

# Aggie Habitat for Humanity's Annual Shack-a-Thon

April 9-April 13, 2012

Enclosed in this packet are the *Pre-Contract*, new *Bidding Guidelines*, and the *Design, Construction, & Safety Guidelines* needed in order to participate in the actual bidding process for Shack-a-Thon. This needs to be turned in to Aggie Habitat's SOFC mailbox (slot #86) on the second floor of Koldus by 4 p.m. on Friday, **February 24th**. We will contact you with all the appropriate information upon receiving your Pre-Contract.

Also included in this packet is the final *Organization Contract*. This contract is only submitted by organizations that win a shack lot. The Organization Contract will need to be turned in with your detailed shack design and your full payment by 4 p.m. on Friday, **March 23rd** (again, only by organizations that win a lot). We've also included on the following page a timeline of important upcoming dates regarding Shack-a-Thon. The final page is the *Assumption of Risk/Release of Liability Form* that needs to be completed by every individual in your organization that might potentially participate in Shack-a-Thon PRIOR to the start of Shack-a-Thon. This packet of paperwork, along with other shack information, is also available on our website at <http://habitat.tamu.edu/shackathon>.

Thanks and Gig 'Em!

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# Timeline

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## Aggie Habitat for Humanity's Shack-a-Thon 2012

- Wed Feb 6** Pre-contracts available at 8am in Aggie Habitat's SOFC mailbox (box 86) or online @ aggiehabitat.com by end of day Wed.
- Fri Feb 24** Pre-contracts **DUE** by 4pm to Aggie Habitat mailbox
- Sat March 3** Practice bidding Starts at 8am on Aggie Habitat website
- Mon March 5** Practice Bidding Ends at 5pm on Aggie Habitat website
- Tues March 6** Double Shack bidding begins at 8am
- Wed March 7** Double Shack bidding ends at 5pm
- Wed March 7** Single Shack auction begins at 8pm
- Fri March 9** Single Shack bidding ends at 5pm
- Fri March 23** Shack Design, Organization Contract, and Full Payment **DUE** by 4pm to Aggie Habitat mailbox
- Mon April 2** *Mandatory* org meeting at 7pm on campus. Location TBA
- Mon April 9** Shack-a-Thon begins at 4 p.m.!!!!!!
- April 9-13** Shack time!
- Fri Apr 13** Shack-a-Thon ends at 3 p.m.

# Bidding Guidelines

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## Aggie Habitat for Humanity's Shack-a-Thon 2012

In an effort to increase Shack-a-Thon's customer satisfaction, while maintaining the successful fundraising aspect of Shack-a-Thon, Aggie Habitat for Humanity has modified the rules and organization of shack bidding. This year, 2 separate auctions will be held; one auction for organizations hoping to win Double Shacks and a second general auction for Single Shacks.

### Double Shack Auction

Up to two Double Shacks will be available as in years past. The Double Shack Auction (DSA) will be held on Tuesday and Wednesday of bid week (see Timeline). The rules are as follows:

1. Organizations wishing to participate in the DSA *must* indicate this preference by checking the appropriate box on the Pre-Contract (following page).
2. Up to two Double Shacks will be auctioned off in the Double Shack Auction.
3. The minimum bid to purchase a Double Shack is \$3,500.
4. An organization is not required to place a bid in the Double Shack Auction. However, regardless of whether or not a bid is placed in the DSA, those organizations who are registered for the DSA and **do not** win a Double Shack lot will **automatically** be required to enter a bid in the Single Shack Auction. Such organizations must enter the Single Shack Auction with a minimum bid of \$1,500 (an amount double the standard shack minimum, but less than half the minimum Double Shack bid).
5. Organizations that win a Double Shack are excluded from participating in the Single Shack Auction. Entering the Double Shack Auction should not be taken lightly; if a Double Shack lot is won, the organization will receive two shack lots and will be obligated to make full Double Shack payment, even if the organization decides to decline actually building a Double Shack.

Please note: If one or zero Double Shacks are sold in the Double Shack Auction, the remaining number of Double Shacks (one or two) will still be available in the Single Shack Auction under last year's rule: shack bids that are greater than twice the average bid will win a Double Shack. This means that an organization which does not participate in the Double Shack Auction still has a chance to win a Double Shack.

### Single Shack Auction

The majority of the shack lots will be available for bidding in the Single Shack Auction beginning on Wednesday, March 2 at 8pm. Single Shack bidders will not have login access to the site before this time (except for practice bidding). The rules are as follows:

1. Organizations wishing to participate in the Single Shack Auction *must* indicate this preference by checking the appropriate box on the Pre-Contract (following page). Choosing the Single Shack Auction option will exclude the organization from participating in the Double Shack Auction.
2. The minimum bid for a Single Shack is \$750.

3. Organizations are limited to bidding on/winning only one Single Shack lot.
4. In addition to choosing their shack location right after the Double Shack winners, the top three single shack bidders will also have a set of three prizes (such as free t-shirts, food delivery, etc. – details to follow) from which to choose. The highest Single Shack bidder will have first pick of the three incentives and so on.

## General Notes

By signing the Pre-Contract and checking either the Double or Single Shack Auction box, you agree to abide by the rules set forth by Aggie Habitat for Humanity. Aggie Habitat reserves the right to manually submit a bid for an organization *if and only if* said organization is violating the bidding terms set forth in this contract (for example, a Double Shack participant attempts to enter single shack bidding at below minimum bid).

In addition to the Single Shack bidding incentives, Shack participants are encouraged to bid competitively as the highest bidders (including Double Shack Auction participants) will get to choose the location of their shack(s) first!

And of course, Aggie Habitat appreciates your shack bids. The money raised by Shack-a-Thon bidding goes directly to sponsor an Aggie Habitat for Humanity home in the Bryan/College Station area. A full house sponsorship costs Aggie Habitat \$40,000; last year's bidding was almost \$20,000! We appreciate the huge contribution to our fundraising efforts that is made possible by participating organizations like you. We encourage you to bid high!

For more information about Habitat for Humanity (general info, volunteering, donating, etc.) please visit:

*Habitat International:*      [www.habitat.org](http://www.habitat.org)  
*Bryan/College Station HFH:* [www.habitatbcs.org](http://www.habitatbcs.org)  
*Aggie Habitat for Humanity:* [www.aggiehabitat.com](http://www.aggiehabitat.com)

Thanks for your support!

# Pre-Contract

## Aggie Habitat for Humanity's Shack-a-Thon 2012 Due by Friday February 24

The purpose of this contract is to ensure mutual understanding between the organizations wishing to participate in Aggie Habitat for Humanity's Shack-a-Thon. By signing this document, the representatives of the organization promise to comply with the rules and regulations listed below.

### **Bidding**

Bidding for Shack-a-Thon will take place online at: <http://habitat.tamu.edu/shackathon>

This contract must be received in the Aggie Habitat for Humanity Student Organization Finance Committee mailbox (slot #86) in the Koldus building by Friday, **February 24<sup>th</sup>**.

When Aggie Habitat receives this contract filled out appropriately, we will email both officers listed on this contract with a username and password for bidding purposes on the Aggie Habitat website.

The Double Shack Auction bidding will begin Tuesday, **March 6<sup>th</sup>** at 8 a.m., and will tentatively end on Wednesday, **March 7<sup>th</sup>** at 5 p.m. The Single Shack Auction bidding will begin Wednesday, **March 7<sup>th</sup>** at 8 p.m. and will tentatively end on Friday, **March 9<sup>th</sup>** at 5 p.m. The official time for this activity will be the clock on the auction website. If a bid is placed within three minutes of the auction's end, the auction will be extended by 3 minutes; this will continue until all bidding ceases. The minimum bid per group starts at **\$750.00**. To begin bidding, log on to the website using your assigned username and password that were sent to you through email. When a bid amount is submitted, it is considered final, unless another higher bid is entered. Specific instructions on how to place a bid will be listed on the website/sent via email.

Up to two student groups will be allowed to build on two lots i.e. Double Shack! The Double Shack winners will be decided in the Double Shack Auction where the minimum bid is \$3,500. If any Double Shack lots remain after the Double Shack Auction, these lots will be available for winning during the Single Shack Auction. In the Single Shack Auction, the minimum bid for two lots must be at least twice the average bid. The average bid will be posted on the website.

When the bidding has finished on Friday, all groups that participated will be notified through email with any further information. Winning groups will be allowed to choose their lots based on ranking in the auction. This activity will take place at the mandatory meeting on Monday, **April 2<sup>nd</sup>** at 7 p.m.

Winning groups must pay Aggie Habitat the amount they pledged on the website by Friday, **March 23<sup>rd</sup>** at the latest. Groups that did not win in the auction will not owe Aggie Habitat any money.

Two student groups are allowed to share one bid to go towards one shack. The names of each group must be listed on this contract and one officer from each group must sign this contract. This team will be listed on the website as a hyphenated name. Once bidding has begun, groups will no longer be able to merge unless it is written on the pre-contract.

I have read and agree to all of the conditions specified in this contract. I have also read and agree to all Design and Construction Guidelines stated on the following page. In representing this organization, I agree to be responsible for the actions of the members of the organization and to comply with the stipulations listed above. By signing this contract, I pledge that my group, if it wins either auction, will pay Aggie Habitat for Humanity the amount promised by the aforementioned date.

### **Shack-a-Thon Auction Selection**

Check only one box

- This organization will participate in and adhere to the rules of the **Double Shack Auction**
- This organization will participate in and adhere to the rules of the **Single Shack Auction**

Organization Name	Officer Name	Email	Phone

# Design, Construction, and Safety Guidelines

## Aggie Habitat for Humanity's Shack-a-Thon 2012

### Design

- All shack designs must be submitted to Aggie Habitat on or before Friday, **March 23<sup>rd</sup>** 2011 by 4 p.m. so the university can approve them prior to construction.
- All submitted designs must be dimensioned and drawn to scale, and must include at least:
  - 1.) Floor Plan: showing roof overhangs in dotted lines
  - 2.) Dimensions and placement of doors and windows etc.
  - 3.) Elevations: Front and Side view.
- The footprint of a single shack may not exceed 10'-0" x 12'-0", and the roof overhang must not exceed 12'-0" x 14'-0 (maximum footprint of 12x20 with total overhang no more than 14x22 for double shacks).
- All roof overhangs must be at least 7' from the ground. No part of the shack may exceed one level or 12'-0" in height.
- If the back and other side(s) differ significantly from the other drawings, please include drawings depicting them.
- Details: Must demonstrate that the roof/ceiling members bear on an appropriate supporting system. These drawings must also indicate that the shack has appropriate diagonal bracing. Please include detail drawings as necessary.
- Raised floor systems (such as palettes) will be allowed, but must be covered sufficiently with plywood or other rigid material to prevent people from stepping through gaps. This is recommended in case it rains so that your floors are not wet for an extended period of time. The student group must receive approval of the floor system by the Construction Coordinator or a designated representative during construction *before* the floor system is covered. Please note that a raised floor system must be properly supported. Such a floor system should be included in the design drawings. The maximum allowable height for an elevated floor is 36".
- No painting of any kind will be allowed on University Property. Groups are encouraged to pre-fabricate and paint their shack on their property before the official construction time begins for Shack-a-Thon. **A fine of \$50 will be charged for the possession of paint on the premises. A \$200 fine will be processed if paint is used in the plaza.**
- Construction materials may NOT include:
  - Sheet metal
  - Glass of any kind
  - Rotted wood
  - Hazardous materials (if you think it is hazardous, it probably is)
  - Cardboard may not be used as a structural material to carry a roof or any element above 4 feet
  - Aggie Habitat reserves the right to take down any material that is deemed unsafe. If a structural system is deemed unsafe, Aggie Habitat will offer suggestions to rectify the problem. If the problem is not fixed after one warning, the Shack will be dismantled.

### Construction

1. All construction must take place at the Shack Village in front of G. Rollie and Kyle Field between 4 p.m. and 10 p.m. on Monday, **April 9<sup>th</sup>**.
2. Unloading during construction will take place along Joe Routh Blvd. Due to the MSC renovation and the safety regulations surrounding the construction, each student group will be assigned a limited time slot in which up to two vehicles will be allowed to access Joe Routh. Vehicles will be unloaded from the street as driving will not be allowed on the plaza concrete. Unload time slots will be loosely based on bid amount – a higher bid will likely correspond with an earlier unload time.
3. Each student group will be assigned one construction supervisor from Aggie Habitat during the construction phase. This person will act as the Designated Representative for the Construction Coordinator. This person will have authority over the construction of the individual shack. These persons will be assigned to the groups as they begin construction.
4. The use of power tools is restricted to drills or screw guns only (provided by the student group). Otherwise, no power tools of any kind will be allowed on school premises. \*Construction is the **ONLY** time that extension cords will be allowed at Shack-a-Thon. Any cutting of materials using electric saws must be done before the materials have reached campus- **No Exceptions**. Handsaws, hammers, and other manual tools will be allowed.
5. Each student present **inside** the construction area must have already signed an Assumption of Risk/Release of Liability waiver and be wearing a Shack-a-Thon armband (completed at check-in at Aggie Habitat table).
6. Safety goggles, long pants, and close-toed shoes must be worn by ALL participants inside the construction area at all times. Student groups will be able to check out safety goggles from Aggie Habitat (limit: 10). A \$5 fine

will be incurred per pair of goggles not returned. Participants completing **overhead construction** (roofs) **MUST** be wearing hardhats. Aggie Habitat will check out up to 4 hardhats per group. Even if a group provides its own hardhats, a maximum number of 4 students can participate in overhead construction. Additional help will be provided from Aggie Habitat if necessary. A \$10 fine will be incurred per hardhat not returned.

### During the Event

1. Due to health and safety regulations, the use of extension cords other than for power tools during construction has been **prohibited**. Each shack will receive a power box with four outlets. No extension cords, surge protectors, splitters, etc. should be plugged into the power box. Double shacks will receive two power boxes for a total of 8 outlets.
2. Good housekeeping should be practiced throughout the duration of the event. Clothing, bedding, backpacks, etc. should be kept neatly out of the way of traffic. The power box should be kept clear – not buried under empty pizza boxes. TAMU Environmental Health and Safety department will be making daily walkthroughs of the Shack Village – don't make them angry!
3. Because of our new location and the proximity of classrooms and offices, amplified sound is not allowed until after 5 p.m. each day.



Have a blast! A lot of safety concerns simply rely on common sense ☺

### Tear Down/ Clean-up

1. The tearing down of shacks will be permitted on Friday, **April 13<sup>th</sup>** between 8 a.m.-12 noon, and 1 p.m. - 3 p.m.
2. All tear down must be done with the safety of everyone involved, including the adjacent shacks.
3. Two dumpsters will be provided during tear down by Aggie Habitat.
4. Each organization must provide and use their own broom and dust pan to clean up their lot after the materials have been removed.
5. All materials must be removed from University Property by each student group by 3 p.m., Friday, **April 13<sup>th</sup>**. **Any student group leaving materials on University property will be charged a \$50 fee plus \$50 for every hour of clean-up done by Aggie Habitat for Humanity.**
6. Vehicles (up to two) can be utilized similarly to unload/construction. More details to come, although Joe Routt will be accessible.
7. Groups are encouraged to recycle or sell their materials. They may donate their shack to Habitat for Humanity, for future use. If this is to be done, all nails must be removed from the materials before donation.

# Organization Contract

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## Aggie Habitat for Humanity's Shack-a-Thon 2012

### Second Contract

1. After winning a "lot" in the online auction, each group will be sent a confirmation email along with the final organization contract. This contract has been included in this packet, and will also be available online. The organization contract must be returned along with your shack design and full payment to the Aggie Habitat mailbox by Friday, **March 23<sup>rd</sup>**.
2. The two officers listed on the pre-contract for each winning group must attend the **MANDATORY** meeting on Monday, **April 2<sup>nd</sup>** at 7 p.m. Due to limited seating; no more than two additional representatives for each group may attend the meeting. This will be an instructional meeting about building and safety procedures. If you have been contacted about making necessary changes to your shack design, your corrected design should be resubmitted no later than this meeting. Each group will be responsible for funding, building, and cleaning up its own shack.

In an effort to provide a safe and fun atmosphere at the Aggie Habitat 2012 Shack-a-Thon, we ask that each of the groups comply with the following rules and regulations. These stipulations have been put into action to minimize the risks of injury, fire, and disputes during Shack-a-Thon. Please have the two designated representatives from your organization sign the bottom of this contract and return it to Aggie Habitat for Humanity's mailbox in the Koldus Student Activities Building by Friday, **March 23<sup>rd</sup>** at 4 p.m.

### Signs, Posters, Etc.

1. All signs and posters must be placed within the group's Lot boundary.
2. No racially insensitive or discriminatory language may be a part of any group's signage.
3. No offensive language may be used at any time.
4. Displayed materials that do not represent the standards & values of Aggie Habitat or the University will not be permitted.
5. No reference to campus elections may be made in any form in the Shack-a-Thon area.
6. As specified in the contract to build, no painting will be allowed in Rudder Plaza.
7. Student groups sponsored by private donors will be allowed to advertise in printed form on their shack, as long as the advertisements comply with the standards above.
8. Aggie Habitat reserves the right to remove any poster from any student group at any time.

### Activities

1. There are several activities scheduled that require competition. Please be sportsmanlike and courteous towards other students and groups.
2. Any disputes that occur throughout the week should be presented immediately to the Aggie Habitat officer present. The Aggie Habitat officer will have the final say in dispute resolution. Student groups must comply with the decisions of the Aggie Habitat officer.

### General Guidelines

1. Each organization is responsible for having all members that might attend Shack-a-Thon fill out a Liability Form and return it to Aggie Habitat BEFORE Shack-a-Thon begins Monday, **April 9<sup>th</sup>** at 4 p.m. All persons remaining in the Shack-a-Thon area must have a wristband denoting participation.
2. Each organization must have at least one member present in or by their shack at all times during Shack-a-Thon. If you have meeting or some other activity that requires all of your organization to be absent, please notify us beforehand.
3. No open toed shoes will be allowed on the premises during the building and tearing down of shacks.
4. No vehicles will be permitted on the G. Rollie/Kyle Field Plaza.
5. No smoking, open fires, candles, or space heaters, are permitted at any time during the event in the Village.
6. No loud noises (including but not limited to playing music or holding unofficial yell practices) are allowed after 11 p.m. Aggie Habitat has the right to define what "loud" is. If you do not comply with this regulation, you will lose all electronic privileges.
7. No off-campus food is to be delivered to Shack-a-Thon at any time. If off-campus food is to be purchased, the organization must go pick it up and bring it back; you must limit it to no more than 12 persons, all of which must be in your organization.
8. Absolutely no alcoholic beverages will be allowed in the Shack-a-Thon area, regardless of age.

# Organization Contract cont'd

## Aggie Habitat for Humanity's Shack-a-Thon 2012

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9. Electricity will be provided to each shack. **NO** extension cords, surge protectors, splitters etc. allowed.
10. Risk Management officials will be walking through Shack-a-Thon periodically throughout the week. Groups are subject to the authority of Risk Management personnel.
11. University and College Station Police are aware that Shack-a-Thon is occurring and will periodically patrol the Rudder Plaza area at night to ensure personal safety.
12. It is expected that organizations and their members will know and follow the standard rules and regulations of the University and practice normal safety. Aggie Habitat for Humanity reserves the right to request that any organization or member leave the premises without previous warning or cause given.
13. Aggie Habitat has the final authority over Shack-a-Thon. All decisions made by Aggie Habitat officers must be upheld and respected at all times.
14. In the case that the University Lightning Detection System sounds an alarm, all electronics should be shut off and unplugged and Shack-a-Thon participants must seek alternate cover. The John J. Koldus building will remain unlocked throughout the event and will serve as the Shack-a-Thon inclement weather shelter/restroom facility. Participants will be allowed to return to their shacks only after the three "all-clear" signals sound and their shack has been inspected by an Aggie Habitat officer for structural stability.

I have read and agree with all of the conditions specified in this contract. In representing this organization, I agree to be responsible for the actions of the members of the organization and to comply with the stipulations listed above.

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Organization Name	Officer Name	Email	Phone
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Organization Name	Officer Name	Email	Phone
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# Assumption of Risk/Release of Liability Form

## Aggie Habitat for Humanity's Shack-a-Thon 2012

I understand and agree that the event Shack-a-Thon, of Aggie Habitat for Humanity of which I am a participant involves certain risks and regardless of the precautions taken by the organization, some bodily injuries may occur. Specific risks/hazards involved in the activity include, but are not limited to the following:

1. Injuries related to activities and building or tearing down of shacks.
2. Property damage due to rain.
3. Electric shock due to poor use of electrical outlets.
4. Exposure to amplified sound.

Knowing this information, in consideration of my participation in the organization's activity, I **expressly** and **knowingly release** the organization, its representatives, officers, advisors and agents; the University, the State, its officers, and employees, from any and all claims and causes of action for property damage, personal injury or death sustained by me arising out of any travel or activity conducted by or under the auspices of the organization caused by **risks associated by this activity** and/or the **negligence of the sponsoring group**. Participant acknowledges that this organization and the University/State are separate legal entities and should be treated as such.

In addition, I understand and agree the organization cannot be expected to control all of the risks articulated in this form, but may need to respond to accidents and potential emergency situations. Therefore, I hereby give my consent for any medical treatment that may be required during my participation with the understanding that the cost of any such treatment will be my responsibility. **Neither** the **university** **nor** the organization carry medical or accident insurance for the activities mentioned unless the participants are informed otherwise. As such, participants should review their personal insurance portfolio.

Finally, I **voluntarily** and **knowingly** agree to **protect, hold harmless**, and **indemnify** the organization, its representatives, officers, advisors and agents; the University, the State, its officers, and employees, against all claims, demands, or causes of action for property damage, personal injury, or death, including defense costs and attorney's fees arising out of my participation in the organization's activity.

I have read the agreement and have willingly signed for the consideration expressed and with full understanding of its purpose. Participant represents that he/she is eighteen (18) years of age or older and is otherwise competent to execute this agreement, or that his/her legal guardian is also signing.

Organization: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_ ID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Today's Date: \_\_\_\_\_ DOB: \_\_\_\_\_

In case of emergency, contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Please list any special services you may require due to an existing medical condition or physical disability: \_\_\_\_\_

\_\_\_\_\_