



280 Ottawa Street Muskegon, MI 49442 (231) 727-6020

For office use only
 _____ Email contacts
 _____ Habittrak
 _____ Excel

Volunteer Data Sheet

Contact Information

Please tell us about yourself and let us know how to get in touch with you.

Name:		Today's Date:
Street Address:		Birthday*:
City:	Zip:	<small>*If under 18, need parental permission</small>
Preferred Phone Number:	Email:	
Employer:	Occupation:	
Church Affiliation:	Service Organization Affiliation:	

Volunteer Interests

How would you like to serve with Muskegon County Habitat for Humanity? Please mark your interests and skill level on the lists below. Check "H" for Highly Skilled, "S" for Semi Skilled, or "W" for Willing to Learn, but not skilled.

Exterior Construction	Interior Construction	ReStore	Support Services																																																																																																																																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr><td>H</td><td>S</td><td>W</td><td></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Site Preparation</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Center wall/subfloor</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Framing</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Trusses/sheet roof</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Shingles</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Windows/Doors</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Siding</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Build Shed/Porches</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Landscaping</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Other:</td></tr> </table>	H	S	W		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center wall/subfloor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trusses/sheet roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shingles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows/Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Build Shed/Porches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<table style="width: 100%; border-collapse: collapse;"> <tr><td>H</td><td>S</td><td>W</td><td></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Insulation</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Prime</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Doors</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Trim</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Cabinets</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Countertops</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Paint</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Carpet/Flooring</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Blow-in Attic</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Other:</td></tr> </table>	H	S	W		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Countertops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carpet/Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blow-in Attic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<table style="width: 100%; border-collapse: collapse;"> <tr><td>H</td><td>S</td><td>W</td><td></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Retail Sales</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Display</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Build Fixtures</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Stocking</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Cleaning</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Pricing</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Solicit donations</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Drive truck</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Assist w/pickups</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Other:</td></tr> </table>	H	S	W		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retail Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Display	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Build Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stocking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pricing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Solicit donations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drive truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assist w/pickups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<table style="width: 100%; border-collapse: collapse;"> <tr><td>H</td><td>S</td><td>W</td><td></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Provide meals</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Fundraising</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Design work</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Mailings</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Newsletter</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Word Processing</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Advertising</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Grant Writing</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Clerical support</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Other:</td></tr> </table>	H	S	W		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fundraising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mailings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Word Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advertising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clerical support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
H	S	W																																																																																																																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Preparation																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center wall/subfloor																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Framing																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trusses/sheet roof																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shingles																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows/Doors																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Siding																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Build Shed/Porches																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:																																																																																																																																																																																
H	S	W																																																																																																																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insulation																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prime																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trim																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cabinets																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Countertops																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paint																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carpet/Flooring																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blow-in Attic																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:																																																																																																																																																																																
H	S	W																																																																																																																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retail Sales																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Display																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Build Fixtures																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stocking																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pricing																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Solicit donations																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drive truck																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assist w/pickups																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:																																																																																																																																																																																
H	S	W																																																																																																																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide meals																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fundraising																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design work																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mailings																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Newsletter																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Word Processing																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advertising																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Writing																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clerical support																																																																																																																																																																																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:																																																																																																																																																																																

Availability

Please indicate when you are available to volunteer.

Monday: am pm
 Tuesday: am pm
 Wednesday: am pm
 Thursday: am pm
 Friday: am pm
 Saturday: am pm

Committees

Are you interested in participating in a committee? Please check below:

Board of Directors
 Faith Relations
 Family Support
 PR/Fundraising
 Building
 Family Selection

Group Volunteering

Please indicate if you are part of a church or community group that would like to serve together.

Group Name:	Contact Name and Phone:
--------------------	--------------------------------

Volunteer Release and Waiver of Responsibility

Please read carefully! This is a legal document which affects your legal rights.

The undersigned Volunteer desires to work as a volunteer for Muskegon County Habitat for Humanity ("Habitat") and engage in activities related to being a volunteer. The Volunteer understands that the activities may include constructing and rehabilitating residential buildings, working in the Habitat office, being transported to and from work site locations, consuming food, and living in accommodations donated for the work project.

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

1. **WAIVER AND RELEASE**

Volunteer does hereby release and forever discharge and hold harmless Habitat, its affiliated organizations, successors, assigns, officers, directors employees, and agents 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 the Volunteer's work for Habitat. Volunteer understands 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 work for Habitat, whether caused by the negligence of Habitat or its affiliated organizations, successors, assigns, officers, directors, employees, agents, or otherwise. Volunteer also understands that, except as Habitat has disclosed in writing, 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.

2. **MEDICAL TREATMENT**

Volunteer does hereby release and forever discharge Habitat, its affiliated organizations, successors, assigns, officers, directors, employees, and agents 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 work for Habitat.

3. **ASSUMPTION OF THE RISK**

The Volunteer understands that Habitat's work may include activities that may be hazardous to the Volunteer and that the food, accommodations and medical facilities may be donated to Habitat and are beyond the control of Habitat. Volunteer hereby expressly and specifically assumes the risk of injury or harm in these activities and releases Habitat, its affiliated organizations, successors, assigns, officers, directors, employees, and agents from all liability for injury, illness, death, or property damage resulting from the activities of the Volunteer's work for Habitat.

4. **INSURANCE**

Habitat does not carry or maintain, and expressly disclaims responsibility for providing any health, medical, or disability insurance coverage for the Volunteer. **EACH VOLUNTEER IS EXPECTED AND ENCOURAGED TO ARRIVE WITH MEDICAL OR HEALTH INSURANCE COVERAGE IN EFFECT.**

5. **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 of Volunteer made by Habitat during Habitat's work, including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings. Volunteer waives the right to inspect or approve of the use of any and all photographic images and video or audio recordings of Volunteer made by Habitat during Habitat's work.

6. **AGE RESTRICTIONS**

The undersigned parent or guardian of a minor volunteer (ages 14 through 17) agrees on behalf of the minor to all of the terms in this Release, and further agrees that the minor will not use any power tools, work on a roof or on scaffolding, or perform other work prohibited by applicable law or regulations. Adult supervisors who accompany minor on the construction site assume responsibility for compliance with restrictions imposed by law and regulation on the work which can be performed by minors at a construction site, and must sign this instrument.

7. **OTHER**

Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Michigan, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Michigan. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by a 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.

8. **EXPIRATION**

This release remains in effect each time the Volunteer participates in Habitat activities within one year of date of signature.

Printed name of Volunteer

Signed name of Volunteer

Date

Printed name of Parent/Guardian*
(Required if Volunteer is under 18)

Signature of Parent/Guardian*
(Required if Volunteer is under 18)

Date

If with a group, Group Affiliation: _____

In case of emergency, contact: _____

Relationship to Volunteer: _____ Volunteer's medical information (e.g. allergies): _____



MUSKEGON COUNTY HABITAT FOR HUMANITY

280 OTTAWA AVE, MUSKEGON, MI 49442

231-727-6020

Thank You!

We are pleased to be hosting **Muskegon Nurses Care** for our build at **2147 Seventh Street**. Muskegon County Habitat for Humanity wants your day to be rewarding and safe. Your volunteer efforts are greatly appreciated – not only by MCHFH staff, but by the family who will finally realize the dream and hope of homeownership!

Register to volunteer:

To view the construction schedule or to sign up for a volunteer shift, please visit www.volunteerup.com/Login.asp?w=i&o=111 to create an account. You may also contact Stacy Rowe, Volunteer Coordinator at 231-727-6020 if you have any questions.

What to wear:

Please wear closed-toe, hard soled shoes. **NO SANDALS OR CROCS!** Dress in work clothes and layer appropriately for the weather. **Don't forget your sunscreen and hat!**

Arrival:

Please sign the volunteer book and introduce yourself to the other volunteers. The site Host/Hostess will share important task, safety, and instruction related information. At the beginning of each shift there will be a brief speech by the Site Coordinator.

Other Information:

- There will be a portable restroom on site.
- Water will be provided at the site. Please bring water bottles to be filled.
- No children under the age of 16 are allowed on site at anytime.

If you take photos during the workday, we would love to include them in our upcoming newsletters. Please send or e-mail any printable photos to srowe@muskegonhabitat.org, attention "Volunteer Coordinator".

Please Note: Parking is limited! Please carpool when possible.

Cancellations & Alterations: If for any reason you are unable to make your shift, please call the Volunteer Coordinator at (231) 727-6020 as soon as possible. Also, our schedule may change due to construction and/or weather delays. In these cases, we thank you in advance for your flexibility and willingness to perform alternate tasks.

Mercy Health Partner Contacts:

Hackley Campus – Sue Patterson

Mercy Campus – Wendy Popma

General Campus – Connie Katafias



