



Habitat for Humanity of Oshkosh
 1640 S. Koeller St. Oshkosh, WI 54902
 Phone: (920) 235-3535 Build Site
 (920) 230-3535 ReStore
 E-mail: volunteer@habitatoshkosh.org



Volunteer Registration Form

Name: _____ Date of Birth: _____
 (Last) (First) (M.I.) (Mo/Day/Yr)

Home Address: _____ City: _____

State: _____ Zip: _____ Phone Number: _____

Email Address: _____

Where did you hear about us? _____

Will you commit to minimum of 50 hours? ____ Yes/No

For Office Use Only:

- Background Check
- S.O. Registry
- Orientation

Orientation Time/Date: _____

Notes: _____

Keystone

Keystone

- | | |
|----------------------------------|---------------------------------|
| <input type="checkbox"/> Cashier | <input type="checkbox"/> Pickup |
| <input type="checkbox"/> CS. | <input type="checkbox"/> Build |
| <input type="checkbox"/> Salvage | <input type="checkbox"/> W-2 |
| <input type="checkbox"/> DVR | <input type="checkbox"/> WISE |

Complete if volunteering in RESTORE.

Which position(s) interest you?

- Cashier (no theft & interview w/ manager)
- Merchandiser/ Donation Associate/ Pricing
- Salvage Crew
- Donation Pickup Driver/Crew
 Driver's License # _____

When are you available?

- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Daily | <input type="checkbox"/> Weekdays |
| <input type="checkbox"/> Weekly | <input type="checkbox"/> Weekends |
| <input type="checkbox"/> Monthly | <input type="checkbox"/> Mornings |
| <input type="checkbox"/> Occasionally | <input type="checkbox"/> Afternoons |
| | <input type="checkbox"/> Evenings |

Complete if volunteering at CONSTRUCTION SITE.

Which position(s) interest you?

- Crew Member (general volunteer)
- Crew Leader
- Site Host
- Lunch Provider

Can we contact you about future volunteer opportunities? Yes No

When are you available?

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Mondays | <input type="checkbox"/> Thursdays |
| <input type="checkbox"/> Tuesdays | <input type="checkbox"/> Fridays |
| <input type="checkbox"/> Wednesdays | <input type="checkbox"/> Saturdays |

MEDICAL EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Phone #: _____ Alternative Phone #: _____

Please list any medical conditions or allergies we should be aware of: _____

Do you have a preferred hospital if emergency treatment is required? _____

For Youth Volunteers (Ages 14-17): If my child needs medical treatment while volunteering with Habitat for Humanity of Oshkosh, I hereby give Habitat for Humanity of Oshkosh permission to consent to medical services.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

INSURANCE & SAFETY INFORMATION:

_____ I will report any injuries occurring onsite to the construction supervisor or site host immediately and fill out an accident report for any injury or "near miss".

_____ I have read Habitat for Humanity of Oshkosh, Inc. safety manual or have received safety training and agree to abide by the rules stated in this policy. (If not previously reviewed, ask site host for the safety manual or brief safety training.)

Signature: _____

Date: _____

RELEASE AND WAIVER OF LIABILITY

This Release and Waiver of Liability (the "Release") executed on _____ (date), by _____ (the "Volunteer") in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity of Oshkosh, 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.

Criminal History Release: **Volunteer does hereby consent to have a criminal background and sex offender registry check completed in accordance with Habitat's written policies. Providing false information to Habitat may result in application denial or termination.**

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, unless otherwise agreed to by Habitat in writing, Habitat does not carry or maintain health, medical, or disability insurance coverage for any Volunteer.

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

Volunteer Signature: _____ Date: _____

For Youth Volunteers (Ages 14-17):

Parent/Guardian Signature: _____ Date: _____

(To be completed by Habitat staff member):

Witness Signature: _____ Date: _____

Fill out at ReStore Orientation

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 Habitat Oshkosh 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 and are not allowed.
- **PLEASE REFRAIN FROM USING YOUR CELL PHONE.** Your full attention is needed while you are here. Cell phones are allowed during break.

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 based on criminal record in accordance with Habitat's written policies or 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.

All items donated to the ReStore are property of Habitat for Humanity of Oshkosh. **Any items taken from the ReStore without permission will result in termination.**

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 attire does not meet these requirements, you will be sent home to change.

INSURANCE & SAFETY INFORMATION

_____ **(Initial)** I will report any injuries occurring onsite to the ReStore Manager or construction supervisor on duty immediately and fill out an accident report for any injury or "near miss".

_____ **(Initial)** I have read Habitat for Humanity of Oshkosh, Inc. Code of Conduct and safety information and agree to abide by the rules stated in this policy. (If not reviewed, ask a staff member for the safety manual or brief safety training.)

Signature: _____

Date: _____

COMMUNITY SERVICE GUIDELINES AND RESPONSIBILITIES

1. You must schedule your hours with the ReStore Volunteer Coordinator or other staff.
2. **Volunteers are expected to serve a minimum of 40 hours (12 of those hours on weekend) and minimum of 4 hours** per shift with the Habitat ReStore.
3. **You must fill out an orange time slip and have it signed by a staff member at the beginning and end of each shift.** If you fail to receive a valid signature, those hours will not be counted.
4. **If you need a letter verifying your hours, please give us a 24 hour notice.**
5. You must call us with a reasonable explanation if you are unable to work for the hours you are scheduled.
6. **Failure to show up for hours that you've committed to may be grounds for dismissal.**
7. **Providing false information to Habitat may result in termination and invalidation of your hours of service.**
8. You are expected to complete the tasks assigned to the very best of your ability and in a timely manner.
9. It is important to arrive on time and follow the instructions of the managers on duty.
10. You are responsible to wear appropriate attire and adhere to all safety requirements while volunteering.
11. Come with a positive attitude, and leave the gossip or drama at home.
12. No visitors or phone calls are allowed during service time, unless there is prior approval from the Manager.
13. The use of alcohol or drugs prior to or during the volunteer shift is strictly prohibited.

Total number of hours needed: _____ Hours per week: _____ Reminder: minimum of 4 hours per shift!

Will you be your performing all your hours at Habitat Oshkosh? Yes No
Community/ Forward/W2/WISE/DVR/ Service Supervisor **(required)**: _____ Phone _____

Community Service Only: Explain your offense **(required)**

I have read and agree to the guidelines above.

I agree to complete 40 hours of service with the ReStore.

I understand that my hours will not be counted until I perform 40 hours of service at the ReStore.

Signature: _____

Date: _____