

Operation HOH Quick Start Guide



Step 1: Find a Veteran

- Honorably discharged military or public safety veteran or their surviving spouse
- Own the home
- Have a physical or financial need
- Sources of veterans: family support groups, veteran service organizations or VA health care
- Qualify the veteran with DD214 and bio interview



Step 2: Plan the Project

- Recruit a general contractor (GC) as a home captain
- Assess the home for safety, accessibility, sustainability and cosmetic improvements
- Create a bill of materials and identify long-lead items
- Identify volunteer and craftsman skills required for the job
- Plan logistics - schedule, tools and equipment, portalet, dumpster, food and beverage
- Formulate budget



Step 3: Secure Funding

- Possible sources:
- HOH national sponsors
 - Chapter fundraisers
 - Local charitable foundations
 - Bank and real estate companies



Step 4: Recruit Volunteers

- Call for volunteers and licensed tradesmen
- General contractor should secure licensed subcontractors
- Invite chapter members or sponsor organization employees



Step 5: Execute Project

- Promote project and your chapter through social media; contact local TV, radio, newspapers
- Position materials and tools, equipment, portalet and dumpster
- Provide volunteers with shirts, safety equipment, food and beverage
- Secure signatures on all volunteer and homeowner agreements
- Conduct flag ceremony - flag box, bio, music, home flag



Step 6: Reporting

- Submit receipts, photos, work accomplished, video
- Submit all volunteer and homeowner agreements
- Provide content (photos, video, news stories) to HOH for web and social media promotion

