



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 let us know as soon as possible and *at least* one week in advance. If you registered online, you may use the online system to cancel.

Included in this packet are:

- **2010 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 Habitat.

Important Reminders:

- Do **NOT** fax or mail the waiver forms to the Habitat Office. Bring them with you, on your build day.
- 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: Josh Palacios. This will allow Josh to ensure the money is credited to the correct group and account. We ask that you do NOT bring money 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 Witherspoon
Volunteer Services Manager

*Please also consider volunteering at our ReStore. The ReStore needs volunteers Tues 8-5pm, Wed-Fri 8-4p, and Sat 8am-5pm; volunteers can work a minimum of a 4 hour shift. To sign-up register online or contact Josh Palacios at 314-371-0400 ext 21 or joshua@habitatstl.org.



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

VOLUNTEER RELEASE AND WAIVER OF LIABILITY 2010

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

THIS RELEASE AND WAIVER OF LIABILITY (the "Release") executed on this _____ day of _____ (month), 2010 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.



2010 VOLUNTEER BROCHURE

Where is the 2010 Building Site?

Phases 1 & 2 in Old North St. Louis (ONSL), which is best known for Crown Candy on St. Louis Ave & N. 14th St. Phase 3 in the JeffVanderLou (JVL) neighborhood –1/2 mile east of the intersection of Grand Blvd and Dr. Martin Luther King Dr. for Phase 3.

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 (*i.e. April 16-17, July 9-10, & Nov 19-23*) and Saturdays starting after the first blitz.
- 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 and 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, 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!

Age Restrictions

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

NO Children UNDER 16 years old
ONE adult for every 4-5 youths in your group!

NO Glass Containers

NO Valuables

NO Pets

⚡ 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 X21** 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.

We value your volunteer services. Our homes cannot be built without you!

⚡ **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 **314-371-0400 X45** for update. Do not leave messages. We only update if we are delaying or canceling work.

🕒 **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 work 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 homeowner?

Typically, YES! Homeowners need 450 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 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.

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.**

SPECIAL EVENTS

Golf Tournament **May 10th**
Habitat Night at the Ballpark **July 16th**
Habitat Hall of Fame **August 12th**
Habitat Friends Winery Trip **TBD**

What if I want to contact Habitat?

Habitat for Humanity Saint Louis
3763 Forest Park Blvd. 63108
Phone 371-0400 Fax 371-0404
www.habitatstl.org

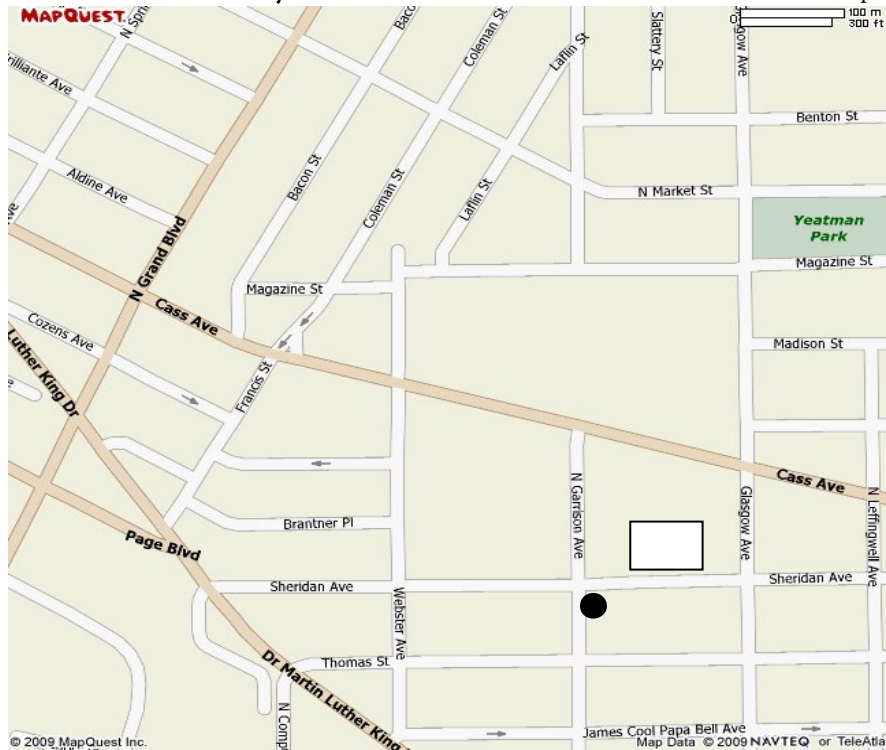
Mission Statement

Habitat for Humanity works in partnership with God and people everywhere from all walks of life. Its purpose is to develop communities with God's 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.

Thank you for your time and effort to help eliminate substandard housing in the Saint Louis area!

Directions to the Habitat for Humanity 2010 Build Site

Updated: 10/15/10



For internet maps and directions use 2942 Sheridan, St. Louis MO 63106, for directions to parking. Upon arrival, volunteers **MUST** sign in at the Site Support Trailer prior to working on site.



=Fenced in Parking Lot



=Site Support Trailer

Directions from South/Southwest:

Travel east on I-64 E/US-40 E Highway 40 (I-64) to exit 25 and merge onto I-270 south toward Memphis. After 6.6 miles take exit 5A and merge onto I-44 east, travel on I-44 for 12.2 miles to Grand Blvd, exit 288. Turn left (north) on Grand for 2.3 miles and turn right (east) onto Cass Ave. Travel .3 miles and turn right (south) onto N. Garrison Ave, after .1 miles turn left (east) onto to Sheridan Ave, after a ½ block park in the fenced-in lot on your left (north). Once parked, walk back to the corner of N. Garrison Ave and Sheridan Ave and sign in at the site support trailer.

Directions from the North/Northwest:

Take Interstate 70 east to Grand Blvd, exit 247. Turn south (right) onto Grand, drive 1.9 miles to Cass Ave. Turn left onto Cass, travel .3 miles and turn right (south) onto N. Garrison Ave, after .1 miles turn left (east) onto to Sheridan Ave, after a ½ block park in the fenced-in lot on your left (north). Once parked, walk back to the corner of N. Garrison Ave and Sheridan Ave and sign in at the site support trailer.

Directions from East:

Take Highway I-64 E/US-40 west toward Forest Park Ave, exit on Forest Park/Grand Blvd, exit 38A (Stay in the far right lane to merge onto Grand Blvd). Turn right (north) on Grand Blvd for .8 miles and turn right (east) onto Cass Ave. Travel .3 miles and turn right (south) onto N. Garrison Ave, after .1 miles turn left (east) onto to Sheridan Ave, after a ½ block park in the fenced-in lot on your left (north). Once parked, walk back to the corner of N. Garrison Ave and Sheridan Ave and sign in at the site support trailer.

Directions from West:

Travel east on I-64 E/US-40 E Highway 40 (I-64) and take the exit at 38A, Grand Blvd. Stay to the right on the off ramp and turn right (north) onto Grand Blvd. Travel 1.3 miles and turn right (east) onto Cass Ave. Travel .3 miles and turn right (south) onto N. Garrison Ave, after .1 miles turn left (east) onto to Sheridan Ave, after a ½ block park in the fenced-in lot on your left (north). Once parked, walk back to the corner of N. Garrison Ave and Sheridan Ave and sign in at the site support trailer.

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How do I get community service hours?

Volunteers can use their volunteer experience with Habitat for Humanity Saint Louis, to collect community service hours for high school, college, & some court ordered offenses. **Court mandated volunteers must provide documentation for their required community service hours prior to volunteering, from the courts or their probation officer.**

Volunteers should inform volunteers and/or staff when they sign-in at site support or the ReStore in order to receive an orange time card. This will allow you to document your volunteer hours properly as Habitat **will only** give validation letters to those who have an orange time card.

How do you get credit?

- 1) **Sign-in** on the build site, in the warehouse, or in the ReStore
- 2) **Ask** for an orange **timecard**
- 3) **Log your hours** on the timecard; have a house leader, crew leader, crew leader trainee, task leader, or Habitat staff member initial your card at the end of the day on the build site or warehouse. A ReStore manager will initial your card at the end of the day/shift, when volunteering in the ReStore.
- 4) **Keep your card to log the required hours you need** (*Several days can be logged on one card*). Once you have reached your desired number of hour's mail, fax (both sides) or drop off your card to: Habitat for Humanity St. Louis, Attn: Josh Palacios 3763 Forest Park Ave St. Louis, MO 63108; or fax 314-371-0404.
- 5) **Your request will be processed within two weeks** of receipt and a letter will be mailed or faxed to the address given.

IMPORTANT NOTE: Validation letters will not be sent without Habitat having received your orange timecard.

NO exceptions! No card ≠ No validation letter.

Thank you for your commitment and your understanding. Please feel free to contact Josh Palacios, joshua@habitatstl.org or 314-371-0400 ext 21 with any questions or concerns.