



Volunteer Information Sheet (for Minors)

Date: _____

Name: _____ E-mail: _____

Address: _____ City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell / Pager / Alternate Phone: _____

Place of employment: _____ Position: _____

Date of birth: _____ Disabilities/Special Needs: _____

Volunteer Program: CASP Probation Sweat Equity Other: _____

Number of service hours to complete: _____ Date for completion of service hours: _____

Emergency Contact: _____ Phone: _____

(optional) Church affiliation: Yes No Name of church: _____

More Information on Volunteering? Yes No

Driver's License: Yes No CDL: Yes No Own a pickup/truck: Yes No

Check if you have experience in:

Building materials Tools Sales Warehouse Cashier Driver

Donation pickup Computers Web design Data entry Office/clerical

Other professional experience: _____

Availability:

Monday Tuesday Wednesday Thursday Friday Saturday

mornings afternoons

RELEASE AND WAIVER OF LIABILITY FOR MINORS - Please Read Carefully! This Is A Legal Document That Affects Your Legal Rights!

This Release and Waiver of Liability (the "Release") executed on this _____ day of _____, 2012, by _____, a minor child (the "volunteer"), and _____, the parent having legal custody and/or the legal guardian of the volunteer (the "guardian"), in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity of Springfield, Missouri, Inc., a Missouri nonprofit corporation, their directors, officers, employees, and agents (collectively, "Habitat"). The Volunteer and Guardian desire that the Volunteer work as a volunteer for Habitat and engage in the activities related to being a volunteer (the "Activities"). The Volunteer and the Guardian understand that the Activities may include constructing and rehabilitating residential buildings, landscaping, and working in the Habitat ReStore or office. The Volunteer and Guardian do hereby freely, voluntarily, and without duress execute this Release under the following terms:

Release and Waiver. Volunteer and Guardian do 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 and Guardian understand that this Release discharges Habitat from any liability or claim that the Volunteer or Guardian 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 and Guardian also understand 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. It is the policy of Habitat that children under the age of 16 not be allowed on a Habitat worksite while there is construction in progress. It is further the policy of Habitat that, while minors 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. Children 14-15 are allowed only to work on landscaping projects away from the active construction site.

Medical Treatment. Volunteer and Guardian do 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 or with the decision by any representative or agent of Habitat to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in the Parental Authorization for Treatment of a Minor Child.

Assumption of the Risk. The Volunteer and Guardian understand that the Activities may 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 and Guardian hereby expressly and specifically assume the risk of injury or harm in the Activities and release Habitat from all liability for injury, illness, death, or property damage resulting from the Activities.

Insurance. The Volunteer and Guardian understand 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 medical or health insurance coverage.

Photographic Release. Volunteer and Guardian do 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 photographs or recordings.

Other. Volunteer and Guardian expressly agree 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 and Guardian have executed this Release as of the day and year first above written.

Volunteer: _____

Parent/Guardian: _____
signature

Address: _____

Phone: _____



Expectations of Volunteers

Habitat deeply appreciates the volunteers who help operate the ReStore. The following policies are designed to ensure two things: 1) your safety and quality of experience, and 2) that ReStore customers are served courteously and professionally so they enjoy their experience and return to shop again.

Signing in, breaks, and parking

- Sign in at the volunteer desk at the beginning and end of your shift. Have a Habitat employee verify and initial those times
- If you take a break or go to lunch, check with staff first, and then sign out when you leave and sign back in when you return.
- Smoke breaks must be approved by Habitat staff and must be taken in the designated offsite behind the North Warehouse. This location is the only allowed location on or off the clock. Your car is allowed when off the clock.
- CASP workers who plan to take breaks must ask CASP schedulers to include those breaks on the schedule; in other words, you will not be allowed breaks unless that break is noted on the schedule we receive from CASP.
- If you are not here through CASP but need your hours documented, you must either supply an individual time sheet or use one of ours to have your hours verified daily.
- If you drove, **please park your vehicle in the south parking lot.**

Conduct and clothing

- Customer Service is our #1 priority – We expect volunteers to be helpful, courteous and respectful of customers, staff, and other volunteers and workers at all times.
- Complete all tasks assigned to you in an efficient manner.
- Do not use offensive language or engage in inappropriate conversations.
- Sexual or any type of harassment will not be tolerated. If you believe you have been a victim of harassment by another volunteer or staff, please report it to Tommy or Nancy (M-F) or Rose or Andy on Saturday.
- You must wear closed-toed shoes - no sandals or flip-flops.
- Do not wear inappropriate clothing, including t-shirts with offensive phrases or graphics, short shorts, or clothing that exposes cleavage, your midriff, or underwear.
- Cell phone use is not allowed. If an emergency phone call needs to be made, please let a staff member know.
- Headphones of any kind are not allowed.

Store policies

- **All** donations must be screened and priced by a ReStore Employee.
- Only the Habitat cashier may accept payments of any type. Do NOT take payments or tips from customers.
- Pricing items on the floor is not allowed; items must be taken to the receiving area to be priced.
- If a customer has a question about ReStore policy or pricing please refer them to our policy board.
- Do not rearrange displays without direct instruction from Habitat staff.
- Volunteers receive a 25% discount on any purchase made the same day they volunteer if they work a minimum of four hours.

If I do not abide by the regulations above, I understand that I will be asked to leave immediately, and may not be allowed to return. I also understand that I can be asked to leave for any action (or inaction) that the staff deems unacceptable.

Signature _____ Date _____



Safety of Volunteers

- ❑ Please check in with a ReStore supervisor **every time** you arrive to volunteer.
- ❑ No one under 16 is allowed to volunteer in the ReStore; those under 18 are not allowed to operate power tools or motor vehicles, work from a height of six feet or more, or work on excavation or demolition projects.
- ❑ Focus on your job, and be aware of your surroundings, including the location of any other people nearby.
- ❑ Drink plenty of water (located in Receiving, South Warehouse, and office)
- ❑ Know the location of first aid kits (Receiving, Ticket Desk, Office), protective equipment, and hospital/urgent care facilities.
- ❑ Wear sturdy, closed-toe shoes, and clothing that are neither too binding nor too loose.
- ❑ Wear the protective clothing supplied (hearing protection, safety glasses, dust mask, gloves) as appropriate, or whenever advised to by the ReStore Staff.
- ❑ Protect your back - Bend your knees to lift and don't lift beyond your ability.
- ❑ If you have ANY questions about your assignment, ASK the ReStore Staff!
- ❑ Keep the ReStore clean as you work – remove nails from waste wood, remove trip hazards and obstacles, etc.
- ❑ Report any unsafe conditions or practices that you observe IMMEDIATELY to the ReStore Staff.
- ❑ Report any injuries IMMEDIATELY to the ReStore Staff

ReStore Staff:

- Eric Allen – ReStore Director
- Matt Haggard – Donation Receiving Supervisor
- Andy Lang – Floor Supervisor
- Rose DeGray – Cashier and Floor Coordinator
- Gail Smith – Office and Donations Coordinator
- Brian Matney – Donations/Truck Driver
- Mike Estabrook – Donations/Truck Driver

Signature _____

Date _____