

1110 Gardner Boulevard

Columbus, MS 39702

Phone: (662) 329-2501

Dear New Volunteer,

We are so excited that you are interested in volunteering with us as we work on providing a new, affordable home! Attached you will find two forms and a Habitat for Humanity Waiver that are necessary for you to review and complete before beginning volunteering. Please read each page thoroughly before signing, and don’t hesitate to give us a call at (662) 329-2510 if you have any questions.

Forms may be dropped off at our office located at 1110 Gardner Boulevard in Columbus, MS. Drop off hours are Monday through Friday 9:00 a.m. – 3:00 p.m., or Saturday 10:00a.m. – 1:00p.m. Otherwise, bring your completed Cover Letter, Volunteer Information/Release Form and Waiver to the job site.

You will be added to our email group for construction volunteers. Please check our Facebook page, Columbus-Lowndes Habitat for Humanity, and your email for upcoming build dates and other information. ***Once you determine a date(s) that will work for you or a group you are working with, contact us at 329-2501 to ensure spots are available.***  ***We look forward to meeting you soon!***

**PLEASE MARK ALL VOLUNTEER ACTIVITIES YOU ARE INTERESTED IN:**

\_\_\_\_\_\_Construction Site – Saturdays Indicate available dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ReSale Store – Indicate days you are available to work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ Providing Lunch, Snacks and/or Beverages for Volunteers. Not all construction or ReSale Store volunteers use hammers and clean donated merchandise! Snacks and meals are an inexpensive but very helpful way to support our volunteers. You can provide brunch, lunch, snacks and/or beverages on your own, or work with friends, family or co-workers to furnish them to a construction site or to the ReSale Store.

Do you have any experience or special skills? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Would you like to receive our newsletter? Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_

If yes, please provide your email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COLUMBUS-LOWNDES HABITAT FOR HUMANITY**

**VOLUNTEER SIGN-UP, CONTACT, AND RELEASE FORM**

I, (*print name*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_desire to assist Columbus-Lowndes Habitat for Humanity (CLHFH) by volunteering my time at construction sites and/or the CLHFH ReSale Store and having been fully apprised of the inherent dangers involved in working on the site and/or ReSale Store do hereby RELEASE AND DISCHARGE AND COVENANT NOT TO SUE CLHFH, its members, employees, agents, representatives, and affiliates from and on account of any and all liabilities, loss, damage, costs, claims and causes of action based on federal, state or administrative law not otherwise barred, asserted by myself or any person standing to assert such claims on my behalf, including, but not limited to all damages to my personal property or any bodily injuries to me, including fatal injuries, arising out of or resulting from participation in or presence at the construction project and/or ReSale Store or other activities in which I participate.

I will advise staff and volunteer leaders of any limitations I have regarding tasks I may be asked to perform. As a volunteer with CLHFH, I understand that I may be subject to a background check. I further grant and convey unto CLHFH all right, title and interest in any photographic images or video or audio recording made by CLHFH during my work for CLHFH, including, but not limited to, and royalties, proceeds or other benefit from such photographs or recordings.

I have read and understand the **HFH Volunteer Policies and Release Form.**

WITNESS MY HAND, THIS \_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of volunteer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent or legal guardian if volunteer is 18 years of age or under

I am at least 16 years of age \_\_\_\_\_\_yes \_\_\_\_\_\_no. If under 16 years of age, please state age: \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of CLHFH Staff

**CONTACT INFORMATION**

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Time to Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Columbus-Lowndes Habitat for Humanity**

**Safety Rules for CLHFH Construction Volunteers**

1. If you do not feel comfortable in your ability to do a job safely, ask questions or ask not to have to do that particular job. It is ok. We have plenty of other work that needs doing.
2. Clothing should be appropriate to the work site conditions.
	1. If demolition, not shorts.
	2. If construction, shorts are okay but please keep them appropriate for working around others.
3. No sandals, no open-toed shoes.
4. Do not use cell phones while working.
5. Safety glasses are required of all volunteers. If you do not have any, we can lend you a pair.
6. Safety glasses, ear plugs, gloves are available if you ask.
7. When you use power tools, do not wear gloves.
8. Keep extension cords and power cords away from any standing water.
9. Watch where you are walking; there are extension cords, rough ground, nails, boards, and other construction materials around that you might step on or trip over.
10. If carrying any construction materials, be sure to look out for other workers. You do not want to hit them with a board!
11. Ensure your extension ladder or step ladder is standing on firm, even ground and set properly.
12. If climbing, always keep 3-points of contact with the ladder or scaffold (2 hands, 1 foot; 2 feet, 1 hand)
13. If anyone is working above you, hard hats are to be worn below.
14. When nail guns are being used, do not work inside the structure.
15. Keep construction scrap picked up. This can be a trip hazard to all.
16. Don’t reach beyond your limit.
17. Take a break every hour.
18. If you are thirsty, get some water. If it is hot, try to drink water every hour.
19. Remember to lift with your legs, not your back.
20. Volunteers shall not use any “bump” type nail guns.
21. If you have a question about your safety, ask your team-leader from CLHFH.