



130 Trade Center Drive West  
St Peters, MO 63376  
636-978-5712  
Fax 636-978-5724

## Volunteer Information Form

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Phone: Home** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**May we add you to our mailing list?**  Yes  No

**May we add you to our e-mail list?**  Yes  No

**Availability** (Construction is on Saturday; most committees meet in the evening):

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

## Interests

<b>Committees:</b>	
<input type="checkbox"/> Celebration of Trees	<input type="checkbox"/> Family Selection
<input type="checkbox"/> Church Relations	<input type="checkbox"/> Finance
<input type="checkbox"/> Communications/Public Relations	<input type="checkbox"/> Legal
<input type="checkbox"/> Construction (see below)	<input type="checkbox"/> ReStore (see below)
<input type="checkbox"/> Development	<input type="checkbox"/> Site Selection
<input type="checkbox"/> Family Nurture	<input type="checkbox"/> Women Build
<b>Office and Professional:</b>	
<input type="checkbox"/> Accounting	<input type="checkbox"/> Fundraising/Grant Writing
<input type="checkbox"/> Attorney	<input type="checkbox"/> General Office
<input type="checkbox"/> Bulk Mailing	<input type="checkbox"/> Newsletter/Press Release Writing
<input type="checkbox"/> Computer Professional	<input type="checkbox"/> Volunteer Coordination
<input type="checkbox"/> Data Entry	<input type="checkbox"/>
<b>ReStore:</b>	
<input type="checkbox"/> Merchandise Receiving	<input type="checkbox"/> Sales Floor
<input type="checkbox"/> Merchandise Cleaning	<input type="checkbox"/> Cashier
<input type="checkbox"/> Delivery Driver	<input type="checkbox"/> Customer Service
<input type="checkbox"/> Driver Assistant	
<b>Construction Site:</b>	
<input type="checkbox"/> House Leader Coordinate construction of house start to finish (three to four month commitment)	
<input type="checkbox"/> Phase Leader <input type="checkbox"/> Framing <input type="checkbox"/> Siding <input type="checkbox"/> Roofing <input type="checkbox"/> Drywall /painting <input type="checkbox"/> Finish Supervise 3 or 4 crews in specific phase of work (three to five week commitment)	
<input type="checkbox"/> Crew Leader <input type="checkbox"/> Framing <input type="checkbox"/> Siding <input type="checkbox"/> Roofing <input type="checkbox"/> Drywall /painting <input type="checkbox"/> Finish Lead 3 or 4 workers for one work day	
<input type="checkbox"/> Construction Work (see below)	
<input type="checkbox"/> Tool Monitor Set up work site tools, check out and receive tools, store tools at end of day	
<input type="checkbox"/> Site Greeter Welcome volunteers, monitor sign-in, help set up for lunch	
<input type="checkbox"/> Lunch Provider Provide lunch for 20 to 30 volunteers	

## Construction Skills

Activity	Beginner	Skilled	Expert	Trade	License
Carpenter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concrete Finisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dry Wall-Hanging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dry Wall-Taping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Labor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat and AC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roofing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vinyl Siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELEASE AND WAIVER OF LIABILITY FOR ADULTS

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!
\*PLEASE PRINT AND COMPLETE ALL SPACES\*

This Release and Waiver of Liability (the "Release") executed on this [ ] day of [ ], 2009, by [ ] (the "Volunteer") in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity of St. Charles County, a Missouri nonprofit corporation, their directors, officers, employees, and agents (collectively, "Habitat").

The Volunteer desires to work as a volunteer for Habitat and engage in the activities related to being a volunteer (the "Activities"). The Volunteer understands that the Activities may include constructing and rehabilitating residential buildings, working in the Habitat offices, and living in housing provided for volunteers of Habitat.

The Volunteer hereby freely, voluntarily, and without duress executes this Release under the following terms:
Release and Waiver. Volunteer does hereby release and forever discharge and hold harmless Habitat and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with Habitat.

Volunteer understand that this Release discharges Habitat from any liability or claim that the Volunteer may have against Habitat with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's Activities with Habitat, whether caused by the negligence of Habitat or its officers, directors, employees, or agents or otherwise. Volunteer also understands that Habitat does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

Medical Treatment. Volunteer does hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's Activities with Habitat.

Assumption of the Risk. The Volunteer understands that the Activities include work that may be hazardous to the Volunteer, including, but not limited to, construction, loading and unloading, and transportation to and from the work sites. Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and released Habitat from all liability for injury, illness, death, or property damage resulting from the Activities.

Insurance. The Volunteer understands that, except as otherwise agreed to by Habitat in writing, Habitat does not carry or maintain health, medical, or disability insurance coverage for any Volunteer.

Each Volunteer is expected and encouraged to obtain his or her own medial or health insurance coverage.

Photographic Release. Volunteer does hereby grant and convey unto Habitat all right, title, and interest in any and all photographic images and video or audio recordings made by Habitat during the Volunteer's Activities with Habitat, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographic or recordings.

Other. Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Missouri, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Missouri. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.

Signature of Volunteer: [ ]

Printed Name of Volunteer: [ ]

Address: [ ]

Phone (H): [ ] (C) [ ]

E-mail: [ ]

Signature of Witness: [ ]

Printed Name of Witness: [ ]

I have read and understand the HFHSCC Safety Concerns and Procedures [ ] (Initial here)



## **Habitat for Humanity of St. Charles County Work Day Rules**

\*Please have your waivers and any other forms filled out in advance if possible

### **SCHEDULE:**

- 1. Upon arrival, please sign-in, registration opens at 7:45am**
- 2. Sign-in and turn in waiver form**
- 3. Construction Manager will give a short orientation including: construction tasks and goals of the day, Habitat history and a safety review**
- 4. If you are uncomfortable with a task or have a limiting disability, please let the site leader know in advance. We want everyone to have a fun and rewarding experience.**
- 5. The Site or crew leader will give out work assignments and break up the group into crews with assigned leaders. If you do not fully understand, ask questions. When you have finished a task or assignment, report to the site or crew leader for further instructions or a new assignment. Work starts at about 8:30 am.**
- 6. Lunch is served around 11:30 am, the crew leader will excuse volunteers for lunch.**
- 7. After work is complete, please be sure to clean up work area and return any borrowed tools to the trailer.**
- 8. Please be sure to sign out before leaving, site closes at 4pm.**

### **TOOLS:**

You are not required to bring your own tools, but it is helpful if you can. Here is a list of desirable tools to have on-site: hammer, tape measure, sharpened pencil, flat and Phillips screw driver, tool apron or belt, work gloves, safety glasses, utility knife, speed square, level and hard hat. Please be sure to label your personal tools.

Habitat tools are available on-site for use. If you borrow tools, please be sure to return it to the trailer. We request that no power tools are brought to the site.

### **WORK CLOTHES:**

On a job site clothing can get ruined, please be sure to wear durable and replaceable clothing. No open toes shoes are allowed, please wear thick soled tennis shoes or boots.

### **SAFETY:**

- Please be aware of your surroundings and others working around you
- Never work under other people
- Do not use power tools without supervision
- Safety glasses are to be worn at all times
- Hard hats must be worn when roof is open or any work is being completed overhead
- Pay attention to extension cords, they are a tripping hazard. If a cord is frayed or splitting, please remove and replace
- First Aid kits will be available on-site

## **WORK DAY SCHEDULING:**

Please contact Kelly Brooks, Development Coordinator, to schedule a group and or team building day. You can contact Kelly @ [Kelly@habitatstcharles.org](mailto:Kelly@habitatstcharles.org) or (636) 978-5712.

## **INCLEMENT WEATHER:**

In the event of inclement weather, group leaders can call, Tim Aitken, construction manager at (636) 578-1483 between 6:30 and 7:00 am to find out the status of the work day.

## **VOLUNTEER TASKS & JOB DESCRIPTIONS:**

**Crew Leaders:** Crew leaders are individuals who have some experience in a particular task that can supervise a crew up to 10 volunteers on a workday. Crew Leaders, please arrive at 7:30am to review daily tasks and goals with Site Leader.

**General Volunteer:** All construction volunteers need to arrive on-site between 7:45 and 8am. Volunteers should bring tools if possible and wear proper attire. Volunteers must be 16 years of age or older, unless a youth group opportunity is prearranged with Habitat staff.

### **Tool Monitor:**

- Assist the Phase and Crew Leaders in setting up crew tools.
- Checks out and receives volunteer tools at the trailer
- Insures tools are stored in their proper place
- Makes a final check of the job site to make sure no tools are left out.

**Site Greeter:** Greeters should arrive between 7:15 and 7:30 to help with table, tent and registration set up. Tasks include:

- Greets all volunteers as they arrive at the work site.
- Makes sure everyone signs in on the correct form.
- Makes sure everyone has completed a waiver.
- Assists the lunch provider with setting up and providing lunch.
- Makes sure the paperwork is completed and placed in the proper place and that the site is clean at the end of the day.

**Lunch Provider:** Lunch provider should arrive by 11:15 to help with set-up and service. Tasks include:

- Provide lunches for 25 – 30 volunteer workers (or group amount + 3-4 extras)
- Bring lunch to the site.
- Set up and serve lunch.
- Clean up when finished.