

# Volunteer!

*Together, we make a difference . . .*



**Current Urgent Need:** Weekday Construction and ReStore Volunteers

July 2011

# About Habitat for Humanity – Greater Columbus

## The Critical Need

More than 95 million people in the United States are impacted by substandard housing problems including poor quality and unsafe shelter, overcrowding, homelessness, and rental costs that are too large a percentage of earnings. Examples of substandard housing can be found all around us . . . in our urban, suburban, and rural communities alike.

## Who We Are

Habitat for Humanity International is a non-profit, ecumenical Christian housing ministry dedicated to eliminating poverty housing worldwide and making decent shelter a reality for all families. Established in 1987, Habitat for Humanity – Greater Columbus is a local non-profit affiliate serving Franklin County.

## What We Do

Habitat affiliates work locally in communities around the world to select and support homeowners, organize volunteers, coordinate house building, renovate foreclosed or abandoned houses, and improve neighborhoods. We work in partnership with a broad coalition of individuals, churches, businesses, and organizations to build safe, decent, affordable homes for low-income working families. Together, we have built homes and improved the lives of more than 235 families in Franklin County.

## Our Partner Families

Habitat partner families are first-time homebuyers who earn between 30-60% of the median income in Franklin County who are currently living in unsafe, dilapidated, unaffordable housing. Homeowners are selected based on their need for housing, their ability to repay a zero-interest mortgage, and their willingness to partner with Habitat to work on their own home and the homes of others. We seek to empower families by providing economic opportunity, homeownership education, long-term partnership, hands-on learning, and the dignity of a “hand up,” not a handout.



*“Habitat for Humanity has helped me gain a new sense of self renewal, strength, and courage to live the best life I could possibly live. My life has improved tremendously since becoming a recipient of a Habitat home. My children are happy, healthy, and thriving.”*

*- Anika L. Boudreaux  
Habitat Homeowner*

## How It's Possible

Habitat is able to make housing affordable to low-income families because:

- Houses are sold through a no-profit, zero-interest mortgage that is created and held by the Affiliate;
- Homeowners and construction volunteers build under trained supervision and supply thousands of hours of labor to further reduce home-building costs;
- Individuals, corporations, faith groups, and others provide vital support through house sponsorships, monetary contributions, and in-kind donations.

## Where We Build

The Greater Columbus Affiliate primarily builds new homes on vacant lots in the inner-city neighborhoods of Franklin County that are most in need of revitalization and redevelopment. In response to the needs of our local community, the Affiliate is also rebuilding and refurbishing existing, foreclosed properties in these areas. Often, the addition of just one new Habitat home can begin to turn around neighborhood pride and create a positive sense of community among the residents.

## Habitat's ReStore – Our Retail Store

As a non-profit organization, we respect and appreciate every dollar we receive and every volunteer hour donated toward the fulfillment of our mission in the community. So that every contribution goes directly toward home building, we operate a discount retail store to help sustain our organization. Habitat's ReStore is a home improvement discount store that accepts donations of, and sells, new and reusable home improvement building materials to the public. The revenues from sales directly offset 100% of the Affiliate's administrative costs. You can further support Habitat by shopping at, donating to, or volunteering at Habitat's ReStore.

## Commitment to Green

Habitat has adopted a commitment to sustainability and energy efficiency throughout our organization. For example, Habitat's ReStore diverts more than 1,600 tons of durable materials from ending up in our local landfill. We also continue to enhance the energy savings and efficiency of Habitat homes, saving our partner families hundreds of dollars on their monthly utility bills.

## Did you know?

Contrary to a common misperception, Habitat homes are not given to families for free.

Habitat partner families must go through a formal application process, meet specific requirements, and qualify for a no-profit, zero-interest loan in order to purchase a Habitat home.

In addition, homeowners must perform 200 - 250 hours of "sweat equity" working on the construction of their own home and the homes of others.

**ec·u·men·i·cal** – *adj.*  
*Worldwide in range or applicability: universal. Of, or relating to, the worldwide Christian church, esp. in regard to unity.*



**3140 Westerville Road  
Columbus, Ohio 43224**

*(Three miles southwest of Easton and  
two miles south of Morse Road)*

614-HABITAT (422-4828)

614-RESTORE (737-8673)

[www.habitatcolumbus.org](http://www.habitatcolumbus.org)

[www.restorecolumbus.org](http://www.restorecolumbus.org)

# Overview of Volunteer Opportunities

Volunteers are the heart of our mission and contribute daily to Habitat's success in providing decent, affordable housing to low-income working families in Franklin County. A wide variety of opportunities are available for volunteers.

Volunteers come from all walks of life, all ages, and with diverse career and life experiences. Many volunteers are typically members of the following types of groups:

- Churches and Faith Groups
- Civic Groups
- Businesses and Corporations
- Other Nonprofit Organizations
- High School and Collegiate Groups
- Youth Groups
- Women's Groups
- Special Interest Organizations

Volunteers often learn about Habitat opportunities from within these groups and are motivated by a spirit of giving. Volunteers receive a hands-on opportunity to help others and experience the positive impact of volunteer work when a deserving family achieves ownership of their new home.

The level of need for volunteer assistance changes from time to time throughout the year as projects progress and activities start or end. Likewise, the types of activities that rely on volunteers also change. Therefore, volunteers who can be flexible about timing and the type of work can provide the greatest support to the organization. Volunteers can get involved in:

- Home Construction/Renovation
- Habitat's ReStore
- Non-Construction Activities

These different types of volunteer service projects are described in the following pages of this manual. After you have read this information, turn to the checklist at the back to get started today!



For more information or questions about volunteer opportunities, please contact:

Deb Light  
Volunteer Director  
(614) 364-7020  
dlight@habitat-columbus.org

Matt Kreiner  
Volunteer Resource Coordinator  
(614) 364-7030  
mkreiner@habitat-columbus.org

## *Are you part of a group?*

If you are a member of a group that would like to volunteer as a team, just let us know. Habitat has lots of opportunities for teams to help others while enjoying the rewards of a valuable team-building experience. Request a Habitat Volunteer Team manual to get started today!

# Home Construction / Renovation

When most people consider Habitat for Humanity, they think of building and renovating homes. Indeed, volunteering to construct or rebuild a home alongside one of our partner families can be a unique and highly rewarding experience. This is, in fact, a very popular way to become involved in the Habitat mission.

Volunteers are needed *year-round* to assist with various aspects of home construction and renovation.

## Construction Crews

All volunteers work in crews of five to ten people. An experienced House Lead is assigned to each worksite to oversee crew leads and teach volunteers what to do and oversee basic worksite safety. Volunteers of all skill levels comprise a crew. Special “Evening Crews” work specifically on Wednesday and Thursday nights.

## Crew Leads

Volunteers with construction experience are always needed to help lead home construction and direct other volunteers. Potential Crew Leads should have a general understanding of construction and good communication skills. Particular experience or skills may be needed depending on the project to be assigned.

## House Lead Assistants

Help keep Habitat build sites safe! Attend a Site Operations Training and then be placed on a Habitat build site. You will help to keep the building process as safe and productive as possible by assisting the House Lead with a daily site audit, the volunteer sign-in process, the morning orientation, and by watching for acts that compromise safety while building alongside other volunteers throughout the day.

### **Construction Hours:**

Regular Workday  
8:30 a.m. – 4:00 p.m.  
Tuesday through Saturday

“Evening Crew”  
5:30 – 8:00 p.m.  
Wednesdays and Thursdays

**Weekday  
volunteers  
are especially  
needed!**

Volunteers are asked to commit to work a full shift.

*PLEASE NOTE: Volunteers are asked to please understand that home-building activities can be extremely variable due to issues like poor weather, contractor schedules, equipment failures, etc. Last-minute changes sometimes occur due to circumstances out of the direct control of Habitat.*

## Winter Warriors

Our most critical need for volunteers is to find those “Winter Warriors” who are willing to brave cold, wintery days to help families and children move into a new home as soon as possible. While spring, summer, and fall are typical home construction months at Habitat, construction and renovation activities often must occur during the winter months due to sponsor funding cycles. Winter work schedules are adjusted as needed to avoid inclement weather and to ensure worksite safety. Each “Winter Warrior” who works on a construction site during January through March receives special recognition for responding when the need is greatest. We need you . . . so bundle up and join the “Winter Warriors” club today!



## Women Build

Women Build was organized with the intention to empower women on a Habitat build site. Build on an all-female crew with the direction of a female House Lead. There are also non-construction opportunities as well!

## Thrivent Builds (Lutherans):

This is an on-site construction program made possible through Thrivent Builds grant program and Thrivent Financial for Lutherans organization. We encourage those who are a part of a Lutheran congregation, or as a Thrivent Financial member, to sign up.

## Construction Support

Help assist the construction department by delivering and organizing tools and materials to our work sites and in our warehouse.



## Age Requirements

Youth volunteers must be 16 years old to volunteer on a construction or renovation site and 18 years old to use ladders or operate power tools. Youth volunteers must be accompanied by a parent or adult (21 or older). No special experience is necessary for youth or supervising adults.

## Construction Season

The *peak* season for home construction runs from April through October. During this time, volunteer opportunities on construction projects can be limited for individuals who are not part of a sponsored home build, especially on Saturdays.

The non-peak season runs from November through March. During this time, there is a greater need for volunteers who can work on weekdays. There is also more workday availability for non-sponsored volunteers during the non-peak season. Due to the often colder weather during these months, we rely especially on “Winter Warriors,” those volunteers who are willing to brave the cold and elements to work on a home construction or renovation site.

## Worksite Safety

Habitat is trained in safety guidelines and follows OSHA health and safety standards for all volunteers working on a construction site. Habitat provides volunteers with quality work tools and equipment, hard hats, safety goggles, work gloves, and hearing protection. The House and Crew Leads will ensure that safety equipment is used as required.



*Because home construction and renovation projects are the most popular among volunteers, volunteers may be placed on a waiting list for on-site work. Saturdays are especially desired, and are more likely to fill up quickly. If possible, consider using a vacation day(s) to volunteer during the week.*

*Are you part of a business or organization that might be willing to sponsor a house? Let us know. We can help you pitch the idea to your decision makers.*

# Habitat's ReStore

Habitat for Humanity – Greater Columbus operates a ReStore to earn financial support for the organization. Habitat's ReStore accepts donations of, and sells to the general public, new and reusable home improvement materials at discount prices. Revenues earned by the ReStore offset 100% of the Affiliate's administrative costs, so that more of our donors' financial contributions go directly to Habitat's mission of building and rebuilding homes. Additionally, donations to the ReStore divert more than 1,600 tons of durable waste from our local landfill each year . . . a benefit to the entire community. Volunteers can assist in a variety of ways:

## ReStore Team

Volunteers are needed to assist customers, stock shelves, and organize product displays in the ReStore. Volunteers help to unload donations from the vehicles of individual donors as well as to unload large donations that arrive on ReStore trucks. Volunteers also assist with the processing of donations and donor paperwork. Heavy lifting can be involved.

## Donations Pickup/Transportation

Crews of two volunteers are needed to drive the ReStore box truck (U-Haul style truck) to pre-scheduled sites throughout Franklin County to pick up donations. Volunteers must have a valid driver's license and a good driving record. Heavy lifting is involved.

## Deconstruction Projects

From time to time, Habitat's ReStore will deconstruct existing properties to salvage materials that can be sold at the ReStore. Volunteers are needed for on-site deconstruction as well as transportation of items back to the ReStore. Projects vary in degree of effort and length of time. This activity involves significant physical labor. All precautions for volunteer safety are exercised.

## Age Requirements

Volunteers must be 14 or older to work in the ReStore. Youth 14 to 18 should be accompanied by a parent or an adult (21 or older). Youth must be 18 or older to work on deconstruction projects.

### **ReStore Hours:**

**OPEN TO THE PUBLIC**  
3140 Westerville Rd  
Columbus, OH 43224

9:00 a.m. – 6:00 p.m.  
Monday through Saturday

12:00 p.m. – 5:00 p.m.  
Sundays

### **ReStore Workday Shifts\*:**

9:00 a.m. – 12:00 p.m.  
12:00 p.m. – 3:00 p.m.  
3:00 p.m. – 6:00 p.m.  
Monday through Saturday

12:00 p.m. – 5:00 p.m.  
Sundays

*\*Volunteers are requested to sign-up for the established shifts unless otherwise arranged with ReStore staff.*



## Non-Construction Activities

While many volunteers choose to work directly on home construction projects, there are numerous other ways to provide much needed support to Habitat and those we serve. Consider how you might contribute your special skills in any of the following ways:

**Orientation Ambassador:** Assist the Volunteer Department with New Volunteer Orientations. Tasks involved: registration, showing new volunteers to their first station, helping with snacks, speaking (optional), and set up/tear down.

**Speakers Bureau:** Spread the word about Habitat's mission by making presentations or attending recruitment fairs.

**Photography:** Photograph significant events for Habitat. Events include progress shots at each build site, wall raisings, house dedications, donor appreciation, etc.

**Special Events:** Assist with logistics, planning, and coordination.

**Family Advocate:** Volunteers are paired up with a Habitat partner family to be a liaison between the family and Habitat staff. Tasks involve encouraging and checking in on the family as well as attending their wall raising and house dedication ceremonies.

**Family Selection Committee:** Oversee family application informational meetings, screen/process family applications, make home visits, and recommend families to the Board for approval.

**Office Support:** Work in Habitat's office to assist with filing, data entry, and special projects. Previous computer experience preferred.



*Schedules vary by project.*

# General Volunteer Guidelines

## Sign-In Guidelines for All Volunteers

- All volunteers must sign in and sign out each time they volunteer.
- Volunteer hours worked outside of construction sites, the ReStore, or the office, should be kept on a monthly work log sheet and turned in to the Volunteer Department at the end of each month.

## General Conduct Expectations for All Volunteers

There should be:

- No drugs, alcohol, firearms, or weapons on the premises.
- No smoking on Habitat sites.
- No spitting, swearing, coarse joking, rude gestures, harassment. (See harassment policy posted in the office.)
- No clothing with swear words, crude jokes, or crude pictures.
- There should be no inappropriate or disruptive fraternization between volunteers and any staff.
- And no personal correspondence (i.e., phone calls, emails, faxes, etc.) should be done by volunteers at Habitat, except local emergency calls.

Additionally:

- Any complaints need to be taken to your supervisor.
- Any complaints against you will be evaluated by your supervisor.
- Please be on time. Your fellow volunteers and we depend on you.

## Other General Procedures

- All volunteers must sign a waiver of liability form. You may also be asked to sign a confidentiality agreement.
- Use of Habitat vehicles by any volunteer is under the discretion of the supervising staff. Volunteers must have a valid driver's license on file and a good driving record.
- Physical requirements are dependent on the position you are filling. Be sure that you know in advance the requirements for your desired position.



### Volunteer Orientation

Prior to working with Habitat, all individual volunteers are highly encouraged to attend a volunteer orientation session.

Check the Volunteer Hub for upcoming orientation dates.

[www.columbus.volunteerhub.com](http://www.columbus.volunteerhub.com) (See Volunteer Hub Instructions.)

Volunteers working onsite or in our ReStore will also receive a brief Habitat orientation and specific instructions at the start of their volunteer work day.

## Job Site Safety

Habitat is trained in safety guidelines and follows OSHA health and safety standards for all volunteers working on a construction site. Habitat provides volunteers with quality work tools and equipment, hard hats, safety goggles, work gloves, and hearing protection. The House and Crew Leads will ensure that safety equipment is used as required.

- Each work day will start with a safety talk.
- All volunteers must be at least 16 years old and working alongside an adult to be on a construction site.
- Anyone under 18 must have a minor waiver form signed by a parent or legal guardian.
- Everyone must have signed a liability form and waiver form before starting work.
- Sturdy, hard-soled, closed-toe shoes **must** be worn on all work site; **NO SANDALS OR SLIP-ON SHOES ALLOWED.**
- Long pants are recommended (shorts are allowed, if weather permits).
- Avoid loose clothing that might get caught in equipment.
- Long hair should be tied back/put up so it cannot get caught in equipment.
- Hard hats and safety glasses must be worn when on a Habitat build site as directed.
- No one under the age of 18 is allowed to operate power equipment.
- Be aware of those around you, especially when operating equipment, hammering, or carrying large objects.
- Ask for help when lifting heavy objects.
- Be sure to drink plenty of water, especially in warm weather. (Water is provided at all work sites.)
- Know where the First-Aid kit is located.



# Departmental Policies

## Construction Policies

- Sign-in sheets are kept at the worksite.
- Wear clothes you don't mind getting dirty or possibly damaged.
- Listen to all staff members, House Leads, and Crew Leads. They are there to keep everyone safe.
- Be respectful to staff, House Leads, Crew Leads, and other volunteers at all times.
- Observe general safety practices.
- All tools must be cleaned up and put away on site or in a staff truck before leaving a site.
- All sites need to be kept clean and safe.
- Again, sturdy, hard-soled, closed-toe shoe are required, preferably work boots. NO SANDALS, NO SLIP-ONS.



## ReStore Policies

- Sign-in sheets are kept in the Volunteer Center of the store.
- Wear clothes you don't mind getting dirty or possibly damaged.
- You should always be kind and courteous to customers.
- Feel free to shop in the store, but not when you are signed-in and volunteering.
- All pricing is determined by Habitat ReStore staff.
- No one is allowed in the store to shop or browse during non-store hours.
- All volunteers should be committed to the continual improvement and upkeep of the store.
- Only staff members are allowed to operate the forklift.
- Again, sturdy shoes are required; steel-toed shoes or boots are preferred. NO SANDALS, NO SLIP-ONS.
- Always observe general safety practices.

## Office Policies

- Sign-in sheets will be kept in the office.
- Dress casual for office work.
- Be respectful and courteous to staff members, partner families, and other volunteers at all times.

## Fundraising and Other Support

Habitat relies on significant financial support from individuals, businesses, and organizations to build decent, affordable homes for deserving low-income, hard-working families. In addition to providing volunteer labor, many volunteers also find other ways to help, including:

- Make a personal donation to support Habitat. Donations of any size are always welcome.
- Donate in-kind goods or services to support the operations of Habitat.
- Collect donations from others. Work with your employer or an organization to direct charitable fundraising to Habitat. An easy way might be “dress down” Fridays when employees may donate in exchange for the opportunity to dress more casually at work.
- Set up your own Firstgiving page to raise funds for Habitat. (Detailed instructions on the next page.)
- Host an in-home fundraising event such as a party or dinner gathering. Habitat can provide you with talking points and informational materials for distribution to your guests.
- Organize a “Cans for Habitat” recycling effort to raise money for Habitat. (Instructions on next page.)
- Donate new or reusable home improvement materials to Habitat’s ReStore.
- Support Habitat’s mission through workplace giving campaigns.
- Buy and wear Habitat and Habitat’s ReStore logo gear to help promote our cause.
- Use your social media connections to help spread the word.
- For additional ways to get involved, visit [www.habitatcolumbus.org/Get-Involved](http://www.habitatcolumbus.org/Get-Involved).



## FirstGiving

Through FirstGiving, volunteers can raise vital financial donations from family and friends to support Habitat for Humanity – Greater Columbus. All you have to do is set up your own online giving site through FirstGiving. Set a goal, start emailing and telling your friends, and watch the excitement and support for your goal build!

It's easy to get started.

Go to [www.firstgiving.com/habitatcolumbus](http://www.firstgiving.com/habitatcolumbus)

Create your own account and personalized fundraising page. Then get the word out to your social network.

You can also advertise your FirstGiving campaign on your Facebook page. To put your FirstGiving account on your Facebook page, follow these steps:

- 1) Go to your FirstGiving page.
- 2) Click on "Share this Page."
- 3) Scroll down and click on "FirstGiving Facebook application."
- 4) Click "Allow."
- 5) Enter your Facebook page's URL address into the dialogue box.
- 6) Click "Add Page."
- 7) You should see it listed; but it is not on your profile yet!
- 8) Just above your page's listing, click "add to profile."
- 9) Make sure the Wall and Info tab are selected. Click "Add."
- 10) The browser will redirect to your profile, click "keep."
- 11) Your FirstGiving box should be just below your list of friends on the front page of your profile.

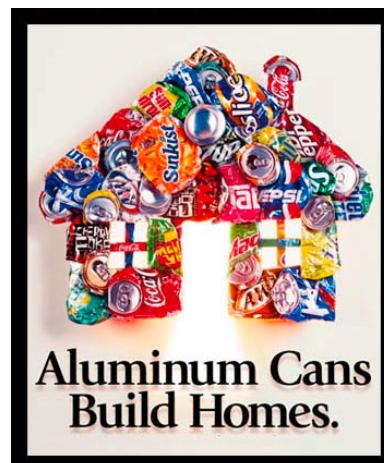
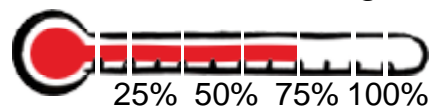
If you are part of a **team** that would like to raise money for Habitat using FirstGiving, please contact our Resource Development department at (614) 364-7031. We will give you additional instructions to help you to correctly link to our FirstGiving page.

## Cans for Habitat

Cans for Habitat is supported by The Aluminum Association's *Cans for Causes* program and promotes the value of aluminum can recycling. Through Cans for Habitat – Greater Columbus, aluminum cans are recycled to raise money to build Habitat homes in Franklin County. Visit the Habitat web site for detailed instructions. ([www.habitatcolumbus.org/sponsor/methods-of-giving/cans-for-habitat.php](http://www.habitatcolumbus.org/sponsor/methods-of-giving/cans-for-habitat.php))



*Watch Your Fundraising Add Up!*



## Getting Started

Use the following volunteer checklist and get started today to serve the families of Habitat for Humanity – Greater Columbus. We welcome your participation, and we will work to ensure you have a volunteer experience that is convenient, productive, fulfilling, and fun!

- Read this manual and keep it for future reference.
- Consider activities that interest you.
- Register for an upcoming volunteer orientation session by using the Volunteer Hub to sign up.
- Fill out the required volunteer forms and bring them to orientation with you.
- The Volunteer Hub is your portal for identifying and registering for volunteer activities of interest.
- Attend your assigned workday. All volunteers are asked to please arrive on time and sign in and out.
- If at any time you are unable to make a volunteer event for which you have signed up, please go to the Volunteer Hub, sign in, and click the “cancel” button to the left of the date, so that others may fill your spot.

### Forms Required

A **Volunteer Profile Form** is requested for each individual volunteer.

A **Release and Waiver of Liability Form** must be completed and turned in. Individuals without a completed waiver will not be permitted to work. Waiver forms may be turned in at the start of the volunteer workday. (Separate form for minors.)

**Volunteer Sign-In Forms** are available at each volunteer activity location. Please sign in legibly, completely, and accurately for our official work records. If you are volunteering for community service requirements or credits, please contact Katie Ramunni at (614) 364-7029 or [kramunni@habitat-columbus.org](mailto:kramunni@habitat-columbus.org) **before you begin volunteering.**

## **Volunteer Hub Instructions**

**[www.columbus.volunteerhub.com](http://www.columbus.volunteerhub.com)**

### **Create a new user:**

- 1) Click on the “Sign In” link in the upper right corner.
- 2) Click on the “Register” button on the right.
- 3) Create a username and password (write it down for future reference).
- 4) Complete the remainder of the registration form.
- 5) At the bottom of the screen, hit “Save and Continue” button.

If everything is filled out correctly, you will automatically enter the Volunteer Opportunity Sign Up page. Blanks needing filled out or corrected, will appear in red. Once completed, hit the “Save and Continue” button at the bottom.

### **Sign Up for Volunteer Events:**

Once your username and password have been created, you can sign in to the volunteer opportunity registration system 24/7 to register for volunteer opportunities. Check back often!

Once signed in to the Volunteer Hub web site, follow these steps to sign up for an event:

- 1) Click on the “Sign In” link in the upper right corner.
- 2) Enter your username and password.
- 3) You should see the Volunteer Opportunities available.
- 4) Click the “Sign Up” button to sign up for an event. Once you are registered for an event, you will receive a confirmation email and details to follow.

If at any time you are unable to make an event, please sign in and click on the “Cancel” button to the left of the date, so that others may fill your spot.

If you have any questions or experience any problems using the Volunteer Hub, please contact the Volunteer Department at (614) 364-7020.



Date of orientation \_\_\_\_/\_\_\_\_/\_\_\_\_

**VOLUNTEER PROFILE**

**(PLEASE PRINT CLEARLY)**

\_\_\_\_\_  
(Date)

Name \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

Mailing Address \_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip Code)

\*[ ] Phone/Work \_\_\_\_\_ [ ] Phone/Home \_\_\_\_\_ [ ] Phone/Mobile \_\_\_\_\_

\*Please indicate which is your preferred contact number.

Email: \_\_\_\_\_

Would you like to be added to our mailing list? [ ] Yes [ ] No

I am: [ ] 18 or over [ ] under 18\*\* Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (DOB required if under 18)

Employer: \_\_\_\_\_ School (if applicable): \_\_\_\_\_

Church: \_\_\_\_\_ Religious Affiliation \_\_\_\_\_

Do you have any medical conditions? [ ] Yes (please list) \_\_\_\_\_ [ ] No

Do you require any handicap accommodations in order to volunteer? [ ] Yes [ ] No

Emergency contact \_\_\_\_\_  
(Name) (Relationship) (Phone)

My volunteer service is required? [ ] Yes [ ] No (i.e. school requirement)

If "Yes," who is requiring you to volunteer? \_\_\_\_\_. How many volunteer hours? \_\_\_\_\_

**YOU MUST HAVE A SIGNED WAIVER OF LIABILITY TO VOLUNTEER.  
\*\*IF UNDER 18, TO VOLUNTEER YOU NEED A MINOR WAVIER SIGNED BY YOUR PARENT OR LEGAL GUARDIAN.**

**(CON'T ON BACK)**

## Volunteer Placement Form

(You will receive emails and updates about the volunteer groups you select below)

VOLUNTEER AREAS	PLEASE *STAR OR ✓CHECK AREAS OF INTEREST	EXPERIENCE
<i>* Requires some knowledge in designated area(s)</i>		I = Interested S = Skilled P =Professional
<i>**Requires good driving record</i>		
<b>Volunteer Development</b>		
Orientation Ambassador		
*Speakers Bureau (public speaking, as needed)		
<b>Resource Development</b>		
Photography (as needed)		
Special Events (as needed)		
<b>Family Services</b>		
Family Selection Committee (as needed)		
Family Advocate (as needed)		
<b>Administration</b>		
*Office Support (variety of duties)		
<b>Habitat ReStore High Priority</b>		
Deconstruction (duties and hours vary per project)		
**Pick-up Driver Helper		
ReStore Team--Weekdays		
ReStore Team--Weekends		
<b>Construction</b>		
Construction (on site)		
Construction (on site) for Winter Months (Dec-Mar)		
Thriverent Builds (Lutherans)		
Construction Support (errands, misc.)		
House Lead Assistant		
*House Lead		
*Crew Lead		
<b>Women Build</b>		

I am interested in receiving information about volunteer opportunities outside of Habitat:  Yes  No  
 (Yes, we cooperate with other non-profit organizations here in central Ohio).

Other talents/ideas/passions I have to share: \_\_\_\_\_  
 \_\_\_\_\_

I'm generally available: \_\_\_ Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thurs. \_\_\_ Fri. \_\_\_ Sat. \_\_\_ Sun. Hours: \_\_\_\_\_

I would like to volunteer: \_\_\_ as needed \_\_\_ weekly \_\_\_ bi-weekly \_\_\_ monthly \_\_\_ bi-monthly



3140 Westerville Rd., Columbus, OH 43224 Fax: 614.414.0432 Phone: 614.414.0427

## RELEASE AND WAIVER OF LIABILITY

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS! YOU MUST HAVE A SIGNED WAIVER BEFORE VOLUNTEERING!

This Release and Waiver of Liability (the "Release") executed on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ by \_\_\_\_\_ (Volunteer), in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity – Greater Columbus, an Ohio 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 but are not limited to constructing and rehabilitating residential buildings, working in the Habitat offices, working in Habitat's ReStore or Warehouse, 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 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 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 included 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 releases 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 medical 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 photographs 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 Ohio, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Ohio. 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 written.

Witness: \_\_\_\_\_

Volunteer Signature: X \_\_\_\_\_

Name printed clearly: \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

[BLANK]

[20]



## RELEASE AND WAIVER OF LIABILITY FOR MINORS

### Page 1 of 2

**PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS! YOU MUST HAVE A SIGNED WAIVER BEFORE VOLUNTEERING.**

This Release and Waiver of Liability (the "Release") executed on this \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, 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 – Greater Columbus, an Ohio 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 Guardian understand that the Activities may include but are not limited to, constructing and rehabilitating residential buildings, working in the Habitat offices, working in Habitat's ReStore or Warehouse and living in housing provided for volunteers of Habitat.

The Volunteer and Guardian hereby freely, voluntarily, and without duress executes 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 and 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 14 not be allowed on a Habitat worksite while there is construction in progress. It is further the policy of Habitat 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.** 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 such 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 included 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 assumes the risk of injury or harm in the Activities and releases 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 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.

**PLEASE TURN PAGE OVER FOR AREA TO SIGN BY PARENT/GUARDIAN.**

**RELEASE AND WAIVER OF LIABILITY FOR MINORS**

**Page 2 of 2**

**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 Ohio, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Ohio. Volunteer and Guardian agree 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 written.

Witness: \_\_\_\_\_ Volunteer Signature: X \_\_\_\_\_

Witness: \_\_\_\_\_ Parent/Guardian Signature: X \_\_\_\_\_

Volunteer Name (*printed clearly*) \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

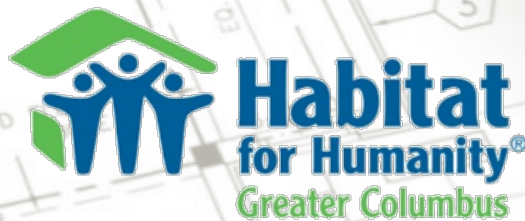


[BLANK]

**For More Information or Questions**

Deb Light  
Volunteer Director  
(614) 364-7020  
[dlight@habitat-columbus.org](mailto:dlight@habitat-columbus.org)

Matt Kreiner  
Volunteer Resource Coordinator  
(614) 364-7030  
[mkreiner@habitat-columbus.org](mailto:mkreiner@habitat-columbus.org)



3140 Westerville Road  
Columbus, OH 43224

(614) HABITAT (422-4828)

[www.habitatcolumbus.org](http://www.habitatcolumbus.org)