



Neighborhood Revitalization Initiative

Volunteer Orientation Handbook

2014



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INTRODUCTION

Thank you for your interest in volunteering with *Habitat for Humanity of Frederick County Maryland* (HFHFC). Volunteers are the life force of our organization. Without them we would not be able to provide decent, affordable housing to the people of Frederick County. By volunteering your time with Habitat you not only gain the experience of hands-on service, but also gain the satisfaction of knowing you played a part in improving the life of a family and their community.

This Volunteer Orientation Handbook is aimed to help you become the best volunteer you can be before you even pick up a hammer or a paint brush. By gaining a better understanding of our organization and the expectations of being a volunteer you will be more prepared to serve and to have a fulfilling experience.

The Need for Affordable Housing

There are nearly two billion people around the world who live in slum housing and more than 100 million who are homeless. Nearly one-third of the United States has housing problems, including lack of affordability, overcrowding, unsafe conditions, and homelessness. Habitat helps by building and renovating simple, decent homes in partnership with those in need.

What Affordable Housing can do

Habitat understands that owning a home is not the answer to every problem, but it can be an important step, and often the first step, in breaking the cycle of poverty.

Clean, decent, and affordable/stable housing can offer a family:

- Greater stability for children
- Increased sense of dignity and pride
- Improved health, safety, and security
- Increased educational and job prospects

HABITAT FOR HUMANITY INTERNATIONAL

What Habitat does

Habitat for Humanity International (HFHI) is a non-profit, ecumenical Christian housing ministry, that invites people of all backgrounds, races, and religions to build houses together in partnership with families in need. Habitat seeks to eliminate poverty housing and homelessness from the world and to make decent shelter a matter of conscience and action.

The Habitat program is a partnership - not a charity. We believe in providing families with a "**Hand up, not a Handout**". We are not a giveaway program. All families must agree to a payment plan, qualify for a 0% interest mortgage, and perform sweat equity.

HFHI incorporates more than 1,500 local affiliates in the United States and more than 70 national organizations around the world. Together, Habitat affiliates have helped to build or repair more than 800,000 homes and serve more than 4 million people worldwide.



Habitat's vision: A world where everyone has a decent place to live.

Mission statement: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Mission Principles

- **Demonstrate the love of Jesus Christ**
We believe that, through faith, the miniscule can be multiplied to accomplish the magnificent, and that, in faith, respectful relationships can grow among all people.
- **Focus on shelter**
We create opportunities for all people to live in decent, durable shelter. We put faith into action by helping to build, renovate or preserve homes, and by partnering with others to accelerate and broaden access to affordable housing as a foundation for breaking the cycle of poverty.
- **Advocate for affordable housing**
We promote decent, affordable housing for all, and we support the global community's commitment to housing as a basic human right. We will advocate for just and fair housing policy to eliminate the constraints that contribute to poverty housing. And, in all of our work, we will seek to put shelter on hearts and minds in such powerful ways that poverty housing becomes socially, politically and religiously unacceptable.
- **Promote dignity and hope**
We believe that no one lives in dignity until everyone can live in dignity. We believe that every person has something to contribute and something to gain from creating communities in which all people have decent, affordable places to live. We believe that dignity and hope are best achieved through equitable, accountable partnerships.
- **Support sustainable and transformational development**
We view our work as successful when it transforms lives and promotes positive and lasting social, economic and spiritual change within a community; when it is based on mutual trust and fully shared accomplishment; and when it demonstrates responsible stewardship of all resources entrusted to us.

How does Habitat work?

- Habitat is able to keep our homes affordable through the generosity of volunteer labor along with monetary and material donations.
- All of our Partner Families invest hundreds of hours of their own time and labor into building their Habitat home, building the homes of other Partner Families, and volunteering in their community. This is known as their "sweat equity".
- Habitat homes are sold to Partner Families at no profit and are financed with no-interest mortgage loans.
- In turn, Partner Families' monthly mortgage payments are used to build more Habitat homes.

OUR AFFILIATE

Since 1993, Frederick Habitat has built or renovated 33 homes, transforming the lives of 116 adults and children. We have mobilized more than 2,000 volunteers, and trained each partner family in budgeting, home repair, safety, and maintenance.

Our homes have been established throughout Frederick County, in communities like Middletown, Brunswick, Frederick City, Thurmont, Emmitsburg and Buckeystown.

Our volunteers are concerned and motivated people from all walks of life who have come together to make Habitat homes a reality in Frederick County. Churches, businesses, and individuals volunteer to support our mission. These dedicated volunteers raise funds, build or improve homes, work with Partner Families, serve on committees and help with administrative work. Volunteers are the heart and soul of Habitat.

Our Partner Families work side-by-side with volunteers from the community to build or renovate their homes. In line with our “hand up, not a hand out” philosophy, we partner with hardworking Frederick County families who cannot qualify for a conventional mortgage, and have no other way to own a home of their own.

Homeowner Selection

It is a common misconception that Habitat gives homes away to impoverished families. The fact is that, Habitat offers homeownership opportunities to families who are unable to obtain conventional house financing. In Frederick County this includes lower income, working families whose household income is 30-60% of the area median income.

Homeowners are chosen based on:

- The ability to repay mortgage- includes income and credit history.
- The need for affordable housing- if family currently lives in inadequate housing based on guidelines set by the U.S. Department of Housing and Urban Development (HUD).
- The willingness to partner- family is willing to perform 300-500 hours of "sweat equity".

*Habitat is an Equal Housing Opportunity and therefore does not discriminate on the basis of race, religion, or ethnic background.



CURRENT PROJECTS

While Habitat is best known for building new homes, here in Frederick County we have expanded our focus to the repair and improvement of existing homes and neighborhoods.

Neighborhood Revitalization Initiative

The *Neighborhood Revitalization Initiative* (NRI) is a partnership whereby *HFHFC*, neighborhood residents, and local partners can change the face of neighborhoods and ensure that families live in safe, well-maintained, and affordable homes. This program allows our affiliate to help more families, mobilize more volunteers, and grow our organization.

As part of this initiative, we are currently working in Uptown Frederick's 4th-7th Street neighborhood by partnering with current home owners to carry out *A Brush With Kindness* (ABWK) and *Critical Home Repair* (CHR) projects.

A Brush With Kindness is where volunteers paint, do minor repairs, weatherization, landscaping, and clean-up for low income homeowners who are challenged by age, disability or circumstance (includes projects under \$3,000).

Critical Home Repair, like ABWK, this program helps to revitalize the appearance of the neighborhood. Generally, these homes need more work, like roofing and major interior repairs that can improve the safety and health conditions of the home (includes projects over \$3,000).

Frederick County Affordable Housing Land Trust

Currently, 51% of the people who work in Frederick County live outside Frederick County due to the high cost of housing. It is the goal of the *Frederick County Affordable Housing Land Trust* (FCAHLT) to ensure a sustainable supply of affordable workforce housing in Frederick County.

The *Land Trust* is a non-profit organization, in partnership with *HFH-FC*, that is able to remove the cost of land from the cost of owning a home.

This county program acquires foreclosed or abandoned properties, repairs and rehabilitates them with the help of Habitat volunteers, and sells them to eligible families - minus the cost of the land.

| | | |
|----------|-----------------------|--------------------------|
| Example: | Home + Land = | Appraised Value |
| | \$75,000 + \$25,000 = | \$100,000 |
| | Minus Cost of Land | <u>-\$25,000</u> |
| | | \$75,000 Amount Financed |

Homebuyers own the home purchased but, lease the land for a nominal monthly fee for as long as 99 years. The homeowners are then able to treat the land as their own. Please contact Jennifer Minnick at (301) 698-2449 email: jminnick@frederickhabitat.org with any questions or for further information.



Home Builds

When people think of Habitat new home construction is what usually comes to mind. Home builds are exciting projects that allow individuals and group volunteers to complete the majority of construction from the foundation to the finishing touches. Whether you have never picked up a hammer or are an industry professional, volunteers of all skill levels are welcome and encouraged to teach, learn, and grow as we build Habitat homes.

Today, *HFHFC* continues to build new, simple, decent homes. However, due to the cost, time, and planning required to build a single home, our affiliate has decided to focus the majority of our efforts towards projects involving the *Neighborhood Revitalization Initiative* and the *Affordable Housing Land Trust*. Our current plans involve one or two new constructions per year.

Women Build

The Women Build mission is to empower women to take action against poverty housing conditions. This program brings together women from all backgrounds to address in a concrete way the housing crisis facing millions of women and children across the globe.

Here in Frederick County, Habitat for Humanity's Women Build program is ideal for women who want to learn construction skills while building homes and communities in an open and encouraging environment.

Women Build is not about excluding men. It is about including women and opening new doors of opportunity. Men are often involved in our training programs and build projects in supportive roles and as subcontractors when women from the necessary trades are not available. Please contact Kimberly Drapeau at (301) 698-2449 email: kdrapeau@frederickhabitat.org with any questions or for further information.

ReStore

The Habitat for Humanity ReStore is a reuse/recycling home improvement center that sells new and still usable goods to the public at a fraction of original cost. Our ReStore sells overstocked, discontinued and used quality building materials and furniture donated by individuals, suppliers, and contractors. The revenues generated by sales help build more Habitat homes for hardworking families in the local area.

More than 40% of landfill space across the country is filled with construction materials. By making these materials available for reuse, the ReStore program promotes environmental responsibility and diverts tons of usable building materials from taking up valuable space in local landfills. Please contact the ReStore at (301) 662-2988 email: restore@frederickhabitat.org with any questions or for further information.

Donating

Habitat accepts donations of money, materials, and land. Donations of any amount, even the very smallest, are welcome and important. They all help provide affordable housing to those in need.

- **Monetary Donations:** Financial support can be given in various ways: as a one-time gift or on be given regularly on a monthly, quarterly, or annual basis; or through your Employee Charitable Contributions. Bequests are also welcomed. Please contact Megan Kula at (301) 698-2449 email: mkula@frederickhabitat.org with any questions or for further information.
- **Land:** Landowners can donate land to Habitat even if they no longer have subdivision rights.
- **Building Materials/Used Items:** Habitat will gladly accept new and used building materials and home goods. Under our new recycling program we now accept working and not working stoves, refrigerators, washers, and dryers of any age.
- **Motorized Vehicles:** *HFHI's* Cars for Homes™ program accepts donations of cars, trucks, boats, recreational vehicles, motorcycles or other motorized vehicles to generate income for *HFH-FC*. For more information visit www.carsforhomes.org.

VOLUNTEERING

Every year more than one million people around the world volunteer with Habitat. Here in Frederick County we welcome individuals and groups no matter their experience or skill level.

Benefits of Volunteering

Volunteering ...

- Helps you make new friends and contacts
- Helps you get to know your community
- Helps increase your self-confidence and sense of accomplishment
- Teaches you new skills
- Provides career experience
- Improves your health by keeping you active
- Allows you to make a difference in someone's life

Ways of Volunteering

- Construction (framing, sheathing, painting, and landscaping of new homes)
- Habitat ReStore (cashiering, moving inventory, cleaning of store)
- NRI/A Brush With Kindness (scrapping, painting, landscaping, and clean-up of home exteriors)
- Events (set-up, take-down, and check-in for fundraiser events)
- Committees (collaborative organization and planning of special projects)
- Office Administration (filing and data entry)
- Outreach (flyer distribution and conducting neighborhood surveys)

Age Restrictions

- Individuals between the ages of 14 and 16 are only able to work in the volunteer positions located at the Habitat office, and most *A Brush With Kindness* projects.
- Individuals aged 16 and 18 can participate in general construction, however, they cannot perform any form of excavation or demolition, use power tools, work at heights above 6 feet, or do roofing. These individuals can also work at the ReStore, if they have a parent present for their service.
 - *All volunteers under the age of 18 are required to have a parent or guardian fill out the **Minor Release and Liability Waiver** (see xvi for sample form)
- All volunteers over the age of 18 are eligible to perform any of the various construction related jobs on the site.

Time commitment

Time requirements for each volunteer opportunity will be posted on the volunteer registration website.

- Construction/NRI projects typically occur throughout the Spring, Summer, and Fall on Fridays and Saturdays. Typical shifts are from 8am to 12pm and 12pm to 4pm. Volunteers may attend either or both shifts although it is preferred for volunteers to arrive on time in the morning so they do not miss that day's job and safety training.
- ReStore volunteering is assigned on a case-by-case basis and can vary for each volunteer. ReStore volunteers are expected to commit multiple days of service. Shifts typically occur Monday through Saturday from 9am to 1pm and 1pm to 5pm.
- Office Administration can take place during Habitat office hours. Mon-Fri 8am - 4pm.
- Committees typically require monthly meetings as well as additional work as assigned.
- Event and Outreach opportunities vary, but volunteers are typically expected to serve shifts of 3-4 hours.

Before Volunteering

Registration

If you are an individual interested in becoming a volunteer

1. Begin by visiting the *Getting Involved* page of the Frederick Habitat website.
2. Complete a volunteer profile with your availability, skills, and interests.
3. Next, our insurance policy requires that all our volunteers to complete our online **Safety Training**, sign our **Liability Waiver** and **Code of Conduct**.

*All of these items must be completed before a volunteer arrives on a job site.

Scheduling

Once you become a registered volunteer you will have access to Frederick Habitat's Volunteer Calendar. This online calendar describes current projects and estimated tasks taking place on certain days. Volunteers can schedule themselves for available timeslots. Upon scheduling, you will receive confirmation as well a reminder of your volunteer commitment. We strongly encourage all of our volunteers to attend a Volunteer Orientation session before attending their first project.

*It is important to schedule any volunteer opportunities you wish to attend. This system allows our organization to accurately track hours and be prepared for our volunteers.

If you wish to register a group of volunteers please contact Habitat's Volunteer Coordinator, Kimberly Drapeau, to schedule a Team Build Day. Volunteer orientation is required for registration of large groups. Phone (301) 698-2449 Email: kdrapeau@frederickhabitat.org

Cancelation Policy

Frederick Habitat uses an automated cloud scheduling system that allows us to keep in contact with our volunteers at all times. Whenever a volunteer opportunity is changed or cancelled the system will notify any volunteer scheduled for that time immediately via text, phone call, or email.

If a volunteer wishes to cancel their scheduled time slot we ask that they remove themselves from the Volunteer Calendar and notify our Volunteer Coordinator as soon as possible.

Liability Waiver (see xv-xvii for sample forms)

For insurance purposes, all volunteers are required to sign our **Liability Waiver** before arriving on any Habitat job site. Construction sites can be very dangerous and Habitat reminds its volunteers that they are responsible for any personal injury or property damage that may occur during their involvement.

Training

We believe that an informed volunteer has a better and more fulfilling service experience and is more likely to be involved with Habitat in the future.

Our **Volunteer Orientation** program acts as the fundamental training for a Habitat volunteer. This will cover the basics of the Habitat organization, our current projects, procedures, safety and job training, and what it means to be a volunteer.

Day specific training will be given by Crew Leaders or Habitat staff upon arrival at job site. This orientation will include descriptions and procedures for the projects taking place that day as well as job safety reminders. *All volunteers are required to complete our **Online Safety Training** before arriving.

Our job sites are educational environments in which all participants should be comfortable regardless of skill or expertise.

While Volunteering

Arriving On Site

Please remember to arrive on time to the job site. When late, all volunteers, both new and returning, are at risk of missing crucial information relating to that day's projects and safety training.

Upon arrival all volunteers should introduce themselves to Habitat staff, Crew Leaders, and/or supervising volunteers.

Dress Code

- Dress appropriately for weather and/or job conditions.
- Do NOT wear loose or baggy clothing or jewelry*.
- Wear casual clothes that are able to get dirty or painted*.
- Wear sturdy, thick soled, closed toe shoes/boots (steel toed if you have them)*.
- Do NOT wear flop flops or sandals. You WILL be asked to leave the job site no matter the work being done that day.
- Wear proper sun protection (hats, sunscreen, etc.) for outdoor service.

**Only necessary on Construction, ReStore, NRI, or ABWK job sites.*

What to Bring and What NOT to Bring

- Bring a water bottle. It is very important to drink plenty of water, especially in the summer when heat exhaustion is common. Bottled water is provided at all job sites but, supplies are limited.
- Bring snacks or a pack lunch, especially if you have special dietary restrictions. Lunch is provided by Habitat for full day construction/NRI projects but, items are often donated and Habitat has little control of what will be available.
- Bring basic tools to construction or NRI jobsite, if you have them. Make sure they are in good condition and are clearly marked as your own. **Reminder:** Habitat is not responsible for any lost or damaged items.
- Do NOT bring nail guns.
- Leave all jewelry, purses, wallets, and valuables at home or in the car. You will not need them. (Excludes special events where items may be for sale.)
- Do NOT bring headphones or any music players. It is important that volunteers remain focused and aware of their surroundings at all times.

On-site Supervision

- Construction/NRI: report to Project Manager, Volunteer Coordinator, AmeriCorps, or Crew Leaders
- ReStore: report to General Manger or Donation Manager.
- Office: report to the Office Manager.
- Events: report to Event Coordinator or Volunteer Coordinator.
- Outreach/other: report to Volunteer Coordinator or AmeriCorps.

Daily Schedule

Construction/NRI

- 7:45 am: Volunteers arrive on time, sign-in, and create name tags
- 8:00 am: Welcome volunteers and introduce staff and Crew Leaders
 - Opening prayer
 - Overview of project and introduction of Partner Family
 - Explanation of daily schedule, projects, and goals
 - Safety Overview
 - Answer any additional questions
 - Remind volunteers to ask for help and to communicate with each other
 - Volunteers split into groups for different tasks
 - Distribute work gloves, glasses, and tools
 - Group/Crew Leaders review their specific task requirements
- 12:00 pm: Lunch
- 1:00 pm: Continue working through afternoon
- 3:30 pm: Begin wrapping up projects and packing up tools
- 4:00 pm: Thank volunteers and put all Habitat equipment into storage

ReStore

- 8:45 am/12:45 pm: Volunteers arrive on time and sign-in
- 9:00 am/1:00 pm: Daily tasks assigned
- All Day: Volunteers are expected to be themselves, be present*, and to HAVE FUN.
**ReStore volunteers are expected to stay off their cell phones during their scheduled shifts*

Events/Office/Outreach/Other

The schedule for these types of volunteer service vary on a case-by-case basis. However, volunteers are always expected to arrive for their scheduled shift prepared and ON TIME in order to receive proper instruction and training.

Safety

Before arriving on a Habitat job site all volunteers are required to complete our Lockton **Online Safety Training** available on the Habitat website. The *HFHI* Safety video is also a valuable resource that we recommend our volunteers to watch

http://www.youtube.com/watch?v=2_VH0Fh2I0o.

Here are some key rules to remember while on the job site. Most are common sense but, forgetting them can be hazardous.

- Safety comes first.
- Notify Crew Leaders or Habitat staff if you are uncomfortable or unable to perform any tasks assigned to you.
- Ask Crew Leaders or Habitat staff if you are at any time unsure of site rules or safety procedures.
- Hard hats are recommended at all times on construction sites and are REQUIRED when any overhead work is being done and when using scaffolding.

- Work gloves are also recommended at all times on construction sites. Gloves can prevent many injuries when carrying materials or using tools. Do NOT wear gloves while operating rotation tools, such as saws.
- Be sure to wear appropriate respiratory protection when working in dusty conditions or with insulation.
- Wear safety glasses or goggles at all times on Construction sites, they are required when using saws, sanders, and hammers. Unless your regular glasses are rated Z87, safety glasses are to be worn on top of your regular glasses.
- STOP working if at any time you feel strained or exhausted.
- DO NOT work beyond your capacity. Ask for help or take a break.
- Be aware of your surroundings at all times.
- When lifting heavy objects, bend at the knees not the waist. If an object is too heavy ask for help.
- Only use tools for their intended purpose.
- Use caution when operating power tools and only use them with the permission of Crew Leaders.
- Keep the job site clean or trash and discarded tools.
- There is NO SMOKING permitted on Habitat job sites.

Safety is a priority at the Habitat. Anyone acting in an unsafe manner or refusing to abide by our safety regulations will be asked to leave.

Emergency Procedures

If accidents or injuries do occur notify a Crew Leader or Habitat staff immediately. All job sites are equipped with a First Aid kit. Habitat staff are First Aid and CPR certified.

In the event of any emergency Crew Leaders and Habitat staff will guide volunteers through the proper procedure.

Expectations of Volunteer

The two most important things we expect from our volunteers are respect and a positive attitude. It is of the utmost importance that Habitat volunteers treat Partner Families, Habitat Staff, and fellow volunteers with respect. A positive attitude is also important in helping oneself and others you are working with have a positive experience. These qualities can help build stronger homes and experiences.

Code of Conduct (see xix for sample form)

Habitat for Humanity of Frederick County, MD prides itself in creating a work environment built on respecting the dignity and safety of others. In order to maintain that environment we ask all of our volunteers to adhere to certain guidelines outlined in our **Code of Conduct**.

It is important for all volunteers to acknowledge and agree to all expectations. Volunteers are required to sign this document before participating in Habitat activities.

After Volunteering

Confidentially Agreement (see xviii for sample form)

We remind Habitat volunteers that they are representatives of Habitat on-site, as well as off-site.

Volunteers are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed while serving as volunteers, whether this information involves staff, volunteers, or other persons, or involves overall organizational business. Failure to maintain confidentiality could result in ending the volunteer's relationship with *HFHFC*.

1. Do NOT disclose to anyone outside the organization the name or identity of Partners/Applicants, unless a release has been signed.
2. Do NOT share confidential or identifying information of the Partner Family or their home to friends or family.
3. Do NOT discuss a partner/ applicant situation openly in front of others - share only with persons who have a need to know to provide a definite service.
4. Do NOT handle inquires from outsiders regarding partners/applicants. Refer to Committee Chairs, Executive Director, or Board President.

Opportunities for Growth

If you have enjoyed your volunteer experience with Habitat and wish to continue and increase your involvement in the organization, Habitat needs volunteers for all stages of involvement.

Point-of-entry Volunteer: Participates in build days; attends one or two meetings.

Committee Member: Attends meetings regularly, participates in many build days, and takes an active role in special projects like a fund-raiser or serves on a committee.

Chapter Leader: Takes an active role in the leadership of the chapter either as a committee chair or an officer.

Explanation of committees and their functions

Church Relations - handles cultivation and handling of faith groups, organizes congregational builds, and events.

Family Selection - sets the criteria for selection, screens applications, visits applicants, and makes recommendations for home ownership.

Family Support - assigned to one partner family and meets once a month after selection, and settlement.

Fund Raising - handles annual campaigns, capital campaigns, donors clubs, outreach, and events.

PR/Media - handles media releases, publicity, marketing for events, website, Facebook, Twitter, etc.

Women Build - the mission of the Women Build Program is to nurture, recruit and train women to build simple, decent, healthy, and affordable houses.

Youth United - Youth United is an exciting initiative invites youth, ages 5-25, to work together to fund and build homes in their own communities.



Resources

www.habitat.org

www.frederickhabitat.org

http://www.youtube.com/watch?v=2_VH0Fh2I0o

Sample Forms

Adult Liability Waiver

Minor Release and Liability Waiver

Statement of Confidentiality

Code of Conduct

Adult Volunteer 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 _____ (month) _____ (year), by _____ (the "Volunteer") in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity of Frederick County, MD, Inc., a Maryland nonprofit corporation, their directors, officers, employees, and agents (collectively, "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:

- 1 . 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, 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 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.
- 2 . 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.
- 3 . 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.
- 4 . 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. Volunteers are expected to maintain their own medical and dental insurance while on the worksite.
- 5 . 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.
- 6 . OTHER.** Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Maryland, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Maryland. 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 _____

Volunteer (sign) _____

Date _____

(Print) _____

DOB: _____ (please include birth year)

Address: _____

Phone: (H) _____

Minor Volunteer 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 _____(month), _____(year), 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 Frederick County, MD, a nonprofit corporation, their trustees, directors, officers, employees, and agents (collectively, "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 Volunteer and the Guardian understand that the work may include constructing and rehabilitating residential buildings 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:

1. **Waivers and Release.** 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, either in law or in equity, which arise or may hereafter arise from Volunteer's work with Habitat.

Volunteer and Guardian understand that this Release 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 work with Habitat, whether caused by the negligence of Habitat or its officers, directors, employees, 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.

2. **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 work 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**.

3. **Assumption of the Risk.** The Volunteer and Guardian understand that the work for Habitat may include activities 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 also understand that, in order to protect its employees and volunteers in all countries around the world, it is Habitat's policy that it will not pay ransom or make any other payments in order to secure the release of hostages. Volunteer and Guardian hereby expressly and specifically assume the risk of injury or harm in these activities and release Habitat from all liability for injury, illness, death, or property damage resulting from the activities of the Volunteer's work for Habitat.

4. **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.

5. **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 work for Habitat, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

6. **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 Maryland, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Maryland. Volunteer and Guardian agree 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 _____ Volunteer (sign) _____
Date _____ (Print) _____
DOB: _____ (please include birth year) Address: _____
Phone: (H) _____

PARENTAL AUTHORIZATION FOR TREATMENT OF A MINOR CHILD

I, _____, am the parent or legal guardian having custody of _____, a minor child. As such parent or legal guardian, I hereby authorize and appoint a Habitat for Humanity representative in whose care the minor child has been entrusted as my agent to act for me with respect to my minor child, _____, and in my name in any way I could act in person to make any and all decisions for me with respect to my minor child, _____, concerning my minor child's personal care, medical treatment, hospitalization, and health care and to require, withhold or withdraw any type of medical treatment or procedure, including X-ray examination, anesthetic, medical or surgical diagnosis or treatment which may be rendered to my minor child under the general or special supervision and on the advice of any physician or surgeon licensed to practice in the state in which treatment is sought. My agent shall have the same access to my minor child's medical records that I have, including the right to disclose the contents to others.

Witness: _____ Parent or Guardian: _____

This PARENTAL AUTHORIZATION FOR TREATMENT OF A MINOR CHILD sworn to and subscribed before me by _____, the Parent or Legal Guardian of _____, a minor child, this _____ day of _____ (month), _____ (year).

_____ My commission expires:

Notary Public

In case of emergency, please contact:

Name: _____ Relation: _____

Address: _____

Phone: (home) _____ (work) _____

Any hospital or medical practitioner not having access to the Volunteer's medical history may need the following information:

Allergies (Medicine, food, etc.): _____

Medication being taken: _____

Date of last tetanus shot: _____

Physical Impairments: _____

Personal Physician's Name: _____

Address: _____

Phone: _____

Your Health Insurance Company: _____

Policy Number: _____ Phone Number: _____

Statement of Confidentiality

It is essential that anyone affiliated with Habitat for Humanity of Frederick County, MD (employees, board members, committee members, partner families, volunteers), have a commitment to preserve confidential information regarding our chosen Partner Families (homeowners) and or applicants to our service. This involves respecting the partner's/applicant's right to privacy and creating a level of trust so partners/applicants may receive services in a respectful manner.

1. Do Not disclose to anyone outside the organization the name or identity of Partners/Applicants unless a release has been signed.
2. Do Not share confidential or identifying information with your family or friends.
3. Do Not discuss a partner/applicant situation openly in front of others - share only with persons who have a need to know to provide a definite service.
4. Do Not handle inquiries from outsiders regarding partners/applicants. Refer to Committee Chair, Executive Director or Board President.

Therefore, I understand and will agree to hold all information obtained in the course of my service and participation with Habitat for Humanity of Frederick County, MD to be held in the strictest confidence. I will respect the right to privacy of family partners/applicants. I will not disclose or discuss any information regarding partner family/applicants inappropriately.

Name _____

Title/Committee _____

Signed _____

Dated _____

Volunteer Code of Conduct

Habitat for Humanity of Frederick County, MD (HFHFC) prides itself in creating a work environment built on respecting the dignity and safety of others. In order to maintain that environment we ask all of our volunteers to adhere to certain guidelines. The following list of expectations and policies are similar to those HFHFC staff are already accountable.

Each volunteer should read this document in its entirety and sign that they acknowledge and agree to the points mentioned in this Code of Conduct. Participation in Habitat for Humanity activities is prohibited for members who have not signed this document.

What HFHFC Expects from its Volunteers

- Volunteers are to maintain a safe and non-threatening work environment for all volunteers, Partner Families, and Habitat staff on any Habitat job site¹.
- Volunteers are to respect and promote the human rights of all affected populations, without discrimination of any kind.
- Volunteers are to treat Partner Families, Habitat staff, and volunteers with respect, courtesy, and dignity.
- Volunteers are to conduct themselves in a professional and courteous manner.

What HFHFC DOES NOT Expect from its Volunteers

The following actions will not be tolerated by Habitat volunteers and can be considered as grounds for the dismissal of a volunteer.

- Being present on any job site without a Habitat staff member.
- Compromising the security of any job site. This includes but, is not limited to purposefully leaving door or windows unlocked, using or distributing keys of the job site or its storage facilities, or knowingly storing equipment in an improper manner.
- Theft of any kind from Habitat or individuals on a job site.
- Making any promises to the Partner Families about the construction/repair of their home. *All questions based on the nature of work being done should be directed to the Construction Supervisor.*
- The use profanity or vulgarity on the job site.
- Smoking or the consumption of alcoholic beverages on any job site or in any HFHFC vehicles.
- Horseplay that compromises the safety of the job site.
- Aggressive behavior, especially towards any Habitat staff, Partner Families, or other Habitat volunteers.
- Engaging in any form of humiliating, degrading, or exploitative behaviour toward any Partner Family, Habitat staff, or volunteer.
- Sexual Harassment or any kind this includes but, is not limited to verbal abuse, insults, and/or demeaning remarks; any uninvited physical contact; the display of offensive objects, pictures or gestures; repeated, unwelcome flirtation or discussions of a sexual nature; profanity or vulgarity; inactive participation; etc..
- Any discrimination based on race, sex, creed, marital status, sexual preference, age, physical and/or developmental disability, color, or national origin.

ANY VIOLATION TO THE ABOVE EXPECTATIONS MUST BE REPORTED TO A HABITAT STAFF MEMBER OR SUPERVISING VOLUNTEER. VIOLATORS WILL BE ASKED TO LEAVE THE JOB SITE UNTIL THEY ARE READY TO CONDUCT THEMSELVES IN A RESPECTFUL AND PROFESSIONAL MANNER.

I, _____ (print name) have read the above code of conduct for HFHFC volunteers. I understand the above and agree to comply with this code of conduct.

Signature _____

Date _____

¹ The term "job site" includes any Habitat construction/repair site, the Habitat ReStore, the Habitat office, any Habitat event location, and any Habitat outreach activities.