



Workgroup Volunteer Forms

Please review the following volunteer forms. Each of these forms will need to be completed and returned to Avery County Habitat for Humanity BEFORE your arrival. Individual volunteers or volunteer groups that arrive without having sent completed paperwork will not be allowed on the worksite until their paperwork has been completed and reviewed by Habitat staff. This may delay our ability to get your group out to the worksite your first day.

Each participant must complete the Volunteer Survey and both Conduct Agreements. The top portion of the Emergency Contact Information Form needs to be completed by each volunteer and the lower portion needs to be completed by each volunteer and the lower portion needs to be completed for volunteers under age 18. Each adult volunteer (18 and over) must complete the Waiver of Liability. Each youth volunteer (17 and younger) must have their parent or guardian complete the **Waiver of Liability for minor, Permission Slip and the Consent to Treatment of a Minor.**

After insuring that the forms are complete please return them to Avery County Habitat for Humanity no later than 30 days prior to your scheduled work group.

We realize that you have many things to do besides getting all the paperwork completed, collected, and returned to us, but your advance planning in this area will prevent disappointment and facilitate an enjoyable and productive volunteer experience. Your understanding and compliance are greatly appreciated. We look forward to having you with us!

The following six documents are included in this file:

Worksite Conduct Agreement
Waiver of Liability for Minors
Emergency Contact Information

Gilmer Community Center Conduct Agreement
Waiver of Liability
Volunteer Skills Survey

Please print each form on a separate page.

PO Box 1016
Newland, NC 28657
Phone: (828) 733-1909
Fax: (828) 733-1669
www.averycohhf.org

Mission Statement: "Avery County Habitat for Humanity works in partnership with God and people from all walks of life to build and renovate affordable houses in decent communities, where every person can live and grow into all that God intends."

Work Group Volunteer Conduct Agreement: Worksite

We know our volunteers arrive with an eagerness to work with our affiliate and to serve our community. Being on the worksite during the day is a great opportunity for our volunteers to interact with our homeowners, partner families, and neighbors. In order to set a proper example for our community, and to help nurture our relationship with our neighbors, we must insist that you uphold the following conduct agreement while on site. Failure to do so may result in you and/or your group being removed from the site for a length of time to be determined by Avery County Habitat for Humanity, or being asked to leave our affiliate all together.

- Obey the Avery County Habitat for Humanity Safety Policy!
- Follow the directions and/or instructions of Avery County staff members.
- Do not use improper and/or threatening language of any kind. This includes, but is not limited to, cuss words, racial slurs, and sexually explicit or suggestive conversations.
- Dress appropriately for work – no swimsuits, flip-flops, bikinis, halter tops, short shorts, etc. Please wear jeans or khakis and t-shirts you won't mind getting dirty. Wear shoes or boots (preferable leather) with some ankle support.
- Treat all Habitat neighbors, homeowners, partner families, volunteers, employees and visitors to the site with respect and courtesy.
- Discrimination of any kind will not be tolerated.
- There will be no horseplay or roughhousing on site.
- Stay on Habitat grounds; do not wander from the site onto the property of others.
- Keep the site and surrounding areas clean.
- **Absolutely no alcohol, tobacco or illegal drugs** are allowed on Habitat work sites. Avery County Habitat for Humanity has many relationships in the community that must be nurtured carefully – if our volunteers are perceived as lacking respect for our community, it damages Habitat's reputation and jeopardizes the future of its ministry. Drunkenness, use of drugs and other illicit behavior will not be tolerated – appropriate action will be taken. **If any of these behaviors are discovered, your group may be asked to leave immediately.**

Following the Worksite Conduct Agreement will help make your mission experience with Avery County Habitat for Humanity a success. We want to foster a supportive atmosphere for all our volunteers as you work together in the spirit of Christian partnership. The Worksite Conduct Agreement is meant to outline the behavior that is expected of you, and that you should expect from every other volunteer during your time with us at Avery County Habitat for Humanity.

I have read and understand the Worksite Conduct Agreement and agree to abide by it.

Volunteer Printed Name: _____

Volunteer Signature: _____ **Date:** _____

The goal of Avery County Habitat for Humanity is to eliminate substandard housing in Avery County and to make decent shelter a matter of conscience and action.

Workgroup Volunteer Conduct Agreement: Gilmer Community Center

We must insist that you uphold the following conduct agreement while staying at our community center. Failure to do so may result in you and/or your group being removed from the site for a length of time to be determined by Avery County Habitat for Humanity, or being asked to leave our affiliate all together.

- The Gilmer Community Center is not the only place where Avery County Habitat for Humanity houses volunteers; and this agreement applies to all sites where volunteers may be housed.
- Inspect the housing facility upon checking in and notify Avery County HFH of any unclean or unkempt conditions. The center must be left in a clean condition upon check out. Failure to do so will result in your group's forfeiture of the housing deposit.
- Report all damaged, broken or malfunctioning items (tools, materials, chairs, tables, appliances, etc.) immediately.
- Quiet hours begin at 10 p.m. Keep all activities quiet after this time. Please respect other volunteers and neighbors who may retire early. All volunteers need to get adequate rest; failure to do so can cause safety concerns at the worksite.
- Due to limited water supplies, each volunteer is allowed one five-minute shower a day.
- It is the responsibility of each group to cooperate with any other group(s) sharing the community center.
- **Absolutely no alcohol or illegal drugs are allowed on the Gilmer Community Center property or at the worksite.** Avery County Habitat for Humanity has many relationships in the community that must be nurtured carefully – if our volunteers are perceived as lacking respect for our community, it damages Habitat's reputation and jeopardizes the future of its ministry. Drunkenness, use of drugs and other illicit behavior will **not** be tolerated – appropriate action will be taken. **If any of these behaviors are discovered, your group may be asked to leave immediately.**

Following the Gilmer Community Center Conduct Agreement will help make your experience with Avery County Habitat for Humanity a success. We want to foster a supportive atmosphere for all our volunteers as you work together in the spirit of Christian partnership. The Gilmer Community Center Conduct Agreement is meant to outline the behavior that is expected of you, and that you should expect from every other volunteer, during your time with us at Avery County Habitat for Humanity.

I have read and understand the Gilmer Community Center Conduct Agreement and agree to abide by it.

Volunteer Printed Name: _____

Volunteer Signature: _____ **Date:** _____

**Avery County Habitat for Humanity
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 _____, 20___, by _____ (the "Volunteer") in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity of Avery County, Inc., a North Carolina nonprofit corporation, their directors, officers, employees, and agents (collectively, and all herein after referred to as "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 constructing and rehabilitating residential buildings, working in the Habitat offices, 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, by whomsoever made either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with Habitat.

Volunteer understands that this Release forever 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 include 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 forever releases Habitat from all liability for injury, illness, death, or property damage resulting from or arising out of 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 disability, 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 North Carolina, and that this Release shall be governed by and interpreted in accordance with the laws of the State of North Carolina. 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:** _____, 20___

Volunteer Printed Name: _____ **Witness:** _____

Address: _____ **Witness Address:** _____

Phone (H): _____ **Email** _____

(C): _____ **(W):** _____

**Avery County Habitat for Humanity
Release and Waiver of Liability for Minors**

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 _____, 20___, 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 of Avery County, Inc., a North Carolina nonprofit corporation, their directors, officers, employees, and agents (collectively, and all herein after referred to as "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 the Guardian understand that the Activities may include constructing and rehabilitating residential buildings, working in the Habitat offices, and living in housing provided for volunteers of Habitat.

The Volunteer and Guardian do hereby freely, voluntarily, and without duress execute 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, by whomsoever made 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 forever discharges Habitat from any liability or claim that the Volunteer or 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 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 may include 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 assume the risk of injury or harm in the Activities and forever release Habitat from all liability for injury, illness, death, or property damage resulting from, or arising out of, the Activities.

Insurance. The Volunteer and Guardian understand 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 disability, 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.

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 North Carolina, and that this Release shall be governed by and interpreted in accordance with the laws of the State of North Carolina. 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 and Guardian have executed this Release as of the day and year first above written.

Volunteer : _____ **Date:** _____, 20 ____
(Signature)

Volunteer: _____ **Parent/Guardian** _____
(Printed Name) (Printed Name)

Address: _____ **Parent/Guardian:** _____

(Signature)
Email: _____

Phone: (H) _____ **(C)** _____

The goal of Avery County Habitat for Humanity is to eliminate substandard housing of Avery County and to make decent shelter a matter of conscience and action.

Emergency Contact Information
(applicable for all)

In Case of Emergency Contact:

_____ Relationship: _____

Address: _____

Phone:(H) _____ (C) _____ (W) _____

Alternate Contact: _____ Phone: _____

Allergies (medicine, food, etc.): _____

Date of last tetanus shot: _____

Medication being taken: _____

Physical Impairments: _____

Other: _____

Physician: _____ Phone: _____

Insurance Company: _____

Policy Number: _____

Permission Slip (if applicable)

To whom it may concern: _____ has my permission to go with
(Minor's Name)
_____ on a work group trip to Avery County, NC, on the dates of
(Group Name)
(___/___/___) through (___/___/___). _____
(Signature of Parent or Guardian)

Consent to Treatment of a Minor (if applicable)

The undersigned parent of guardian of _____, a minor,
Does hereby authorize adult leaders of the group _____, or
staff of the affiliate as agents for the undersigned, to consent to any examinations, X-rays, anesthetic, medical or
surgical diagnosis or treatment and hospital care which is deemed advisable by a qualified physician or local
hospital. I will assume responsibility for fees incurred by such an emergency.

Signature of Parent or Guardian: _____
Phone: (H) _____ (W) _____ (C) _____

The goal of Avery County Habitat for Humanity is to eliminate poverty housing from Avery County and to make decent shelter a matter of conscience and action.

Volunteer Survey

Volunteer Information

Date ___/___/___

Name _____

Phone: (H) _____ (W) _____ (C) _____

Mailing Address _____

City _____ State _____ Zip _____

Name of Group _____

Occupation _____ If student, year in school _____

Skill Survey

Please *circle* the number that indicates the appropriate level of skill you have for each of the areas listed below.

If you are not interested in working in a particular area, do not circle any number, regardless of your skill level.

- 1 = Skilled Professional; formerly or currently employed in this trade, able to work independently and oversee others.
- 2 = Skilled Non-Professional; handyman, apprentice, able to take responsibility for my own work and tools without supervision.
- 3 = Semi-Skilled; Some hands-on experience in this trade; able to take responsibility for my own work and tools when given supervision.
- 4 = Knowledgeable; No hands-on experience, "I saw it on TV", familiar with the skills and tools of this trade, able to follow instructions.
- 5 = Unskilled; but I have an interest in learning this trade.

| | | | | | | | | | | | |
|---|---|---|---|---|-------------------|---|---|---|---|---|-----------------|
| 1 | 2 | 3 | 4 | 5 | Framing | 1 | 2 | 3 | 4 | 5 | Plumbing |
| 1 | 2 | 3 | 4 | 5 | Heating | 1 | 2 | 3 | 4 | 5 | Hanging Drywall |
| 1 | 2 | 3 | 4 | 5 | Finishing Drywall | 1 | 2 | 3 | 4 | 5 | Vinyl Siding |
| 1 | 2 | 3 | 4 | 5 | Painting | 1 | 2 | 3 | 4 | 5 | Insulation |
| 1 | 2 | 3 | 4 | 5 | Windows/Doors | 1 | 2 | 3 | 4 | 5 | Cabinets |
| 1 | 2 | 3 | 4 | 5 | Electrical | 1 | 2 | 3 | 4 | 5 | Trimming |
| 1 | 2 | 3 | 4 | 5 | Roofing | 1 | 2 | 3 | 4 | 5 | Landscaping |

Because this survey is being used to help the staff plan the projects for the time you will be volunteering with Avery County Habitat for Humanity, it is important that you return this form at least two weeks before you are scheduled to arrive. Though we want to utilize your skills and talents to their fullest, many factors may determine what projects you will be working on such as the skill level of your group, the financial resources available, the tasks completed by previous volunteers, and the weather conditions. Just keep in mind.... THERE ARE NO UNIMPORTANT JOBS!