



Celebrating
25
YEARS
1986-2011

Greetings Habitat Volunteer,

Thank you so much for dedicating your time and energy to volunteering with Habitat for Humanity Saint Louis (HFHSL)! We hope you will enjoy this opportunity to work side by side with other volunteers and our homebuyers as we make a difference in the St. Louis metropolitan community.

ALL volunteers play a vital role in the project's completion. **It is extremely important that all scheduled volunteers attend their build day. A shortage of volunteers will affect productivity and ultimately will delay the homeowner's move-in date.** Please also note that only volunteers who have registered will be permitted to stay and work. Additional volunteers will be sent home.

If you need to **cancel** your volunteer day, please use the online system to cancel. If you need to cancel after the cut off date for online cancellation, please email us at buldday@habitatstl.org.

Included in this packet are:

- **2011 Waiver of Liability** 2 pages, must sign and turn in **BOTH** pages. *All volunteers under the age of 18 years old must have their waiver signed by a parent or legal guardian.*
- **Volunteer Brochure** includes general construction information for our build site/warehouse
- **Directions** and map to the build site and site support sign-in.
- **How do I get community service hours?** This outlines the steps to receive a validation letter from HFHSL.

Important Reminders:

- Do **NOT** fax or mail the waiver forms to the Habitat Office. Bring them with you to the build site and/or warehouse.
- No volunteers under the age of 16 years old are permitted on the build site for any reason.
- No volunteers under the age of 18 years old are permitted to use power tools or be on ladders.
- **All volunteers must arrive at the worksite on time. If you arrive more than 15 minutes after your scheduled start time, you will not be permitted to stay and work as you will have missed the morning safety meeting.**

Help fund our important work!

As Habitat for Humanity Saint Louis builds more and more homes each year, our volunteer program continues to grow. A growing volunteer program means increased volunteer numbers, which is a great thing. However, it also equals increased costs and fees associated with maintaining the program. Our Board of Directors and development staff work extremely hard each year to ensure we raise the necessary funds to construct our homes. In our current economic times, an increase in volunteer costs and fundraising goals has become a little harder for all non-profits, including us.

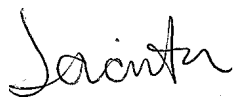
In the past, we have strongly encouraged groups to donate a minimum of \$5 per person to help (support and) offset the costs associated with our volunteer program, such as lunch, safety equipment, and porta-potties, to name a few. While we are not requiring this fee, we do foresee that as we move forward with building more

houses and having increased volunteer numbers, it is likely to become an eventual requirement of all groups and volunteers. At this time, feel free to give as your heart guides you; however, an average of \$5 per person or more is encouraged.

If you would like to donate specifically to the volunteer program, your group leader should collect all donations from group members and send us one donation. Donation amounts can vary from \$5 to \$3,000, and can come from the group participants or the group's company or employer. Checks or money orders can be made payable to Habitat for Humanity Saint Louis or HFHSL, and sent to our administrative offices Attn: Beckie Fingland. This will allow Beckie to ensure the money is credited to the correct group and account. We ask that you do NOT bring money or other valuables to the build site with you.

We know this will be a rewarding experience for you, and we hope you enjoy giving back on your volunteer day! Please feel free to email or call with any questions.

In partnership,



Jacinta L. Witherspoon
Volunteer Services Manager



Beckie Fingland
Volunteer Services Admin

*Please also consider volunteering at our ReStore. The ReStore needs volunteers Mon 10-3pm, Tues 8-5pm, Wed-Fri 9-5p, and Sat 8am-5pm; volunteers can work a minimum of a 4 hour shift. To sign-up register online or contact Beckie Fingland at 314-371-0400 ext 21 or beckie@habitatstl.org if you have any questions.



(Must be signed and on file in Habitat office each year.)

VOLUNTEER RELEASE AND WAIVER OF LIABILITY 2011

Please read carefully! This is a legal document that affects your legal right!

THIS RELEASE AND WAIVER OF LIABILITY (the "Release") executed on this _____(date) day of _____(month) 2011, by (The "Volunteer") _____ in favor of Habitat for Humanity Saint Louis ("Habitat").

The Volunteer and/or Guardian desire that the Volunteer participate in certain projects and other activities of Habitat. The Volunteer and/or Guardian understand that the activities may include constructing residential buildings, working in our ReStore or warehouse, being transported to and from work site locations, and consuming food provided for the work project ("Project").

The Volunteer and/or Guardian recognizes that there are inherent risks and dangers in performing construction projects and that Habitat has the right to refuse to allow any Volunteer to participate in the project, for any reason and in the sole discretion, of Habitat, its agents, servants or employees.

The Volunteer and/or Guardian do hereby freely, execute this Release under the following terms:

1. **Waiver and Release.** By signing this Release, Volunteer and/or Guardian hereby **release and hold harmless Habitat** and its successors and assigns, its directors, employees and staff, **from any and all liability, claims, and demands of whatever kind or nature** which arise or may hereafter arise as a result of Volunteer's participation in the Project.

Volunteer and/or Guardian understand that this Release discharges Habitat, its directors, employees and staff, from any liability or claim that the Volunteer may have against Habitat regarding any claim or demand that may result from Volunteer's participating in the Project. Volunteer and/or Guardian also understand that Habitat does not assume any responsibility for providing any assistance to Volunteer, including but not limited to medical, health, disability, or workman's compensation insurance.

2. **Medical Treatment.** Volunteer and/or Guardian release Habitat from any claim whatsoever which arises or may hereafter arise as a result of any first aid, treatment, or service rendered in connection with the Volunteer's participation in the Project, or with the decision by any representative of Habitat to exercise the power to consent to medical or dental treatment.

3. **Assumption of Risk.** The Volunteer and/or Guardian understand that the Project may include activities which may be hazardous to the Volunteer. In addition, any food and medical facilities which may be donated to and/or purchased by Habitat are beyond the control of Habitat. Therefore, the Volunteer and/or Guardian assumes any and all risk of any kind that may arise out of the Volunteer's participation in the Project.

4. **Insurance.** Habitat may elect, in its sole discretion, to provide group accident insurance and make it available to Project Volunteers, as well as liability insurance. Except to the extent it makes available, or has such group accident insurance, or other insurance, Habitat expressly disclaims any responsibility for providing any insurance for Volunteer, including, but not limited to health, medical, liability or workmen's compensation.

EACH VOLUNTEER IS EXPECTED AND ENCOURAGED TO ARRIVE WITH MEDICAL OR HEALTH INSURANCE COVERAGE IN EFFECT.

5. **Photographic Release.** By signing this Release, Volunteer and/or Guardian also transfer unto Habitat all right, title, and interest in any and all photographic images and video and audio recordings made by Habitat including, but not limited to, any royalty benefits or other proceeds that could be received from such photographs or recordings.

6. **Volunteer Age Limitation.** **Volunteer certifies that he/she is at least 16 years of age.**

7. **Other.** Volunteer and/or Guardian expressly agree that this Release is permitted and governed by the laws of the State of Missouri. Further, the Volunteer and/or Guardian agree that in the event that any clause or provision of this Release shall be held to be invalid by a 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.

8. **Privacy Policy.** All information given on this form is used by Habitat for Humanity Saint Louis (HFHSL) solely as a means of maintaining accurate volunteer records and conveying up-to-date information with all participants of our affiliate. All information is private and in no way will we disclose or sell it to any parties outside of HFHSL.

9. **Parking Disclosure.** At Habitat, we make our best efforts to ensure the safety of your possessions while you volunteer your time with us. However, in the event of an unfortunate occurrence, Habitat can not be responsible for loss, theft, or damage. To further ensure the safety of your vehicle, please do not leave any valuables of any kind in your car, not even under the seat. We recommend that you **do not bring ANY** valuables to the warehouse, ReStore, or site. Habitat will not be responsible for any parking tickets that are issued to volunteers.

10. **Smoking Policy.** HFHSL strictly prohibits smoking in or on its build sites, administrative offices, warehouse, ReStore, and any other HFHSL affiliated site, structure or location. Individuals working and/or volunteering in or around a HFHSL building or facility wishing to smoke may do so at a distance of at least 25 feet from any HFHSL affiliated site, structure, or location. Individuals volunteering on the HFHSL build site and wishing to smoke must do so on the street and away from any HFHSL home under construction. HFHSL reserves the right to ask any individual to leave the HFHSL affiliated site, structure or location if found smoking in violation of this policy.

11. **Dress Code.** HFHSL requires that all individuals wear clothing considered to be appropriate for the types of work they might be assigned. Inappropriate clothing can be considered to be anything deemed to be either unsafe, or inappropriately revealing, including but not limited to: short shorts, sagging pants or shorts, halter tops and/or spaghetti straps. Individuals wearing clothing deemed to be inappropriate may be asked to change their clothes or leave for the day.

IN WITNESS WHEREOF, Volunteer and/or Guardian have executed this Release as of the day and year first above written.

Signature of Volunteer – Must be signed

Signature of Parent/Guardian (if volunteer is 16 –17)

Signature of Witness: (if volunteer is 18)

ALL information MUST be completed & SIGNED!

Build Date _____ /11

Please circle one: Mr. / Mrs. / Ms.

Print Name Legibly

First Name MI Last Name (Preferred Name)

Permanent Address:

City/State Zip

Phone: H) Cell)

Email:

Medical Allergies:

Birth date of Volunteer: (Must be 16 years of age)

Emergency Contact:

Name Phone Relationship

Employer:

Employer Name: _____

Your Occupation: _____

Employer Address: _____

Employer (City, State Zip): _____

Employer Phone No: _____

Matching Gifts Program Employee Community Service Program

Check this box if your employer address is your primary address

Due to Parking Issues, we ask for your License Plate Number: _____

How are you volunteering today? A financial sponsor, a volunteer group or as an individual? Let us know so that we can keep our records current!

(Please check ✓ all boxes that apply)

Construction Leadership: House Leader Crew Leader Crew Leader Trainee Task Leader Site Safety Observer

Weekday Crews: Monday Crew Wednesday Crew Friday Crew

Individual Volunteer ReStore Volunteer

Sponsor Name Episcopal Diocese

Builders' Club Team _____

Volunteer Group Name _____

Homebuyer or with a With Homebuyer _____ / _____
Name of Homebuyer House #

Need Community Service?
Do your homework before you volunteer. Check out our website www.habitatstl.org/communityserve or ask Habitat Staff at check-in.

Habitat for Humanity Saint Louis, 3763 Forest Park Ave., St. Louis, MO 63108 314-371-0400 www.habitatstl.org



WHERE IS THE 2011 BUILD SITE?

In 2011, we will be building in the JeffVanderLou (JVL) neighborhood –1/2 mile east of the intersection of Grand Blvd and Dr. Martin Luther King Dr., Old North St. Louis neighborhood –off of N. Florissant and St. Louis Ave. and Carondelet neighborhood –off of Grand Blvd. and Bates Ave.

WHEN SHOULD I ARRIVE?

- Leadership: 7:15AM Pre-Build & 7AM Regular Build
- Volunteers: Mondays, Fridays, & Saturdays @ 7:45AM
- Volunteers: Wednesdays @ 8:15AM
- Parking: See attached directions

DO I NEED TO BRING A LUNCH AND WATER?

- Habitat will provide lunch on blitz weekends and Saturdays. Volunteer should bring their lunch on most weekdays.
- Habitat will provide water on all build days.

WHAT DO I BRING?

- Lunch (see the above schedule)
- Signed waiver (if not previously submitted)
- Gatorade, snacks, fruit, hat, & Towelettes for the Porta Potties
- Bring rain and/or sun protection (i.e. sunscreen & a hat)!
- Flexibility, patience, a sense of humor, and cooperative spirit

WHAT SHOULD I WEAR?

- Wear sturdy shoes (i.e. hiking shoes, leather boots or a solid pair of tennis shoes) - **no sandals, crocs, house slippers, flip flops, or open toed or heeled shoes!**
- Dress in layers to adjust to changing weather and exertion levels
- Wear clothes which can get dirty and stained
- Work Gloves
- NO short shorts, sagging pants or shorts, halter tops or spaghetti straps!

DRESS CODE: HFHSL requires that all individuals wear clothing considered to be appropriate for the types of work they might be assigned. Inappropriate clothing can be considered to be anything deemed to be either unsafe, or inappropriately revealing, including but not limited to: short shorts, sagging pants or shorts, halter tops and/or spaghetti straps. Individuals wearing clothing deemed to be inappropriate may be asked to change their clothes or leave for the day.



NO CHILDREN UNDER 16 YEARS OLD

ONE ADULT FOR EVERY 4-5 YOUTHS IN YOUR GROUP!

NO GLASS CONTAINERS • NO VALUABLES • NO PETS

AGE RESTRICTIONS

- All youth under 18 years old must have a waiver signed by a parent/legal guardian.
- ONLY volunteers 18 years or older are permitted to use power tools or work above ground level.
- ONLY volunteers 16 years or older are permitted on our build site/warehouse.

WHAT ABOUT TOOLS AND SAFETY EQUIPMENT?

We have ALL the tools & safety equipment you will need for the task at hand! Safety equipment will be available - including gloves, hard hats (when needed), safety goggles, ear protection, and dust masks when appropriate. If you choose to bring your own tools, please put your name on them. Habitat will not be responsible for misplaced/lost personal tools.

WHAT WILL THE FULL DAY BE LIKE?

- Check in at Site Support. Turn in waiver, sign-in, get ID button & work assignment
- Staff or On-Site Administrators will direct you to your task or house; ask questions if unclear.
- Break for lunch @ House Leader's or Staff discretion; do not go off site for lunch.
- Continue tasks to completion
- Clean up and return tools and materials
- Work Day ends when this is all done - maybe 3 or 3:30 PM!

WHAT SHOULD I DO IF I CANNOT WORK AS SCHEDULED?

If you are part of a sponsor or volunteer group, contact your group leader. If you are a group leader, or the entire group is canceling, please call 314-371-0400 X27 before your assigned date. We have scheduled work for you and will need to find a substitute if you cannot make your scheduled workday. If you are an individual volunteer please cancel your registration via the on-line scheduling system. This will allow us the opportunity to recruit additional volunteers.

WHAT IF THE WEATHER LOOKS BAD OR IF THERE IS A HEAVY RAIN THE DAY BEFORE?

Call the Construction Weather Hotline the morning of workday after 6:30 AM at 314-371-0400 x 45 for update. Do not leave messages. We only update if we are delaying or canceling work.

THANK YOU FOR YOUR TIME AND EFFORT TO HELP ELIMINATE SUBSTANDARD HOUSING IN THE SAINT LOUIS AREA!

WHAT IF I AM LATE?

All volunteers must arrive to the worksite on time. If you arrive more than 15 minutes after your scheduled start time you will not be permitted to stay and work, as you will have missed the morning safety meeting.

CAN I WORK JUST A HALF A DAY?

NO, to keep our build on schedule, the tasks are planned for each volunteer to work a full work day.

WHAT WILL I TAKE HOME?

- Hope for the future of our families
- A strong sense of community
- New construction skills
- Pride in a job well-done
- New friends

WILL I MEET THE HOMEBUYER?

Typically, YES! You will meet multiple homebuyers as homebuyers need 350 hours of sweat equity before they can move in after their house is finished. So, they will be working hard to get enough hours. Be sure and introduce yourself and take some time to get to know him/her and the family! What better way to build a community as well as a house! (However, if you are volunteering on a weekday it is a possibility that the homebuyer may not be there.)

WHO'S IN CHARGE?

- Volunteer Construction Leadership -The House Leaders in purple or tan shirts oversee the entire work force on a house, with several Crew Leaders in teal shirts who work with volunteers in small groups. Crew Leader Trainees in white shirts are first year Habitat leadership who work with small groups. Site Safety Observers in orange shirts and/or safety vests oversee the safety of volunteers on one to two homes. Feel free to ask any of them questions if you do not understand or see something that seems to be unsafe.
- HFHSL Staff on Site - Site Support in gold shirts run registration, organize lunch, water/ice, & answer questions & comments. Construction Manager in a red shirt oversees and manages the entire build and may be on site. Project Managers in royal blue shirts give assignments and oversee specific phases. Site Assistants in hunter green shirts will help you with tools, materials, and side tasks.



WE ALSO HOPE TO SEE YOU AT ONE OF OUR SPECIAL EVENTS SOON!

WOMEN BUILD RAISING WALLS AUCTION, AUGUST 24

HALL OF FAME, SEPTEMBER 29

PARKING DISCLOSURE. At Habitat, we make our best efforts to ensure the safety of your possessions while you volunteer your time with us. However, in the event of an unfortunate occurrence, Habitat can not be responsible for loss, theft, or damage. To further ensure the safety of your vehicle, please do not leave any valuables of any kind in your car, not even under the seat. We recommend that you do not bring ANY valuables to the warehouse, ReStore, or site. Habitat will not be responsible for any parking tickets that are issued to volunteers.

LUNCH DISCLOSURE. Habitat for Humanity Saint Louis is a non-profit organization. Year after year, we are able to achieve our financial goals by being good stewards of the generous donations entrusted to us by the Saint Louis community. With this in mind, in the event that your organization or company commits a certain number of volunteers and they do not show up—we will be forced to invoice you for reimbursement of the cost of those lunches at \$6.50 per person. In order to avoid this additional cost please make sure that your volunteer numbers are accurate and make any cancellations 2 weeks prior to your build date.

SMOKING POLICY: HFHSL strictly prohibits smoking in or on its build sites, administrative offices, warehouse, ReStore, and any other HFHSL affiliated site, structure, or location. Individuals working and/or volunteering in or around a HFHSL building or facility wishing to smoke may do so at a distance of at least 25 feet from any HFHSL affiliated site, structure, or location. Individuals volunteering on the HFHSL build site and wishing to smoke must do so on the street and away from any HFHSL home under construction. HFHSL reserves the right to ask any individual to leave the HFHSL affiliated site, structure, or location if found smoking in violation of this policy.

MISSION STATEMENT

Habitat for Humanity works in partnership with God and people everywhere from all walks of life. Its purpose is to develop communities with people in need by building houses so that there are decent houses in decent communities in which people can live and grow into all that God intended.

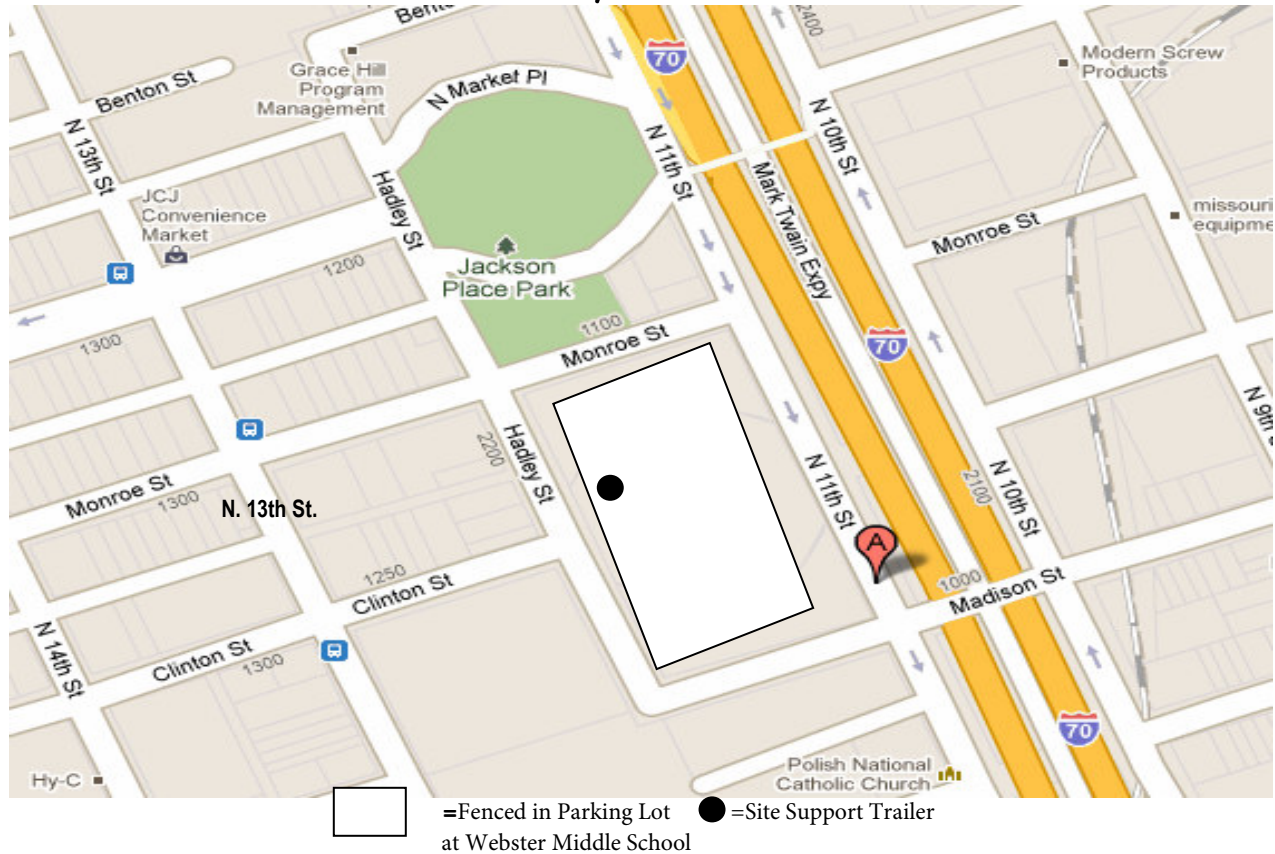
CONTACT US

3763 Forest Park Blvd.
St. Louis, MO 63108
Phone 371-0400
Fax 371-0404

www.habitatstl.org
www.habitatstl.org/blog
t @habitatstl
f [facebook.com/habitat.stl](https://www.facebook.com/habitat.stl)

Directions to the Habitat for Humanity 2011 Build Site

Updated: 07/19/11



For internet maps and directions, use Webster Middle School 2127 N. 11th St. St. Louis, MO 63106, for parking.
Upon arrival, volunteers **MUST** sign in at the Site Support Trailer prior to working on the site.

Directions from South:

Travel north on I-55. Merge onto I-70 west, on the left exit 209B. Travel approximately 1.9 mi and take Madison Street exit 249A. Continue straight (you will be on N. 10th Street). Drive approximately .09 mi and turn left (west) onto Madison Street. Cross over I-70, go to the 2nd stop sign and turn right (north) onto Hadley St. At Clinton St (1st stop sign), make a right into the parking lot. The Site Support trailers will be immediately to your left. Park and walk over to the trailers to sign-in.

Directions from the North/Northwest:

Take I-70 east toward St. Louis. Exit at St. Louis Ave. exit 248C, continue straight (you will be on N. 11th St.) Turn right (west) on Madison Street. At Clinton St (1st stop sign), make a right into the parking lot. The Site Support trailers will be immediately to your left. Park and walk over to the trailers to sign-in.

Directions from East:

Take I-70 west toward St. Louis crossing into Missouri. Stay on I-70 West take Madison Street exit 249A. Continue straight (you will be on N. 10th Street). Drive approximately .09 mi and turn left (west) onto Madison Street. Cross over I-70, go to the 2nd stop sign and turn right (north) onto Hadley St. At Clinton St (1st stop sign), make a right into the parking lot. The Site Support trailers will be immediately to your left. Park and walk over to the trailers to sign-in.

Directions from West:

Travel east on I-64/US-40. Exit on 14th St at exit 39B to your right, turn left (north) on 14th St and drive approximately 1.4 mi. Bear left at the stop light on N. Florissant Ave. Travel approximately .3 mi and turn right on Monroe Street (4th street on the right). Drive 4 blocks and turn right on Hadley Street. Drive to the first stop sign at Clinton St, and turn left into the parking lot. The Site Support trailers will be immediately to your left. Park and walk over to the trailers to sign-in.

Parking Disclosure. At Habitat, we make our best efforts to ensure the safety of your possessions while you volunteer your time with us. However, in the event of an unfortunate occurrence, Habitat can not be responsible for loss, theft, or damage. To further ensure the safety of your vehicle, please do not leave any valuables of any kind in your car, not even under the seat. We recommend that you **do not bring ANY** valuables to the warehouse, ReStore, or site. Habitat will not be responsible for any parking tickets that are issued to volunteers.



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How do I get community service hours?

Volunteers can use their volunteer experience with Habitat for Humanity Saint Louis (HFHSL), to collect community service hours for high school, college, & some court ordered offenses. **NOTE:** Depending on the reason for community service hours, the requirements may vary. See below for detailed information and instructions.

Section 1: High School, College, Trades and Other non Court-Ordered Community Service

1. Sign-in on the build site, in the warehouse, at the administrative offices or in the ReStore.
2. Ask for an orange **timecard** at sign-in.
3. Log and date your hours on the timecard; on the build site, have a house leader, crew leader, task leader, or Habitat staff member initial your card at the end of the day. At the ReStore, a manager will initial your card at the end of the day/shift.
4. Keep your card to log all required hours you need to accrue (*several days can be logged on one card*).
5. Once you are ready to get a validation letter, follow the instructions in Section 3.

Section 2: Court Ordered Community Service (*for more information see page 3*)

1. All court ordered community service volunteers are required to submit proper documentation prior to being able to volunteer with HFHSL.
2. Individuals not able to volunteer with us are those who have been charged with or plead guilty to one of any of the following offenses, including but not limited to: Armed Robbery, Assault, Aggravated Assault, Kidnapping, Arson, Robbery, and Statutory Offenses (Sexual Abuse, Sexual Assault, and Rape).
3. Individuals charged with or having pleaded guilty to the following, offenses can be approved on a case by case basis. These include but are not limited to: DWI, DUI, Drug Possession, Drug Sale Offenses, Violation of Probation, Burglary or Theft.
4. If you are approved then you must submit documentation from the Courts, a Lawyer, or Probation/Parole Officer that states your name, the specific offense and the required amount of hours to be served. This can be emailed to the Volunteer Services Admin, Beckie Finland at beckie@habitatstl.org, faxed to 314-371-0404 or mailed to 3763 Forest Park Ave. St. Louis, MO 63108, all attention to Beckie.
5. You must have a validated yellow timecard from HFHSL, prior to volunteering. Schedule a time to come in and pick up a **validated** timecard to track your hours. For the yellow time card to be **validated** it must be signed, dated and stamped prior to the first day of volunteering by the Volunteer Services Admin or other select HFHSL staff members. **Hours volunteered prior to the HFHSL validated, signed, and dated time card WILL NOT be counted towards court ordered community service hours as they were not approved by HFHSL.**
6. Start Volunteering, **NOTE:** Certain volunteer opportunities including construction volunteering **require** volunteers to attend an orientation first. For more information on our volunteer opportunities and orientation, please visit our website www.habitatstl.org. Once you are ready to get a validation letter, follow the instructions in Section 3.

Section 3: Receiving a Validation Letter

Once you have reached your desired number of hours mail, email, fax (both sides) or drop off your card to: Habitat for Humanity Saint Louis, Attn: Beckie Finland, 3763 Forest Park Ave St. Louis, MO 63108; beckie@habitatstl.org, or fax 314-371-0404 (*Use this contact information to send all other required documentation as well*). **Your request will be processed within two weeks** of receipt and a letter will be mailed or faxed to the address given. **Note:** We cannot guarantee a response for an immediate letter, however we will work with you to the best of our abilities, depending on available staff and build schedule.

IMPORTANT NOTE: Validation letters will not be sent without Habitat having received your timecard. NO exceptions! No card ≠ No validation letter.

For any questions or concerns visit our website www.habitatstl.org/communityservice first, or contact Beckie Finland, beckie@habitatstl.org at 314-371-0400 ext 21 for further questions.