet other team captains and share information and helpful tips.

At the second team captain meeting, you will also select a time to pick up your paint and supplies. This is very important, so this, alone, is an excellent reason to attend meeting.

The team captain meetings are scheduled as follows:

First-Year Team Captains - February 25th at 6pm

Seminole Garden Center
5800 Central Ave
Tampa, FL 33604

All Team Captains - March 31st at 6 pm

Seminole Garden Center
5800 Central Ave
Tampa, FL 33604

An email will be sent to all team captains with the meeting logistics.

As an added perk, **Pizza** is providing for dinner for our first meeting and **Brunchery Restaurants** is providing dinner for our second meeting.



Section I – Paint Day Preparation

Meet with the Homeowner

You need to contact your homeowner prior to paint day in order to introduce yourself and to make the homeowner feel at ease and to survey the exterior of the home. You must visit the homeowner at least the week before paint day. Do not schedule the visit too far in advance of paint day for two reasons: 1) the house may not have been power washed, if applicable, if you go too early, and 2) the homeowner may forget who you are and that you visited them.

When you survey the home, walk around the entire house. Look for potential problem spots, hard to reach locations, and any areas that will need extra effort. This will enable you to formulate your approach and how to more accurately allocate your volunteers. Also, look for areas that may need extra tools – maybe a weedwacker or extra large clippers. This will allow you to come prepared to paint.

When you visit the homeowner or speak with them on the phone, remember:

-  Always identify yourself as a member of PYHOT. Any mention of your company or team may confuse them. They will have been sent a postcard telling them to expect your call, but they may forget.
-  Always be patient. All of our homeowners are senior citizens and may have some health problems that make them hard of hearing or have difficulties in processing information.

On Paint Day, please keep in mind:

-  The homeowner is not accustomed to a lot of activity and noise. Try and keep any radio volume low and any commotion to a minimum.
-  Be respectful of how the homeowner wishes to interact with you and the team. Often the homeowners, while very appreciative of your work, are shy and some even feel guilty and just don't want to come out and associate with the team. On the opposite side, some will want to be with you and the team for the whole time you are there.
-  If the homeowner takes particular pride in their yard, please take extra care – the yard may be their whole life.
-  Depending on the lucidity and physical ability of your homeowner, you may want to ask them to share a few words with the team and have their picture taken.
-  The PYHOT sign should be signed by all of the team members and left in the yard for the homeowner as a souvenir of their special day.

Section I – Paint Day Preparation

Pick Up and Return of Paint and Supplies

Pick up Date: Friday, 4/15/2016

Pick up Hours: Between 9:30 am and 4:30 pm

Location: 4010 W. Spruce Street

Please use the rear entrance to the City of Tampa Solid Waste yard on Laurel Street between Dale Mabry Hwy. and Lois Ave. (see map enclosed). There will be signs off of Dale Mabry and Lois directing traffic.

Important Reminders:

1. There is a 6-hour window allotted for material pick up. This works out to just over **3 minutes per team**. We can accommodate up to 6 vehicles on the lot at any given time so your assistance in quickly getting in and out will be greatly appreciated. There will be people available to assist you in loading your vehicle.
2. Materials will be distributed by **HOUSE NUMBER** *not* **TEAM NUMBER**. If a team member other than the team captain is making the pickup, please make sure that a copy of this information is given to that person.
3. When picking up ladders, please keep in mind the height of your home. If your team has a one-story house, you probably do not need to have a 24' ladder. With a one-story home, you should be able to utilize a 6'-10' ladder. If you have high peaks on your home, you may need to consider a 12'-16' ladder. Two story homes will need the 16'-24' ladders. We have approximately 200 ladders, so that figures out to be **2 LADDERS PER HOUSE**. Please encourage your teammates to bring ladders they may have at home, so that all wall areas are can be painted simultaneously. ***As the team captain, it is your responsibility to ensure that all ladders are returned to PYHOT.***

Return of Supplies:

Saturday, April 16th 8:00 am - 5:00 pm
Sunday, April 17th 10:00 am - 2:00 pm

It is imperative that the Team Captain or a designated team member be responsible for returning reusable items back at the distribution center during one of these times. Please be sure that all paint brushes and roller covers are cleaned thoroughly and dry before you return them. Only unopened paint cans should be returned. **Leave opened and resealed cans with the homeowner for touch up areas.** All buckets, roller pans, roller frames, scrapers, wire brushes, etc. being returned need to also be thoroughly cleaned. Cleaning all returned items will enable PYHOT to reuse them next year. Do not return brushes or rollers that were used with oil based paints (Rustoleum and porch/driveway paint). Oil based paint is not water-soluble, so the brushes and rollers are not reusable.

Section I – Paint Day Preparation

Paint Supply List

Paint Supplies – below are the items in your supply box. NOTE: there is only one box per house.

Quantity	Item
3	Paint Stir Sticks
3	4 Inch Paint Brushes
3	3 Inch Paint Brushes
3	2-2 1/2 Inch Paint Brushes
2	1 – 1 1/2 Inch Paint Brushes
1	Caulk Gun
2	Caulk Tubes
2	Paint Mitts
5	Roller Covers
2	Paint Bucket Grids
5	Paint Scrapers
5	Putty Knives
4	Drop Clothes
2	Wire Brushes
1	Can of Wasp Spray
1	Box of Rags
3	Black Garbage Bags
4	Roller Handles

There will be additional items available, but not in the supply box. These are as follows:

Quantity	Item	Quantity	Item
1	5 Gallon Bucket	3	Roller Extender Poles
3	1 Gallon Bucket		

Section I – Paint Day Preparation

Frequently Asked Questions

1. **How are the houses and homeowners selected?** All of our PYHOT houses are screened and approved by the Senior Home Improvement Program (SHIP) a program of the Centre for Women. All of our homeowners have been screened for age and income eligibility and quite often qualify for a number of other SHIP programs as well. Some will have wheelchair ramps installed and roofs replaced.
2. **Are we expected to do repairs?** No, as a PYHOT volunteer you and your team is only expected to paint the exterior of the house. Some minor repairs may be done prior to paint day if your team is willing and able to do them. Do not volunteer for a repair job that is structural or one that is more than cosmetic in nature. Many of these homes are old and are in need of repair, but if the repairs are major we are not responsible for them.
3. **Has my house been pressure-washed?** The houses that are stable will be pressure-washed before paint day. This means that most cinderblock homes and some wood frame homes will be pressure washed. *Pressure washing does not remove all of the paint.* Pressure washing removes the many years of cobwebs and dirt. For many of our houses, if we pressure washed them to the point of removing the paint on wood structures, we would more than likely damage the siding.
4. **Will there be prep work prior to painting on Paint Day?** Yes, don't expect to arrive on paint day and have the house ready to paint. You *will* need to do some prep work such as scraping the house. Some teams scrape and prepare the surface prior to paint day. That is fine (and encouraged) as long as the homeowner agrees. Just scrape and prepare the surface as best you can. We are not providing a professional paint job, just the best job that we, as volunteers, can possibly do.
5. **What if the homeowner has questions or concerns either before Paint Day or on Paint Day?** If the homeowner has questions or concerns when you visit them before Paint Day, you must contact the PYHOT Office Number immediately. Relay the homeowner's concerns to the office personnel. If the homeowner raises issues or concerns on Paint Day that you are unable to answer, please contact your Field Coordinator for assistance.

Section II: Paint Day Procedures

Paint Day Checklist

-  Assign one team member to go to the Tampa Convention Center at the designated time to pick up your Breakfast items. See enclosed map of pickup location.
-  If it is raining when you awaken on Paint Day, call the PYHOT Office at 258-4512 for a recorded message giving you further instructions. If it just looks like rain – we are painting as planned.
-  Arrive at your house EARLY. As the team captain, it is important that you arrive early enough to organize your supplies and get set up for the day. **Contact team liaison upon arrival.**
-  Have all team members arrive at the house no later than **8:00** am. Starting any later than 8:00 am may not allow you ample time to complete your house.
-  Have each team member sign a release form; they will be in your team captain envelope. All painters must fill out a form. Have them print legibly the information required.
-  Verify and update the final sign-up sheet (also in your envelope) for the names of those who painted.
-  Have each team member sign your house year sign and install it in the front yard.
-  Distribute scrapers, brushes, etc. and assign jobs for each member of the team. Remember to allocate volunteers in groups around the house. Do not put all volunteers to work on just one wall.
-  Monitor team's progress and contact designated field coordinator with any problems or needs.
-  After painting the house with one coat, take a break, clean up around the yard and when the first coat is dry, apply the second coat.
-  When your house is finished, **contact team liaison.** Clean all materials with water. Since we have water restrictions, please be mindful of your water usage. Utilize a nozzle to control water usage.
-  Bag up all trash on site and pile at the curbside of your PYHOT homeowner's house – not a neighboring house or lot. **No chemicals or paint, please.** Calling for pick up is not necessary.
-  Leave all open containers of paint with the homeowner and return unopened cans of paint to the Distribution Center. DO NOT dispose of any unused paint in the trash or pour it down the storm water drain.
-  Remind team members of the Celebration/Sponsorship Event.
-  AAA Auto Club South will be providing emergency road service to all participants of Paint Your Heart Out Tampa on Saturday April 18th, 2015. This includes all participants (AAA Member or not) at the location of the home they will be painting all day Saturday and at the celebration event on Saturday evening. AAA's standard emergency road service includes jump-starts; tire changes, lockouts, and towing within five miles. **Just call 1-800-222-4357.**

VOLUNTEER RELEASE FORM

PYHOT HOUSE # _____

I, _____, do hereby release, remise and forever discharge the Paint Your Heart Out, Tampa! And it's sponsoring agencies, Seminole Heights Foundation, Inc... Their successors and assigns, and also any and all other persons, volunteer, coordinator, organizer, employees and associations, and corporations, whether herein named or referred to or not, and who, together with all the above named, may be jointly or severally liable to the undersigned, of and from any and all manner of, actions and causes of actions, rights, suits, and covenants, contracts, agreements, judgments, claims and demands whatsoever is law or equity, including claims for contribution, arising from any by reason of any and all known and unknown, foreseen and unforeseen bodily or personal injuries or death and the consequences thereof or property damage or the consequences thereof which heretofore have been and which hereafter may be sustained by the undersigned or by any and all other persons, associations and corporations whether herein named or referred to or not, whether causing by the negligence of RELEASES or otherwise occurring, and especially from all liability arising out of an occurrence that will happen on or about April 16th, 2016, (rain date, April 17th, 2016) during the paint-a-thon activities in Tampa, Hillsborough County, Florida.

Further, the undersigned expressly declares and agrees:

1. That all claims, past, present or future, are disputed and this full and final Release thereof shall never be treated as evidence of liability, nor as an admission of liability or responsibility at any time or in any matter whatsoever;
2. That this Release covers and includes all claims several or otherwise, past, present or future, which can or may ever be asserted by any person or persons as heirs, or otherwise, as the result of damages as aforesaid or the effects or consequences thereof;
3. That this full and final Release shall cover and include any and all future injuries, deaths not now known to any of the parties hereto, but which may later develop and be discovered, including the effects or consequences thereof including all causes and actions therefore;
4. That the undersigned will indemnify and hold harmless the said parties released hereby, against loss, including counsel fees, from any and every claims for contribution, which may be asserted by the undersigned by reason of said occurrence, injuries, or the effects of consequences thereof;
5. That those who are hereby released shall not be stopped or otherwise barred from asserting any expressly reserved right to assert any claim or cause of action that may be against the undersigned or any others.

**EACH ADULT VOLUNTEER MUST
SIGN ON THE BACK SIDE OF THIS SHEET**

Witness (Print)

Date

Signature

Address (Print)

City

Zip

Team Name: _____ **Team Captain:** _____
By signing below, I do hereby verify that I have read the **front side** of this Paint Your Heart Out Tampa release form and agree to its contents.

<u>Name (Print)</u>	<u>Signature</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____

Section II: Paint Day Procedures

Safety Guidelines

Always Think Safety First!

- Use proper protective equipment:
 - Eye protection
 - Dust Masks
 - Protective clothing, gloves, work boots, etc.
 - Don't forget your hat and sunscreen

- Be sure ladders and work platforms are sturdy and in proper condition. Never work on ladders with broken or cracked steps. When possible, have a partner hold or 'foot' the ladder. Tie extension ladders to a fixed object and extend them 3' beyond any landing point.

- Stay away from power lines or any energized equipment that may cause injury. A good working distance is usually a minimum of 10 feet away from power lines. Power lines running from a pole to a house are normally insulated. However, do not trust the insulation by touching or leaning against any power line.

- Call 9-1-1 for any and all emergencies

- Try not to breathe paint vapors, spray mist or sanding dust.

- Wear safety glasses. If paint does get into a painter's eyes, flush with water for fifteen minutes and seek medical attention.

- Make sure painting applications by brush, roller, pressurized can or spray gun are done in open areas with good ventilation.

- Keep paint, painting implements, and clothing away from open flame.

- When not in use, all paint containers should remain closed. Only cans you are using should be left opened.

- Clean up paint spills using sand to gather and congeal the paint. Allow to dry and then scrape into garbage bag. DO NOT wash paint into the soil or down the storm drain.

Section II: Paint Day Procedures

Paint Tips

Paint Tips:

1. For specific information and precautions on the paint you are using, follow the instructions on the container label.
2. It is important to use the right paint for the right material. Your paint will be specified for your home and you will receive a sheet in your team captain envelope detailing which paint goes where. Remember, latex or water based paints adhere best to wood, block, and certain synthetic surfaces. Oil based paints are best for the metal surfaces; metal railings and yard furniture.
3. Check the paint and be sure it is stirred thoroughly before using. If you have gallon cans, premix all cans to ensure the same color coverage on all trim areas. Securely cover unused cans to prevent spilling.
4. If oil based paint (Rustoleum or porch/driveway paint) will be used, it is advised to have a drill and attachment on site to stir the paint. Oil based paint is very thick and almost impossible to stir with a stir stick. Also, this is very useful for waterbased paint too.
5. Surface preparation is key to long-lasting results. Even though your house has been pressure washed, you still need to remove all loose, peeled or blistered paint and coatings. Try and get the surface as clean and smooth as possible. If you are able, use a mix of bleach and water to remove mildew. Then rinse the area with tap water and let dry before painting.
6. When prep work is completed you are ready to apply the first coat of paint to all surfaces. Bare wood may need an additional coat.
7. After you have allowed the prime coat to completely dry, apply the finish coat.
8. After all painting is completed; clean all brushes rollers, roller trays, etc. completely with soap and water.

Section II: Paint Day Procedures

The Painting Paramedics

The Painting Paramedics are here to lend their expertise when your team runs into challenges on Paint Day. Just as you don't call the real paramedics for cuts and bruises, please don't call The Painting Paramedics unless you are in a dire situation or have a real question for them. The Painting Paramedics are here to help you; however, their resources are limited and can only assist those with true emergencies.

Protocol

Before calling The Painting Paramedics:

- Ask your team first if they are not able to do it.
- If you are in need of The Painting Paramedics, call early.
- The Painting Paramedics are here to assist your team, not to do the work for you/your team.
- Your team must stay on site and follow the directions of The Painting Paramedics until the painting job is complete.



To contact The Painting Paramedics on Paint Day call 800-446-4274, ext. 0.

They will have a person manning the phone for painting emergencies.

Section II: Paint Day Procedures

Solid Waste Information

Team captains must ensure that no paint is left at the curb at the conclusion of paint activities.

- Leave any open paint containers with the homeowner for touch ups and return all unopened paint with supplies to the Distribution Center.
- It is imperative that any homes with large amounts of debris remaining from paint activities or cleanups be reported to the distribution center as soon as possible to ensure proper notification and scheduling for pickup.

The entry to pick up supplies from the distribution center at our location on Spruce St. will take place by entering and exiting the gate via Laurel Ave (Rear Access Gate). The Center aisle will be used for the flow of both inbound and outbound traffic.

When piling up paint and discarded items, be sure all items are placed in front of the proper home prior to departure as cleanup crews will not pick up items left in front of an incorrect address; i.e.

When moving debris out of the way for pictures ensure debris is moved back prior to departure.

Please be sure that any piles of debris are clear of any yard ornaments, mailboxes or lawn signs to avoid items being damaged or discarded during clean up

Be sure that all debris, yard waste and discarded materials are neatly bundled and placed as close to the curb as possible to avoid crews having to enter personal property. Do not place debris in alleyways, or behind homes for collection.

Details should be relayed to the command center regarding large debris piles, for example, if there are appliances and large pieces of furniture being set out for collection. When notifying the command center about a large debris pile, ask them to send a "Special Pick Up" e-mail request to the Solid Waste Department. Be sure to give the command center your name, contact number, PYHOT address, location and composition of the pile of debris so that it may be included in the "Special Pick Up" e-mail request.

Section II: Paint Day Procedures

Rain Date Procedures

If you wake up on paint day, and it has been raining during the night and is raining at 8:00 a.m., there is a very good chance we will not paint. The PYHOT office number will have a recorded message to announce the cancellation of Paint Day. The rain day makeup will be the next day, Sunday, April 17th.

Procedures:

- ☂ If you get to your house and it starts to rain and by noon it has not let up, you make the decision as to whether you should wait it out any longer or reschedule. We realize we have a lot of experienced teams that are very capable of making their own decisions on whether to paint or not. However, we would prefer to have you paint on paint day if at all possible. If the conditions are too bleak for the painters and/or paint conditions, your team should stop and finish on the scheduled Rain Day.
- ☂ If you leave before your house is completed, please inform the homeowner. Let them know that you will return on Sunday and make sure it is okay with them.
- ☂ If you do not complete your house, you **MUST** notify Command Center.
- ☂ If there is a Rain Day, the Distribution Center will be open between the hours of 9:00 am and 3:00 pm. You will return all supplies, release forms etc., to the Distribution Center during those hours.

The rain date is April 17th and no exceptions will be made unless approved by the Program Coordinator. While PYHOT will try to accommodate anyone with a legitimate conflict, it is important to understand that we are an all-volunteer organization and it is difficult coordinating for more than 90 teams.

Section III: After Paint Day Event

Celebration/Sponsorship Event

After the painting is over, it is time to celebrate this very special day. A Celebration/Sponsorship Party will be held in honor of all our Paint Your Heart Out, Tampa, Sponsors, painters and their immediate family members.

The event will be hosted on a Thursday TBD and will be held at

**The Hilton Hotel Downtown
211 N. Tampa St.
Tampa, FL 33602**

There will be plenty of free food, beverages and entertainment. It is an opportunity to celebrate with your team and all of the other PYHOT teams that make our program so successful. Mayor Bob Buckhorn will also be available to say a few words and take photos with our sponsors. You may park on the street, in the Fort Desoto Parking Garage, or utilize the hotel's discounted valet parking.

Your team painters must RSVP to you by TBD to be able to attend this wonderful event. For accountability you must RSVP so we will know how much food to prepare. Your homeowner is also invited and you should ask them before paint day if they would like to attend. If they do, try to arrange transportation for them such as a taxi or arrange it with one of their family members. PYHOT does not recommend that you accept responsibility for transporting your homeowner in your own vehicle. PYHOT will announce the homeowners who are in attendance.

Section IV: Maps

Distribution Center Host Facility Traffic Plan



Section IV: Maps

Map to Pick-up Breakfast

Heading east on Channelside Drive, turn right on Franklin Street, turn right into service road leading to turn circle, pick-up breakfast, loop around circle back out to Franklin Street, and turn left or right at Channelside Drive. (Signs will be posted).

