

Habitat for Humanity ReStore
3000B E. College Ave. Appleton, WI 54915
Phone: 920-830-8400 Fax: 920-882-7007
Email: info@appletonrestore.org



Habitat ReStore Hours:
Tuesday, Wednesday & Friday 10am – 6pm
Thursday 10am – 7pm, Saturday 8am – 4pm

VOLUNTEER INFORMATION FORM

Name: _____ **Full Date of Birth:** _____ **Today's Date:** _____
(Please Print) (Middle Initial) (Mo/Day/Yr) **Mark if you are you 18 or over**
Street Address: _____ City: _____ State: _____ Zip: _____
Phone Number: _____ Email Address: _____
Home Cell Work

When are you available? Morning (8 or 10 am – 2pm) Aft. (2 pm – 6 or 7 pm) Saturday Anytime Other

List any hours outside the hours listed above that you might be available. _____

What special skills would you like us to be aware of (i.e.: carpentry, data entry, event planning, licenses)? _____

Do you have any medical conditions, allergies or restrictions we should be aware of? _____

I understand that ALL DONATED ITEMS ARE THE PROPERTY OF HABITAT RESTORE Yes No

VOLUNTEER WAIVER AND RELEASE

Waiver and Release: I understand that participation in activities relating to working with Habitat ReStore involve potential hazards, and on behalf of me, my heirs, executor, administrator, and any minor volunteering with me, I hereby release Greater Fox Cities Habitat for Humanity and Greater Fox Cities Habitat for Humanity ReStore and its Staff, representatives, board members and volunteers from any claims, demands, injuries, damages or actions arising from my participation in such activities whether or not caused by my negligence or the negligence of any of the Habitat for Humanity affiliates listed above or any other party. **(Parent or Guardian must sign for all persons under 18 years of age).**

In Case of Emergency:

Emergency Contact Name #1: _____
Phone Number: _____

Relationship: _____

Photo Release Waiver:

- Greater Fox Cities Habitat for Humanity ReStore and its affiliates have permission to use my picture outside of the agency.
- Greater Fox Cities Habitat for Humanity ReStore and its affiliates do not have permission to use my picture outside of the agency.

Volunteer Signature: _____ Date: _____

For Youth Volunteers:

In case that my child needs medical treatment while participating with a Habitat for Humanity ReStore project, I hereby give Habitat for Humanity ReStore permission to consent to medical services for my child. _____ Parent Initial

Parent or Guradian Name: _____ Date: _____ (Please Print)

Volunteers 14 – 17 years of age need to have this Waiver Form signed by their parent or legal guardian before working at any Greater Fox Cities Habitat for Humanity ReStore site.

Is this Court-Ordered Community Service?

No Yes *Please fill out Community Service Guidelines and Responsibilities Form (on back)*

COURT-ORDERED COMMUNITY SERVICE GUIDELINES AND RESPONSIBILITIES

For all Community Service

1. The Habitat ReStore is extending you the opportunity to serve your court-ordered community service hours at our ReStore. To maintain that opportunity, the following guidelines must be followed.
2. You will be scheduled to work by the ReStore Resource Coordinator for your community service.
3. Community Service volunteers are expected to serve a minimum of 10 hours with the Habitat ReStore. Additional shifts may be available.
4. You must sign in and out on the Habitat ReStore Sign-in Sheet every day you volunteer. If you forget to sign in or out, that day will not count.
5. If you have a sheet that needs to be signed each day, be sure you bring it every time you volunteer and have the manager sign it at the end of your shift.
6. You must call us with a reasonable explanation (work, illness, etc) if you are unable to work for the hours you are scheduled.
7. Failure to show up for hours that you've committed to may be grounds for losing the opportunity to serve your hours at the ReStore.
8. Any false information on any of the Habitat ReStore's forms will terminate your community service and nullify your hours of service.
9. You are expected to complete the tasks assigned to the very best of your ability.
10. It is important to arrive on time and closely follow the instructions of the Managers on duty.
11. You are responsible to wear appropriate attire (pants must be worn at the waist, no bare stomachs, no logos or print advocating alcohol or drugs) and adhere to all safety requirements while volunteering.
12. Come with a positive attitude.
13. No visitors or phone calls are allowed during service time, unless there is approval from the Manager.
14. When you are nearing completion of your total required hours, contact the Resource Coordinator so that your hours can be verified. At least two days in advance is required.
15. The use of alcohol or drugs prior to or while volunteering is strictly prohibited.

I have read and agree to the guidelines above.

_____ **Your Signature** _____ **Date**

_____ **Print Your Name** _____ **Home Phone Number** _____ **Cell Phone Number**

_____ **Address** _____ **City** _____ **State** _____ **Zip**

How Many Hours do you need? _____ Date they need to be completed by _____

Will you be your performing all your Community Service hours here? Yes No

What was your offense? _____ Who should your hours be reported to? _____

Community Service Supervisor's Phone Number _____ Fax Number _____

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") executed on this ___ day of _____ 200___, by _____ (the Volunteer") in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Greater Fox Cities Area Habitat for Humanity, Inc., a Wisconsin nonprofit corporation, their directors, officers, employees, and agents (collectively, "Habitat").

Activities

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 constructing and rehabilitating residential buildings, working in the Habitat offices, and living in housing provided for volunteers of Habitat. Constructing and rehabilitating residential buildings may require the use of potentially dangerous objects, tools and electrical equipment, loading and unloading, and transportation to and from the work site. Volunteer understands that construction is an ultra hazardous activity which may require the use of power tools, and may involve excavation, demolition or working on rooftops. Volunteer understands that the Activities may require Volunteer to be a considerable distance from the ground, or to work on treacherous terrain including, but not limited to, ladders, scaffolding, and rooftops. Volunteer understands that the Activities may take place in and around a potentially unstable structure and that Volunteer should have a heightened awareness of the surrounding environment.

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 of 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 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 Wisconsin, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. 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 above written

Witness Signature & date: _____
Signature of Witness Date

Volunteer Signature & date:

Signature Date

Volunteer Full Name: _____
(Print name legibly) First Middle Last

Volunteer's Address: _____

City State Zip

Phone (H): _____

Phone (W): _____

**GREATER FOX CITIES AREA HABITAT FOR HUMANITY
VOLUNTEER WORKSITE REGISTRATION FORM**

PLEASE PRINT CLEARLY AND LEGIBLY!

GENERAL INFORMATION (Required):

PARTICIPANT'S NAME: _____ DATE OF BIRTH: _____

Please note: If you are under age 18, certain restrictions apply & you are required to fill out the back of this sheet

HOME ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____ HOME PHONE: _____

WORK PHONE: _____ CELL PHONE: _____

OPTIONAL INFORMATION:

EMAIL ADDRESS: _____

WOULD YOU LIKE TO RECEIVE WEEKLY EMAIL UPDATES ABOUT VOLUNTEER OPPORTUNITIES? **(PLEASE NOTE: THIS MAY NOT GO INTO EFFECT IMMEDIATELY)** YES NO (Circle One)

WOULD YOU LIKE TO RECEIVE OCCASIONAL EMAILS FROM US REGARDING SPECIAL EVENTS? (House dedication ceremonies, fundraisers, news updates, etc.) YES NO (Circle One)

MEDICAL INFORMATION (Required):

PLEASE LIST ANY MEDICAL CONDITIONS OR ALLERGIES: _____

DOCTOR'S NAME AND PHONE NUMBER: _____

WHICH CLINIC IS THIS DR. ASSOCIATED WITH? _____

DO YOU HAVE A PREFERRED HOSPITAL IF EMERGENCY TREATMENT IS REQUIRED? If so, please list:

IN CASE OF EMERGENCY, CONTACT (Required):

NAME: _____ RELATIONSHIP TO YOU: _____

PHONE #: _____ ALTERNATIVE PHONE #: _____

INSURANCE & SAFETY INFORMATION (Required):

____ I UNDERSTAND THAT THE INSURANCE CARRIED BY Greater Fox Cities Area Habitat for Humanity IS SECONDARY COVERAGE. IF INJURED ON THE WORKSITE, I UNDERSTAND THAT I MUST FILE A CLAIM WITH MY PRIMARY INSURANCE CARRIER BEFORE FILING ANY CLAIM WITH GFCA HABITAT FOR HUMANITY'S INSURANCE CARRIER. **I WILL REPORT ANY INJURIES OCCURRING ONSITE TO THE CONSTRUCTION SUPERVISOR IMMEDIATELY!** (Please note, it is also required to fill out an accident report if any accident, injury, or "near miss" occurs)

____ I HAVE READ Greater Fox Cities Area Habitat for Humanity **GUIDELINES FOR WORKSITE SAFETY** OR HAVE RECEIVED SAFETY TRAINING AND AGREE TO ABIDE BY THE RULES LISTED IN THIS POLICY.

(If not previously reviewed, ask the site support volunteer if you would like to see a full copy of the Safety Manual)

SIGNATURE: _____ **DATE:** _____

HABITAT RESTORE DRESS CODE:

- Tennis Shoes, work boots or steel toed shoes must be worn when working at the ReStore or on Deconstruction sites. NO SANDALS, FLIP-FLOPS HEELS, SLIP-ON OR SLIPPER TYPE SHOES.
- On a deconstruction site, it is preferred that you wear pants because they offer protection.
- No apparel that advertises drugs, alcohol, sex or violence can be worn.
- No spaghetti straps or bare midriffs.
- Pants must be worn at the waist. If your pants don't stay up on their own, we will give you a rope to hold them up while you are here.

CODE OF CONDUCT:

It is our policy that every person at any Habitat activity is entitled to be treated with dignity, courtesy and respect.

Consistent with that policy, we do not condone:

- Verbal abuse, insults or demeaning remarks
- Any uninvited physical contact
- The display of offensive objects or pictures
- Repeated, unwelcome flirtation or other sexually oriented discussions
- Profanity or vulgarity

Safety is a priority at the Greater Fox Cities Area Habitat ReStore.

- Anyone acting in an unsafe manner or refusing to abide by our safety regulations or code of conduct will be asked to leave
- The use of alcohol or drugs prior to or while volunteering is strictly prohibited
- Headphones present a true safety hazard in a warehouse setting. We ask that you refrain from using them while you are here.
- If you have a cell phone, program an emergency contact number into your phone and label it ICE (for In Case of Emergency). This is a standard among emergency personnel and could save your life, especially if you are in a serious accident.
- Once the ICE is programmed into your cell phone, TURN YOUR CELL PHONE OFF. Your full attention is needed while you are here.

Habitat ReStore does not allow discrimination based on race, sex, creed, marital status, age, physical and/or developmental disability, color, or national origin. Discrimination will not be tolerated under any circumstances.

Habitat ReStore reserves the right to dismiss anyone from an event or worksite who engages in activities prohibited by this policy and to bar such persons from coming to any of our events or worksites in the future.

Volunteering with Habitat for Humanity and Habitat ReStore is an opportunity to learn new skills and meet new people and make a difference!