



**Habitat**  
**for Humanity**<sup>®</sup>  
of York County

# Volunteer Handbook & Policy Manual

This document will provide you with general policies and practices of Habitat Humanity of York County. You are encouraged to familiarize yourself with the contents, as it will answer many common questions concerning your volunteering. This document is subject to change, and you will be notified should such changes occur.

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## THE VOLUNTEER EXPERIENCE

Thank you for considering Habitat for Humanity of York County (HFHYC) to invest your time. From our construction and Habitat ReStore operations to our office, special events and committee work, volunteers are a part of every facet of our organization.

We work to ensure poverty housing becomes socially, politically, and spiritually unacceptable. Habitat employees, homebuyers, and volunteers work together in harmony, in an atmosphere of trust and respect for each other, to achieve this goal.

Volunteers provide our organization with credibility, insight, perspective, diversity, and expertise that enlightens our operations, helps fulfill our mission, and engages the community in our activities.

Habitat for Humanity of York County believes that all who share a commitment to our mission are welcome to join us in our work regardless of their background, ethnic origin, age, faith or gender. Everyone is welcome.

Every member of the Habitat family is valuable and everyone's time, talents and efforts are special gifts to be appreciated, respected, recognized, and never taken for granted. The right role can be found for any person with a desire and heart to serve.

Volunteers and staff will be given opportunities to learn and grow within the organization. The work of every volunteer, partner family, and staff is valued equally.

HFHYC values volunteers by giving them meaningful work to do and the materials, tools, training, and supervision to complete their tasks safely and in a timely manner. Volunteers are responsible for the quality of their work, their conduct at HFHYC work sites, and for meeting their commitment to HFHYC, and its partner families.

All volunteers deserve frequent and accurate information about HFHYC activities and operations provided through regular, open, one-on-one communication with staff, through publications, and through conversations with volunteer leaders.

**\*\* All volunteers are required to complete an orientation, and turn in required documents prior to beginning their volunteer experience\*\***

## OFFICE VOLUNTEER INFORMATION

Join us behind-the-scenes and volunteer by providing office support!

The Habitat for Humanity of York County Administrative Office is open Monday through Friday from 9:00 a.m. until 4:00 p.m.

### **Volunteer Opportunities**

- Administrative Support
  - Front-desk hospitality
  - Data entry
  - Mailings
  - Fund Development Campaigns
  - Technical Efficiencies

We are always looking for volunteers who would like to volunteer on a regular basis.

**Contact the Volunteer Coordinator by phone or e-mail at: [volunteer@yorkcountyhabitat.org](mailto:volunteer@yorkcountyhabitat.org) to schedule your first work time.**

If you are volunteering with us to fulfill a community service requirement, it is your responsibility to keep track of your hours. **Make sure you sign in and out on the master Volunteer list AND have someone sign your sheet on the day you volunteer.**

### **For Your Comfort:**

- You may bring your lunch; there is a refrigerator and microwave for your use.

## RESTORE VOLUNTEER INFORMATION

The Habitat for Humanity ReStore sells new and used overstocked and discontinued building and home improvements materials donated by manufacturers, stores, contractors, businesses and individuals. These donated items are then sold to the public. All profits from the Habitat ReStore help build Habitat for Humanity homes in partnership with our community. The Habitat ReStore is located at 825 N. Anderson Rd., Rock Hill, SC and is open Tuesday – Friday, 10:00 a.m. – 5:00 p.m. and Saturday, 9:00 a.m. – 5:00 p.m.

### **Volunteer Opportunities**

While every day brings new opportunities and jobs to be done at the Habitat ReStore, there are recurring chores and tasks for volunteers. These include:

- Intake, Clean and Sort Donations
- Restock Shelves
- Organize sales floor/move inventory

- Keep up appearance of the store

We are always looking for volunteers who would like to volunteer on a regular basis at the ReStore. Those individuals can work with ReStore staff to define specific, recurring volunteer job descriptions and schedules.

Volunteers for the ReStore will need to commit a minimum of 4 hours—under special circumstances, considerations can be made.

**Contact the Volunteer Coordinator by at: [volunteer@yorkcountyhabitat.org](mailto:volunteer@yorkcountyhabitat.org) to schedule your first work times at the Habitat ReStore.**

**Important information:**

1. All Habitat ReStore volunteers must be at least 16 years of age and have the signature of a parent or guardian if under the age of 18. There are limited opportunities for 14 and 15 year old volunteers.
2. All of the tools and equipment that you need will be provided for you.
3. Wear clothing that you don't mind getting dirty. Wear hard soled shoes or boots if you have them. All shoes must be closed-toed.
4. Volunteers can take breaks as needed.
5. If you are volunteering with us to fulfill a community service requirement, it is your responsibility to keep track of your hours. **Make sure you sign in and out on the master ReStore Volunteer list AND have someone sign your sheet on the day you volunteer.**

**For Your Comfort:**

- You may bring your lunch; there is a refrigerator and microwave for your use.

**For Your Safety:**

- Please let us know of any allergies and/or special needs.
- Ask if you have doubts about doing anything.
- Do not leave tools where they can fall.
- Stay clear of others when you are carrying materials.
- Make sure ladders are firmly anchored at the base.
- Wear protective clothing (Long pants to protect your legs, and gloves to protect your hands).

## CONSTRUCTION VOLUNTEER INFORMATION

1. To volunteer for a shift call the office or email [volunteer@yorkcountyhabitat.org](mailto:volunteer@yorkcountyhabitat.org).
2. On the day you are scheduled to volunteer, you will receive an email from the Construction Supervisor stating where the crew will be working that day.

### **Important Information:**

1. **Every volunteer must complete an orientation either online or in the office prior to going to the construction site.**
2. **All volunteers must provide transportation to and from work sites.**
3. All construction volunteers must be at least 16 years old and accompanied by an adult if under 18.
4. Feel free to bring you own hand tools (tape measure, hammer, utility knife, etc), but make sure you label everything.
5. Wear clothing that you don't mind getting dirty. Layers are usually best for the varying weather over the course of the day. Wear hard soled shoes or boots if you have them. All shoes must be closed toe.
6. We take two breaks during the day. Lunch is from noon – 1:00 p.m. please plan to bring your own lunch unless otherwise notified.
7. If you are volunteering with us to fulfill a community service requirement, it is your responsibility to keep track of your hours. Make sure you have someone sign your sheet on the days you volunteer.

### **Tips While on Site**

#### **For your comfort:**

- Dress for weather: wear layers for moving between inside and outside work.
- Bring drinking water and stay hydrated.
- Sunscreen protects your skin all year round.

#### **For your safety:**

- Please let us know if you have any allergies, asthma, or special needs.
- Ask if you have doubts about doing anything.
- Look up, look down, and all around.
- Do not leave tools where they can fall.
- Do not stand under other workers where something could fall on you.
- Do not throw things out of a window or off of a roof without ensuring the area below is clear.
- Wear a hard hat if there is work overhead.

- Never set a board down with the nails sticking out – always take them out.
- Stay clear of others when you are carrying materials.
- Do not overload a roof or scaffolding.
- Make sure ladders are firmly anchored at the base.
- Do not walk on unsupported scaffolding.
- Do not use a power tool unless you know how.
- Do not put together makeshift ladders or platforms.
- Wear eye and ear protection when working with power tools.
- Wear closed shoes with sturdy soles.
- Wear protective clothing (Long pants to protect your legs, and gloves to protect your hands).

## VOLUNTEER RIGHTS & EXPECTATIONS

### **As a volunteer you have the right to:**

1. Be assigned appropriate tasks according to your ability, skill, interests, availability, and training.
2. Receive training and supervision for the tasks accepted.
3. Receive a job description for your assignment when appropriate and available.
4. Be treated as a fellow team member who contributes to HFHYC goals through your volunteer work.
5. Make suggestions about your assignment and the HFHYC volunteer program, and be acknowledged by staff.
6. Expect that HFHYC be a good steward of your time.
7. Be given appropriate expressions of appreciation and recognition.
8. Be trusted with confidential information if needed to help carry out assignments.
9. Expect that records will be kept; documenting areas of interest or positions held (and if applicable, time spent volunteering, commendation, etc.)
10. A safe and inviting environment to work in that is free of harassment and discrimination.

### **HFHYC expects volunteers to:**

1. Know your duties and stay on task.
2. Cooperate with staff, partner families and your fellow volunteers, and maintain a team attitude.
3. Voice your opinions and contribute your suggestions to improve HFHYC's work.
4. Sign in and out each time you arrive for a work assignment.
5. Be on time for scheduled meetings and work assignments.
6. Honor your commitment and come when scheduled.
7. Treat all volunteers, staff, and partner families with respect.

Remember, you help to create the healthy, pleasant, and safe volunteering conditions that HFHYC intends for you. We need your help in making each volunteer day enjoyable and rewarding.

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## COMMUNITY SERVICE

HFHYC welcomes community service volunteers from civic groups, schools, community assistance programs, and the judicial system. **Community service volunteers are responsible for maintaining an accurate timesheet and to ensure it is signed at the beginning and end of each day by a HFHYC supervisor or duly appointed person. Hours worked, but not recorded or signed off at the end of each day of service, will not be counted.** Community service volunteers must also sign in and out.

*Individuals from the judicial system are also expected to provide a copy of their charges and court appointed service documentation prior to beginning their volunteer work.*

## HFHYC COMMITMENT TO VOLUNTEERS

Our affiliate recognizes that without volunteers we would not be able to succeed in our vision. It is our hope that you will join us in this spirit of partnership and that your work here at HFHYC is successful and fulfilling.

With this in mind, the leaders and staff at HFHYC will:

- Actively seek and encourage participation of volunteers in all areas of the organization including planning, problem-solving, construction, the ReStore, and administration.
- Share strategic and business plans and on-going schedules to inform volunteers and staff, and focus their energies.
- Respond to all inquiries from prospective volunteers in a timely manner to facilitate their orientation and scheduling.
- Match volunteers with tasks that meet their interests and skills, with clear instructions, deadlines, materials, tools, and freedom to complete the tasks.
- Foster personal growth among volunteers by providing skilled supervision, training and opportunities to learn new skills.
- Train all volunteers and partner families who are willing to learn.
- Give volunteers meaningful work and abundant thanks, directly and frequently.



- Consider all volunteer requests, suggestions, and grievances in a respectful and timely manner. You may e-mail [volunteer@yorkcountyhabitat.org](mailto:volunteer@yorkcountyhabitat.org) with any concerns.
- Work together to continually renew and reinforce our mutual commitment to the mission of Habitat for Humanity of York County.

We hope that your volunteer experience will be rewarding, enjoyable, and worthwhile.

## HABITAT FOR HUMANITY INTERNATIONAL OVERVIEW

*“For a community to be whole and healthy, it must be based on people’s love and concern for each other.”* – Millard Fuller, Founder of HFH

Millard Fuller was born on January 3, 1935 in Lanett, Alabama. Fuller was a successful businessman and lawyer, who majored in economics at Auburn and later received a law degree from the University of Alabama. Fuller became a self-made millionaire by the age of 29 and “retired” to dedicate his life to helping the poor—**Habitat was founded in 1976.**

Habitat for Humanity International (HFHI) is a nonprofit, ecumenical Christian housing ministry dedicated to eliminating substandard housing. Habitat works in partnership with low-income working families, sponsors, and communities to build and renovate decent, affordable housing. Through volunteer labor and donations of money and materials, Habitat builds and rehabilitates simple, decent homes with the help of the partner families. Habitat homes are sold to partner families at no profit, and financed with affordable, no-interest loans. The homeowner’s monthly mortgage payments are then recycled back into the program to build more Habitat homes.

HFHI headquarters, located in Americus, GA, provides information, training, and a variety of other support services to Habitat affiliates worldwide. Habitat is a worldwide, grass-roots movement. There are more than 2,000 active affiliates in 89 countries, including all 50 states of the United States, the District of Columbia, Guam and Puerto Rico.

Habitat has served more than 1,000,000 families around the world, providing more than 4,000,000 people with safe, decent, affordable shelter. Former president Jimmy Carter partnered with Habitat in 1984 and became Habitat’s most famous spokesperson and volunteer.

Neither race nor religion is a factor in choosing the families who receive Habitat houses.

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### MISSION STATEMENT

Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, community & hope.

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## VISION STATEMENT

**A world where everyone has a decent place to live.**

### HISTORY – HABITAT FOR HUMANITY OF YORK COUNTY

Habitat for Humanity of York County (HFHYC) has been affiliated with Habitat for Humanity International since **1988**.

HFHYC currently works to improve the community in three ways:

- **New construction** – the traditional Habitat model of building from the ground up with volunteer labor.
- **Home preservation** – up to \$2500 worth of exterior home repairs for income-qualified homeowners whose homes have fallen into disrepair. This program improves home safety, allows homeowners to remain living in their homes, and helps preserve affordable housing in York County.

HFHYC utilizes a **Neighborhood Revitalization** strategy to directly impact defined neighborhoods within our geographic service area. This allows us to concentrate our work and leverage our resources along with other collaborative partners to enhance and improve the overall quality of life of area residents.

Since 1988, HFHYC has partnered with 57 families for homeownership and 22 families for home preservation. **Rehabilitation** is another part of neighborhood revitalization, which will consist of buying and renovating vacant, foreclosed homes for significantly less than the cost of building a new one.

HFHYC currently has 10 full-time staff across its operations.

### WHY DOES HABITAT FOR HUMANITY MATTER?

*There is not a single county in the country where a full-time minimum wage worker can afford even a one-bedroom apartment at what Housing and Urban Development HUD determine to be Fair Market Rent. (HLIHC:2006)*

- Children of homeowners are about 8% more likely to stay in school.
- Daughters of homeowners are about 3% less likely to have children before the age of 18.
- **58% of Habitat homeowners report improved grades for their children.**
- Homeowners are
  - 10% more likely to know their U.S. representative.

- **15% more likely to vote in local elections.**
- 6% more likely to work to solve local problems.

We are building:

Family Partnerships, **CHARACTER**, Self-Confidence, **Homes**, SECURITY,  
*Future Leaders*, **Strong Communities**

### A National Movement.

*Habitat affiliates in the United States collectively represent America’s 6<sup>th</sup> largest homebuilder.* We are able to provide volunteer experiences, mentor and support families, and engage and lead the community to address poverty housing issues.

*“Habitat for Humanity is a perpetual motion miracle: **Everyone who receives, gives—and everyone who gives, receives.** **If you want to live complacent and uninspired, stay away from Habitat;** come close to Habitat and it will change you, and make you part of something that changes the world.” – Randall Wallace, Filmmaker.*

### WHY HABITAT FOR HUMANITY OF YORK COUNTY

- An estimated 30,268 (12.9%) of York County’s population lives below the poverty level.
- There are about 11,700 cost burdened households in York County, with approximately 7,000 of those homes with children.
- An estimated 21,386 (27%) of our population rent their housing.

- U.S. Census Bureau, 2007-2011 American Community Survey
- Joint Center for Housing Studies at Harvard University, State of the Nation’s Housing, 2012

*“Homeownership increases intergenerational wealth accumulation through improved educational achievement in children, which leads to greater earnings when these children enter the workforce.” – Boehm and Schlottmann: 2004*

### THE HOMEOWNER PROCESS

*“Habitat for Humanity believes in putting faith into action. As the walls go up, so many invisible walls go down, and new hope is built in the heart of the community.” – Desmond Tutu, Archbishop and Nobel Prize Winner*

Habitat for Humanity Homeowners are selected based on:

- Need.

- Ability to repay the no-profit mortgage.
- Commitment to a partnership with Habitat.

The typical house payment is about \$450 a month, with \$350 paid on loan principal which is used to fund other Habitat houses, and \$100 paid in escrow. The total housing cost does not exceed 30% of the total monthly income.

Homes are sold to homeowner partners through a 20 or 30 year no-interest, after homeowners invest 250 hours per adult in “sweat equity,” building the homes of other Habitat homeowners as well as their own.

It costs \$90,000 to build a 3 bedroom home, and \$100,000 to build a 4 bedroom home. For every home built, we tith to build homes in Guatemala. Furthermore, we donate 5% of our net profit from the ReStore to Habitat’s work in Romania.

With the help of volunteer labor, donations of money and materials, Habitat for Humanity is able to build simple, decent, and safe houses in partnership with the homeowner families.

## HOME PRESERVATION INITIATIVE

Qualifications include owning and residing in a home, earning no more than 60% of the medium income for the area, possessing current homeowner’s insurance, being a York county resident, being in good standing on mortgage and property tax payments, agreeing to 8 hours of sweat equity, repayment of project costs, and one must remain in the house for three years after completion. Habitat for Humanity of York County is currently partnering with:

- Paradise neighborhood (Fort Mill)
- Roosevelt neighborhood (Clover)

Previously partnered with: Johnson City neighborhood (York).

## POLICY & PROCEDURES

### AGE OF VOLUNTEERS

Volunteers under the age of 16 may not work on HFHYC construction sites or in the Habitat ReStore. Volunteers under the age of 18 must present a waiver of liability form signed by a parent or legal guardian and must sign a waiver that includes a parent/guardian signature when volunteering with Habitat. Our volunteer coordinator will work with youth group leaders to provide opportunities for safe, meaningful participation in appropriate activities and settings that support our mission. There is no maximum age for Habitat volunteers.

### SAFETY

Volunteers and HFHYC share responsibility for establishing and maintaining a safe work environment. HFHYC will attempt to ensure a safe work environment and to comply with federal, state, and local safety regulations. In turn, you are expected to obey safety rules and to exercise caution in all of your work activities. You are asked to report any unsafe conditions to your supervisor immediately. Any accident, which results in injury, regardless of how insignificant, must be reported promptly to your supervisor.

A first aid kit is located on all properties and at the construction sites. A supervisor will advise you of exact locations on site.

### ABSENCE AND LATENESS

The positions that volunteers fill are critical. If you fail to show up, others must take on the tasks you were expected to accomplish. If you are unable to attend a scheduled work day, or if you will arrive late, please contact your Volunteer Coordinator with as much notice as possible.

### SIGN-IN

Volunteer sign-in is very important to our organization. Keeping track of volunteer hours helps the affiliate with funding, and assists us in recognizing the hard work that you all do. All volunteers must sign in and out with the tools provided.

### CONFIDENTIAL INFORMATION

HFHYC has an obligation to partner families, volunteers and donors to maintain their confidentiality and to respect their privacy. Every person served by HFHYC has the right to confidentiality. If you are aware of a partner family issue that requires immediate attention, especially if it involves volunteers, please direct your concern immediately to the HFHYC Volunteer Coordinator or Executive Director.

## HARRASSMENT AND DISCRIMINATION

HFHYC is firmly committed to providing a positive work environment free of discrimination and bias. Each volunteer is personally responsible for maintaining such a work environment. HFHYC prohibits any actions, words, jokes, or comments based on an individual's sex, gender, sexual preferences, ethnic background, age, religion, physical condition, socioeconomic status, or other legally protected characteristic. Any conduct or action, whether overt or subtle, which creates an offensive or hostile work environment is prohibited and will be grounds for immediate disciplinary action.

HFHYC prohibits any harassment between volunteers, employees, partner families, or any other non-employee. No volunteer, male or female, should be subjected to unsolicited or unwelcome sexual overtones and conduct, either verbal or physical. Misconduct applies to males and females, and includes harassment between individuals of both sexes and the same sex.

Any volunteer who believes he or she is a victim of sexual or discriminatory harassment is encouraged to let the harasser know that his or her behavior is unwelcome. In addition, volunteers who believe they have been harassed must immediately report the matter to a Supervisor or the Executive Director. A grievance is then filed.

## GRIEVANCES

Under this policy, a grievance is defined as any event, condition, rule, or practice which the volunteer believes violates his or her civil rights, or treats him or her unfairly. A grievance may also deal with an attitude, or an opinion or statement held by a staff member, volunteer, or partner family.

To provide prompt and efficient evaluation of, and response to grievances, HFHYC has established a procedure for all volunteers. It is HFHYC's policy to give full consideration to every volunteer's opinion. There will be no discrimination against or toward anyone for his or her part in presenting a grievance. All grievances are handled confidentially.

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### GRIEVANCE PROCEDURE

1. If urgent action is needed, notify the site supervisor or site host immediately.
2. Attempt to discuss your grievance with your supervisor, HFHYC Volunteer Coordinator, or committee chairperson to work out the problem.
3. If you are unsatisfied, submit your complaint in writing to a supervisor, the HFHYC Volunteer Coordinator, or committee chairperson.
4. A response should be made within 5 business days.
5. If you are not satisfied within 5 business days of how your written complaint was handled, you may appeal by submitting your written complaint to the Executive Director. If the complaint is with the Executive Director, then submit it to the Board Chair.

6. The Executive Director or president should respond within 5 business days.
7. If you are still unsatisfied, you may ask that your written complaint be taken to the Executive Committee of the Board. Within 30 days, the Executive Committee will act on your grievance, affirming or denying your request, choosing to investigate further, or choosing to take the matter to the entire Board. The Executive Committee's decision is final.

## VOLUNTEER CONDUCT

HFHYC has the right to terminate a volunteer for failing to uphold any portion of the volunteer handbook and policy manual.

Although it is not possible to list all the forms of behavior or conduct that are considered unacceptable in the work place, the following are examples of infractions or conduct that may result in the limitation and termination of the volunteer relationship.

- Theft or inappropriate removal or possession of HFHYC property.
- Misuse of agency funds, equipment, or materials.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the workplace, while on duty or while operating HFHYC equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to the damage of property.
- Repeated failure to follow a supervisor's reasonable request or to carry out a reasonable job assignment.
- Gross misconduct or insubordination.
- Violation of safety or health rules.
- Abuse or mistreatment of partner families, volunteers, or employees.
- Sexual or other unlawful harassment or discrimination.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism without notice.
- Releasing confidential information.

## HOURS OF OPERATION

Location	Hours
Office	Monday – Friday 9:00 a.m. – 4:00 p.m.
ReStore	Tuesday – Thursday 10:00 a.m. – 5:00 p.m. Saturday 9:00 a.m. – 5:00 p.m.
Construction	Wednesday, Thursday, Friday and Saturday

## CONTACT INFORMATION

Location	Other Information
Habitat for Humanity of York County & ReStore  825 N Anderson Rd. Rock Hill, SC 29730	Main Office: (803) 328-1728 Fax: (803) 327-5522 ReStore: (803) 324-1960  Website: <a href="http://www.yorkcountyhabitat.org">www.yorkcountyhabitat.org</a>
Social Media	
Facebook: <a href="http://www.facebook.com/ychebitat">www.facebook.com/ychebitat</a> Twitter: <a href="http://www.twitter.com/ychebitat">www.twitter.com/ychebitat</a>	

Contact us @ [volunteer@yorkcountyhabitat.org](mailto:volunteer@yorkcountyhabitat.org)



# VOLUNTEER APPLICATION

Name	f
Address, City ST Zip code	Click here to enter text.
Primary Phone	Click here to enter text.
E-Mail Address	Click here to enter text.
Best method of communication	<input type="checkbox"/> <b>Phone</b> <input type="checkbox"/> <b>Email</b>

**During which days are you available for volunteer assignments?**

*\*\*\* Please note that there will be limited availability on Wednesday and Saturday for Construction volunteers. \*\*\**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Monday</b><br>(Office)                             | <input type="checkbox"/> <b>Thursday</b> (Office, Restore or Construction) |
| <input type="checkbox"/> <b>Tuesday</b> (Office or ReStore)                    | <input type="checkbox"/> <b>Friday</b> (Office, Restore or Construction)   |
| <input type="checkbox"/> <b>Wednesday</b><br>(Office, ReStore or Construction) | <input type="checkbox"/> <b>Saturday</b> (Restore or Construction)         |

*Please list any special circumstances that may impact your availability (ie. Hours, allergies, etc.).*

**Tell us in which areas you are interested in volunteering:**

- |  |   |
|--|---|
| <input type="checkbox"/> Committees: <i>Please indicate.</i><br><input type="checkbox"/> Office (2 hr. minimum/day)<br><input type="checkbox"/> ReStore (4 hr. minimum/day)<br><input type="checkbox"/> Construction | <input type="checkbox"/> I am interested in volunteering once<br><input type="checkbox"/> I am interested in volunteering regularly<br>[ <input type="checkbox"/> Weekly   <input type="checkbox"/> Bi-weekly   <input type="checkbox"/> Monthly   <input type="checkbox"/> Other:<br><i>Specify Availability</i> ] |
|--|---|

**Special Skills or Qualifications:**

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**Previous Volunteer Experience:**

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*It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.*

*Thank you for completing this application form and for your interest in volunteering with us.*

## RELEASE & WAIVER OF LIABILITY



## **RELEASE AND WAIVER OF LIABILITY FOR ADULTS & MINORS**

*Please Read Carefully: This is a legal document that affects your legal rights!*

**Construction site laborers must be 16 years old or older.**

**RETURN TO: P.O. Box 4255, Rock Hill, SC 29732 or [volunteer@yorkcountyhabitat.org](mailto:volunteer@yorkcountyhabitat.org)**

This Release and Waiver of Liability (the "Release") executed on today's date \_\_\_\_\_ by \_\_\_\_\_, an **ADULT** (the "Volunteer"), or by \_\_\_\_\_, a **MINOR CHILD** (the "Volunteer") and \_\_\_\_\_, (Guardian's name – **PRINT**)

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 York County, Inc., a South Carolina not for profit corporation, their directors, officers, employees, and agents (collectively, "Habitat").

The Volunteer and/or Guardian desire that the Volunteer work as a volunteer for Habitat and engage in the activities related to being a volunteer. The Volunteer and/or the Guardian understand that the activities may include constructing and rehabilitating residential buildings, working in the Habitat offices and/or ReStore.

The Volunteer and/or Guardian do hereby freely, voluntarily and without duress execute this Release under the following terms:

1. **Waiver and Release.** Volunteer and/or 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 for Habitat.

Volunteer and/or Guardian understand that this Release discharges Habitat from any liability or claim that the Volunteer and/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 for Habitat, whether caused by the negligence of Habitat or its officers, directors, employees, or agents or otherwise. Volunteer and/or 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.

2. **Medical Treatment.** Volunteer and/or Guardian do hereby release and forever discharge Habitat from any claim whatsoever that arises or may hereafter arise on account of any first aid, treatment or service rendered in connection with the Volunteer's work for 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/or 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/or 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 for the Volunteer's work for Habitat.

4. **Insurance.** The Volunteer and/or 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.

Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

5. **Photographic Release.** Volunteer and/or Guardian do hereby: consent that their photograph may be taken or their image digitally recorded while engaged in work for Habitat and 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/or Guardian expressly agree that this Release is intended to be as Broad and inclusive as permitted by the laws of the State of South Carolina, and that this Release shall be governed by and interpreted in accordance with the laws of the State of South Carolina. Volunteer and/or 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.

Volunteer's Name (**PRINT**): \_\_\_\_\_

Birth Date: \_\_\_\_\_ (if under the age of 18)

Volunteer's Signature: \_\_\_\_\_

Parent/Guardian's Name  
(PRINT): \_\_\_\_\_

**Check here if you are  
a THRIVENT  
Member**

Parent/Guardian's Signature: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

## MEDICAL DISCLOSURE

Volunteer's Name (**PRINT**): \_\_\_\_\_

I hereby certify that I do not have any injuries, disabilities, or physical limitations that would impair my abilities while performing my job at the Habitat ReStore or at the Habitat construction site.

I have listed below any previous injuries, disabilities, or physical limitations that would restrict me from performing the daily tasks asked of me. I have also notified a staff person of these injuries, disabilities, or physical limitations.

Please list and explain:

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Volunteer's Signature: \_\_\_\_\_

Parent/Guardian's Name (**PRINT**): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

## VOLUNTEER ACKNOWLEDGEMENT

I have received a copy of the Habitat for Humanity of York County (HFHYC) Volunteer Handbook and Policy Manual and understand I should consult with the HFHYC Volunteer Coordinator or the Executive Director if I have any questions about the policies or procedures contained therein.

I understand that from time to time there may be revisions to the Volunteer Handbook and Policy Manual. Such revisions will require the prior approval of the Executive Director and will be communicated to volunteers.

I have entered into my volunteer relationship with HFHYC voluntarily and acknowledge there is no specified length of volunteering. Accordingly, either HFHYC or I can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this manual is neither a contract of employment or volunteering, nor a legal document. Although some or all of the policies and procedures may have been explained to me verbally, I understand that it is my responsibility to fully read and comply with the policies contained in this handbook and any revisions made to it.

[Click here to enter text.](#)

[Click here to enter a date.](#)

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Volunteer's Signature

Date

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Volunteer's Name (print)