



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 Lauren Grotegeers to schedule a group and or team building day. You can contact Lauren at lauren@habitatstcharles.org or (636) 978-5712.

INCLEMENT WEATHER:

In the event of inclement weather, group leaders can call, Jeff Thompson, construction manager at (636) 734-1888 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.



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 Wed –Sat); most committees meet in the evening):

Monday Tuesday Wednesday Thursday Friday Saturday

Interests

Committees:	
<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
Office and Professional:	
<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"/>
ReStore:	
<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	
Construction Site:	
<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"/>

IMPORTANT: Each volunteer must have a signed "Release and Waiver of Liability" on file.

**Release and Waiver of Liability
PLEASE READ CAREFULLY!**

THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the "Release") is executed on this ___ day of _____, 2011, by _____, (the "Volunteer"), in favor of Habitat for Humanity International Inc., a nonprofit corporation existing under the laws of the State of Georgia, USA, Habitat for Humanity of St. Charles County, and any other Habitat for Humanity affiliated organizations, and their directors, officers, trustees, employees, volunteers and agents (collectively, "Habitat and Partners").

I, the Volunteer, desire to work as a volunteer for Habitat and Partners and engage in the activities related to being a volunteer ("Activities"). I understand that my Activities may include but are not limited to the following: working in the Habitat for Humanity offices or Habitat for Humanity ReStore operations; traveling to and from work sites, towns, cities or countries; consuming food available or provided; living in housing provided for volunteers; constructing and rehabilitating residential buildings; and other construction-related activities.

I, the Volunteer, hereby freely, voluntarily and without duress execute this Release under the following terms:

Release and Waiver. I, the Volunteer, do hereby release and forever discharge and hold harmless Habitat and Partners and their 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 my Activities with Habitat and Partners.

I understand and acknowledge that this Release discharges Habitat and Partners from any liability or claim that I may have against Habitat and Partners with respect to any bodily injury, personal injury, illness, death or property damage that may result from my Activities with Habitat and Partners, whether caused by the negligence of Habitat and Partners or their officers, directors, employees, agents or otherwise. I also understand that Habitat and Partners do 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, illness, death or property damage.

It is the policy of Habitat for Humanity that children under the age of 16 are not allowed on a Habitat for Humanity work site while construction is in progress. It is further the policy of Habitat for Humanity that, while children between the ages of 16 and 18 may be allowed to participate in construction work, ultra hazardous activity such as using power tools, excavation, demolition or working on rooftops is not permitted by anyone under the age of 18.

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

If the Volunteer is less than 18 years of age (a "minor"), the Volunteer and the parents having legal custody and/or the legal guardians of the Volunteer (the "Guardians") also hereby release and forever discharge Habitat and Partners from any claim whatsoever which arises or may hereafter arise on account of the decision by any representative or agent of Habitat and Partners to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in a Parental Authorization for Treatment of a Minor Child.

Assumption of the Risk. I, the Volunteer, understand that my Activities may include work that may be hazardous to me, including, but not limited to, the following: construction; loading and unloading; travel to and from the work sites; and exposure to lead and mold, which may cause or worsen certain illnesses, especially if I do not wear protective equipment, am exposed for extended periods of time, or have a pre-existing immune system deficiency.

I also understand there is some inherent risk in consuming local foods and living in local accommodations in the city(ies) or country(ies) visited. I further understand I may be traveling to and from locations where there is a risk of terrorism, war, insurrection, criminal activities, inclement weather or other circumstances that could threaten my health or safety. I also understand that it is the policy of Habitat and Partners to not pay ransom or make any other payments to secure the release of hostages.

I hereby expressly and specifically assume the risk of injury or harm in the Activities and release Habitat and Partners from all liability for any loss, cost, expense, injury, illness, death or property damage resulting directly or indirectly from the Activities.

Insurance. I, the Volunteer, understand that, except as otherwise agreed to by Habitat and Partners in writing, Habitat and Partners are under no obligation to provide, carry or maintain health, medical, travel, disability or other insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own health, medical, travel, disability or other insurance coverage.

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

Other. I, the Volunteer, expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Georgia, USA, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Georgia, USA. I further agree that in the event 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 clauses or provisions of this Release, which shall continue to be enforceable. Further, a waiver of a right under this Release does not prevent the exercise of any other right.

To express my understanding of this Release, I sign here with a witness.

Volunteer: Name (please print): _____ Signature: _____
Address: _____

Phone: (H) _____ (C) _____ E-mail: _____ Date of Birth: _____

Witness: Name (please print): _____ Signature: _____

IMPORTANT: If the Volunteer is less than 18 years of age, both parents or guardians must also sign this Release and Waiver of Liability with a witness. Also, both parents or guardians must complete the "Parental Authorization for Treatment of, and Travel With, a Minor Child" on the following page. If only one parent or guardian executes this Release on behalf of a Volunteer who is under 18 years of age, then the undersigned parent or guardian of the Volunteer hereby covenants, warrants, represents and agrees that he or she is executing this Release on behalf of, and as an agent for, any other individual who may be a parent or guardian of the Volunteer, and that by executing this Release, the undersigned is binding himself/herself, the Volunteer, and any other parent or guardian of the Volunteer, and all of their heirs, executors, personal representatives, assigns and estates to this Release.

Parent/Guardian: Name (please print): _____ Signature: _____

Address: _____

Witness: Name (please print): _____ Signature: _____

Parent/Guardian: Name (please print): _____ Signature: _____

Address: _____

Witness: Name (please print): _____ Signature: _____

EMERGENCY CONTACT INFORMATION			
Name:	_____	Relationship:	_____
Address:	_____		
Phone:	(H) _____	(C/W) _____	E-mail: _____

IF APPLICABLE:

School/Organization (no abbreviations please):

Host Affiliate Site:
