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## VOLUNTEER INFORMATION

Thank you for volunteering for Habitat for Humanity! With your help, we're building housing and hope for people in need. We aren't sure what task you will be doing on your work day but you can be sure it is a task that is vital and necessary. Please remain flexible and be ready for whatever you are asked to accomplish. Be it sawing or shoveling, painting or planting, it is an important job and we need your help.

Name: \_\_\_\_\_ Phone (H): \_\_\_\_\_

Address: \_\_\_\_\_ Phone (2): \_\_\_\_\_

City/St./Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact and Phone:

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Medical Provider or Doctor and Phone:

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Please List Any Medicines, Medical Conditions or Allergies:

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If Younger Than 18, Please List Age and Parent or Guardian:

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*Completed "Parent/Guardian Release" Required*

Please Let Us Know What Group You are With:

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\*\*\* Would you like us to add you to our "Regular Volunteers" List? These are volunteers that we can call if we have a situation where we have a construction job that needs done immediately or have too few volunteers to complete a certain task (i.e. pouring concrete, getting a house closed in before bad weather, etc). It is entirely optional, but you may be able to participate that day. \_\_\_\_ yes \_\_\_\_ no

**PLEASE COMPLETE THIS PAGE AND BRING IT WITH YOU**

## **GENERAL INFORMATION FOR CONSTRUCTION VOLUNTEERS**

- Safety is our primary concern. Become familiar with the worksite and be aware of the terrain, equipment and materials on site.
- Ask the site supervisor if you are unsure or concerned about a situation or procedure.
- Report unsafe behavior to the site supervisor – before a serious problem occurs.
- Report any and all injuries to the site supervisor, no matter the severity. Each supervisor has a first aid kit available.
- Clothing must be suitable for a construction site. Work boots are preferable to sneakers. Nails and sharp objects can penetrate rubber soles. Sandals and flip flops are prohibited, no exceptions!
- Dust and dirt at the site make glasses preferable to contact lenses. There may be no place to wash or reinsert contacts. Glasses also provide some measure of eye protection. We recommend safety glasses.
- We cannot always provide work gloves. If you need them, please bring a pair.
- We begin our workday at 8AM. Please be prepared to start promptly. There is a break at 10AM, lunch is from Noon until 12:30 and an afternoon break at 2PM. . During the 600<sup>th</sup> House build lunch will be provided by other volunteers or you can choose to provide for your group of volunteers. There is water on site. Clean up begins at 3:30PM and work is over at 4PM.
- Many, many tasks are required to build a house. You may be busy at times and be waiting at other times. If you are serious about volunteering, be ready to accept any task that you are capable of doing. Trenches need to be dug and debris needs cleaned up. Every task is important to the completion of the house!
- Habitat provides all of the tools that you will need. If you would like to bring your own, please mark them and keep track of them. Most helpful are hammers, tape measures (25'), utility knives, tool belts and carpenter pencils.
- Each site will be supplied with a Porta- John (also known as the master bathroom).
- Personal belongings should be kept away from the worksite. We cannot be responsible for lost or damaged items.
- If you have idle time, keep well back from the construction activity but be available if needed.
- Please plan to help us clean up at the end of the day.



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## **POLICY REGARDING YOUNG VOLUNTEERS**

We see great value in giving young people an opportunity to help those in need, but we must be aware of their inexperience. Certain laws of the State of West Virginia and Habitat guidelines make it necessary to enforce the following policies relating to children at our worksites.

- No one under the age of 14 may be on the worksite during construction activity.
- Ages 14-16 are welcome to perform tasks such as landscaping or painting if no construction activity is going on in that area. They are not allowed to participate in heavy, elevated or skilled construction tasks.
- Ages 16 & 17 may perform general construction work but may not operate certain power tools or equipment. The site supervisor will determine suitability of the volunteer to use power tools.
- All persons under the age of 18 must have permission from a parent or guardian before participating at a work site. The "PARENT/GUARDIAN RELEASE" shall represent parent or guardian permission for the young volunteer to participate according to Habitat's policies.
- A completed "VOLUNTEER INFORMATION" form also must be delivered to the job site for each volunteer. This is in addition to the "PARENT/GUARDIAN RELEASE".
- Habitat's construction site regulations and safety policies apply to young volunteers.
- Parents or guardians, group chaperones, counselors and advisors participating at the job site will be responsible for the behavior of all young volunteers assigned to their care. They should also assist the supervisor in assigning tasks.
- The construction site supervisor or another member of the Habitat staff will determine the young volunteer's suitability to begin or continue work.
- Given the nature of construction activities, compliance with the site supervisor or the Habitat staff member's rules regarding safety practices, behavior and volunteer work assignments is mandatory.
- If an organized group of young volunteers is participating at the site, the group must provide one adult chaperone for every six volunteers. The chaperone will work with Habitat personnel to ensure the safety and good behavior of the young volunteers.
- Safety is of paramount importance and shall be the determining factor in all decisions regarding young volunteers. Horseplay and lack of attention causes accidents and will not be allowed.