

# ▼ WORK GROUP REGISTRATION ▼

1. Please read and complete this registration form thoroughly. PLEASE PRINT CLEARLY. Failure to provide all information may result in the cancellation of your reserved work day.
2. Please return this form to the Greater Erie Area Habitat for Humanity Office at least one week prior to your reserved work day. *Your reserved work day will not be confirmed until this form is completed and returned to the Habitat Office.*

<b>GROUP LEADER CONTACT INFORMATION</b>	
Name _____	Today's Date ____/____/____
Current Mailing Address _____	
City _____ State ____ Zip Code _____	( <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> School )
Phone: (H) _____ (W) _____	Cell _____
Fax _____ Email _____	( <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> School )
Occupation _____	Affiliation _____ (School, Church, Organization, etc.)
<b>ORGANIZATION/GROUP INFORMATION</b>	
Group Name _____	
<input type="checkbox"/> Business <input type="checkbox"/> Organization <input type="checkbox"/> Church <input type="checkbox"/> School <input type="checkbox"/> Other _____	
Mailing Address (If Different From Above) _____	
City _____ State ____ Zip Code _____	Phone _____
Fax _____	Website _____
<b>GROUP MEMBER INFORMATION</b>	
Please Use The Table Provided On The Next Sheet To List All Habitat Work Group Members.	
<ul style="list-style-type: none"> <li>• Please be sure to list all members according to their scheduled work site hours. (EX: If (X) is working from 8 a.m. – noon, his/her name and medical information needs to be completed in the 8 a.m. – noon table. If (X) is working an all day shift his/her name should appear in both tables)</li> <li>• <u>For Youth Groups</u>: There must be one adult for every 5 youth under the age of 18. Please indicate the adult supervisor(s) on this volunteer list.</li> </ul>	

For Office Use Only: DO NO WRITE IN THIS SPACE	
Date Received _____	Scheduled Date _____ Confirmed Group Size _____
Notified of Work Site Location: <input type="checkbox"/> Y <input type="checkbox"/> N    Location _____	
Out of Town Groups: Volunteer Center Contract <input type="checkbox"/> Y <input type="checkbox"/> N    Deposit _____ Sent Confirmation Packet _____	
Arrival Date _____	Departure Date _____
Other: _____	



## Work Group Member Sign-In Sheet

**GROUP NAME:**

**WORK DAY DATE:**

***** Table 1: All Habitat Group Members Working 8 a.m. to 12 p.m. *****						
	Volunteer Name	Group Leader (Check One)	Devotion (Check One)	Waiver	Sign - In	Hours
					(Will Be Completed On-Site)	
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
***** Table 2: All Habitat Group Members Working 12:30 p.m. to 4:30 p.m. *****						
	Volunteer Name	Group Leader (check one)	Devotion (check one)	Waiver	Sign - In	Hours
					(Will Be Completed On-Site)	
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		
12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N		

# GROUP MEMBER

## Volunteer Form & Release and Waiver of Liability

Please copy  
and distribute  
to all group  
members.

1. Please read this form and complete each section thoroughly. PLEASE PRINT CLEARLY
2. Please read the Release and Waiver of Liability. The Waiver must be completed before doing any work on behalf of Greater Erie Area Habitat for Humanity.

<b>VOLUNTEER INFORMATION</b>		Date ____/____/____
Name _____		Date of Birth ____/____/____
Current Mailing Address _____		City _____ State ____ Zip Code _____
Phone: (H) _____ Cell _____		Email _____
I attend worship services at: (Optional) _____ Employer _____		
<input type="checkbox"/> YES! I would like to be added to the mailing list and receive Greater Erie Area Habitat for Humanity's Newsletter.		
<input type="checkbox"/> YES! I would like to receive e-mail updates from the Greater Erie Area Habitat for Humanity.		
<input type="checkbox"/> YES! I would like to be invited to Habitat's House Dedications.		

<b>EMERGENCY CONTACT</b>	
In case of emergency, please contact _____	Relation _____
Address _____	City _____ State ____ Zip Code _____
Phone: (H) _____ (W) _____	Cell _____

<b>GROUP INFORMATION</b>	Extreme fear of heights? <input type="checkbox"/> Y <input type="checkbox"/> N	Do you have seizures? <input type="checkbox"/> Y <input type="checkbox"/> N
_____	Any allergies? <input type="checkbox"/> Y <input type="checkbox"/> N	If yes, specify: _____
Group Name _____	Date of last Tetanus Shot: ____/____/____	
_____	Medications being taken: _____	
Group Leader _____	List any special needs/accommodations: _____	

**RELEASE AND WAIVER OF LIABILITY**

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the "Release") executed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (the "Volunteer") in favor of Habitat for Humanity International, Inc., a non-profit corporation, and the Greater Erie Area Habitat for Humanity, a Pennsylvania non-profit 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 Volunteers hereby freely, voluntarily, and without duress executes this Release under the following terms:

**Release and Waiver.** Volunteer does hereby release and forever discharge and hold harmless Habitat and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, 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, 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 no limited to medical, health, or disability insurance in the event of injury or illness.

**Medical Treatment.** Volunteer does hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid treatment, or service rendered in connection with the Volunteer's Activities with Habitat.

**Assumption of the Risk.** The Volunteer understands that the Activities include work that may be hazardous to the Volunteer, including, but not limited to, construction, loading and unloading, and transportation to and from the work sites. Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases Habitat from all liability for injury, illness, death, or property damage resulting from Activities. **Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.**

**Photographic Release.** Volunteer does hereby grant and convey unto Habitat all right, title, and interest in any and all photographic images and video or audio recordings made for Habitat during the Volunteer's Activities with Habitat, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographers or recordings.

**Other.** Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Pennsylvania, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Pennsylvania. Volunteer agrees that in the event that any clause or provision of the 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. Misconduct of a sexual nature within the organization interferes with its moral mission and will not be tolerated. Greater Erie Area Habitat for Humanity seeks to create an environment of hospitality for all persons, male or female, which is free of misconduct of a sexual nature and encourages respects, equality and kinship in Christ.

IN WITNESS WHEREOF, volunteer has executed this Release as of the day and year first above written.

Volunteer (Signature): \_\_\_\_\_ Parent or Guardian (18-) \_\_\_\_\_

# ▼ WORK SITE GUIDELINES AND SAFETY RULES ▼

All work, whether individual or group, must be scheduled through the Greater Erie Area Habitat for Humanity Office, at 814-454-7025. Work site hours are 8 a.m. - noon Tuesday – Thursday and two shifts available on Saturday, 8 a.m. – noon and 12:30 p.m. – 4:30 p.m.

Please copy & distribute to all group members.

## WORK SITE LOCATION

- To confirm the work site location, please call the Habitat Office at 814-454-7025.
  - *Individuals*, please call the day before your scheduled work day.
  - *Work Groups*, please call two days before scheduled work day.
- Call after hours & listen to the message. It is updated everyday at 5 p.m. with the next day's work site location.
- All volunteers are responsible for their own transportation to & from various work sites. Volunteers are expected to have reliable transportation in case the work day ends early.

## WHAT TO WEAR

Appropriate dress is required:

- **Sturdy, flat soled shoes or boots are REQUIRED. No open toed shoes or heels.**
- **Long work pants or jeans are REQUIRED. No shorts or sweatpants.**
- During the summer, please use common sense when working in the sun. You may want to bring sunscreen and/or a hat.

## What You Should Bring

- It is recommended that you bring work gloves & safety glasses if you have them
- You may bring a hammer, tape measure & tools if desired.
- We ask that any tools which you bring to the work site have your name on them & make sure you take them home.

## WHAT YOU SHOULD EXPECT

- The work site opens at 7:45 a.m. At that time, you will sign-in, have the devotion, and get the work assignments.
- Mike Saunders, Construction Manager, or Tom Smith, Construction Supervisor, will assign the daily tasks. Work begins promptly at 8 a.m.
- Experience and/or construction skills are not required. The construction supervisors and regular volunteers will provide instruction and direction to complete required tasks.
- Greater Erie Area Habitat for Humanity will provide a coffee break on the work site at 10 a.m. for the volunteers. You may bring your own snacks for breaks or a lunch if you are working a full day.
- Drinking water and a port-a-potty are on the work site at all times.
- Appropriate language is required. Foul language is not tolerated.
- No alcoholic beverages are allowed.
- No portable music devices are allowed.
- Cell phone use limited to breaks or in an emergency. If an emergency call needs to be made, you need to step away from the active construction site.

## Age Requirements

- No one under the age of 16 may do any work at a *construction site* on behalf of Greater Erie Area Habitat for Humanity.
- For youths aged 16 & 17 the following limitations apply:
  - No use of any power tools or machines with blades
  - No wrecking, demolition or excavation operations
  - No roofing; Can go no higher than 8ft. on a ladder
- **At least one adult is required for every five youth ages 16 & 17.**
- In order to comply with our stated policy and Habitat for Humanity International, we have had to make a rule that any person under the age of 16 who arrives at the construction site will be sent home. (This directive is based upon Federal Child Labor Laws and upon guidelines promulgated by Habitat for Humanity International. This directive was passed by Greater Erie Area Habitat for Humanity on February 10, 1996 and updated on October 13, 1997.)

Greater Erie Area Habitat for Humanity appreciates your cooperation in complying with these rules in order to create a safe and productive work site environment.

