

Habitat for Humanity ReStore  
1640 S. Koeller St. Oshkosh, WI 54902  
Phone:(920)230-3535  
Fax: (920) 303-2912  
E-mail: restore@habitatoshkosh.org



For Office Use Only:

- Background Check
- S.O. Registry
- Orientation Complete

Notes: \_\_\_\_\_

## VOLUNTEER REGISTRATION FORM

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Mark if you are 18 or over   
(Last) (First) (M.I.) (Mo/Day/Yr)

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

What is the best way for us to contact you?  **Phone**  **Text**  **E-mail**

Where did you hear about us? \_\_\_\_\_

### HABITAT RESTORE VOLUNTEER OPPORTUNITIES

- I can help with deconstruction (salvaging materials from buildings that will be demolished or remodeled)
- I can help with picking up donated items from homes and businesses
- I have previous retail experience and want to volunteer in the ReStore (tasks vary)

**When are you generally available to volunteer?**

- Daily  Weekly  Monthly  Occasionally
- Weekdays  Weekends  Mornings  Afternoons  Evenings

If you want to receive email information from Habitat, please check your area of interest:

- Monthly Habitat E-newsletter**  **Monthly ReStore E-newsletter**  **Construction Volunteer Opportunities**

### **Photo Release Waiver:**

- Habitat for Humanity of Oshkosh ReStore and its affiliates **have permission** to use my picture.
- Habitat for Humanity of Oshkosh ReStore and its affiliates **do not have permission** to use my picture.

### **MEDICAL EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternative Phone #: \_\_\_\_\_

Please list any medical conditions or allergies we should be aware of: \_\_\_\_\_

Do you have a preferred hospital if emergency treatment is required? \_\_\_\_\_

- I am CPR Certified

**For Youth Volunteers (Ages 14-17):** If my child needs medical treatment while volunteering with Habitat for Humanity of Oshkosh, I hereby give Habitat for Humanity of Oshkosh permission to consent to medical services.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*Volunteering with Habitat for Humanity and Habitat ReStore is an opportunity to learn new skills, meet new people, and make a difference! Thank you for your interest!*

**SKILLS YOU WOULD LIKE TO SHARE WITH HABITAT**

*Please check any special skills you would like to share in the following volunteer areas:*

- | <i><b>ReStore</b></i>                        | <i><b>Build Site</b></i>                      | <i><b>General</b></i>                                 |
|--|---|---|
| <input type="checkbox"/> Cashier             | <input type="checkbox"/> General Construction | <input type="checkbox"/> First Aid                    |
| <input type="checkbox"/> Customer Service    | <input type="checkbox"/> Painting             | <input type="checkbox"/> Supervision                  |
| <input type="checkbox"/> Merchandising       | <input type="checkbox"/> Landscaping          | <input type="checkbox"/> Hosting                      |
| <input type="checkbox"/> Cleaning            | <input type="checkbox"/> Framing              | <input type="checkbox"/> Meal Preparation             |
| <input type="checkbox"/> Organizing          | <input type="checkbox"/> Dry Wall             | <input type="checkbox"/> Special Events               |
| <input type="checkbox"/> Pricing             | <input type="checkbox"/> Roofing              | <input type="checkbox"/> General Office Work          |
| <input type="checkbox"/> General Retail      | <input type="checkbox"/> Siding               | <input type="checkbox"/> PR/Marketing                 |
| <input type="checkbox"/> Truck Driving       | <input type="checkbox"/> Finish Carpentry     | <input type="checkbox"/> Fundraising                  |
| <input type="checkbox"/> Deconstruction      | <input type="checkbox"/> Electrical           | <input type="checkbox"/> Event Planning               |
| <i><b>Computer Skills</b></i>                | <input type="checkbox"/> Masonry              | <input type="checkbox"/> Photographer                 |
| <input type="checkbox"/> Data Entry          | <input type="checkbox"/> Plumbing             | <input type="checkbox"/> Translator (Lang: _____)     |
| <input type="checkbox"/> Graphic Design      | <input type="checkbox"/> Flooring             | <input type="checkbox"/> Home Maintenance             |
| <input type="checkbox"/> Video Production    | <input type="checkbox"/> HVAC                 | <input type="checkbox"/> Financial Planning/Budgeting |
| <input type="checkbox"/> Website Development | <input type="checkbox"/> General Cleanup      | <input type="checkbox"/> Career Development           |

Please List Other Skills/Areas you would like to offer: \_\_\_\_\_

**HABITAT COMMITTEE OPPORTUNITIES**

*Please check those Committees you would be most interested in joining:*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Family Selection | <input type="checkbox"/> Family Support   | <input type="checkbox"/> Resource Development |
| <input type="checkbox"/> Volunteer        | <input type="checkbox"/> Build            | <input type="checkbox"/> ReStore              |
| <input type="checkbox"/> Special Events   | <input type="checkbox"/> Church Relations |   |

**COMMUNITY AFFILIATIONS**

Place of Employment: \_\_\_\_\_ City: \_\_\_\_\_

Name of Congregation: \_\_\_\_\_ City: \_\_\_\_\_

Service or Social Club(s): \_\_\_\_\_

- I would like to help organize a group for a Habitat volunteer day.
- I want to serve as a liaison between Habitat and my workplace/church/service organization

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## RELEASE AND WAIVER OF LIABILITY

This Release and Waiver of Liability (the "Release") executed on \_\_\_\_\_ (date), by \_\_\_\_\_ (the "Volunteer") in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity of Oshkosh, Inc., a Wisconsin nonprofit corporation, their directors, officers, employees, and agents (collectively, "Habitat").

### Activities

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. Constructing and rehabilitating residential buildings may require the use of potentially dangerous objects, tools and electrical equipment, loading and unloading, and transportation to and from the work site. Volunteer understands that construction is an ultra hazardous activity which may require the use of power tools, and may involve excavation, demolition or working on rooftops. Volunteer understands that the Activities may require Volunteer to be a considerable distance from the ground, or to work on treacherous terrain including, but not limited to, ladders, scaffolding, and rooftops. Volunteer understands that the Activities may take place in and around a potentially unstable structure and that Volunteer should have a heightened awareness of the surrounding environment.

The Volunteer 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 of 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 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.

**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 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.

**Insurance:** The Volunteer understands that, unless 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.

**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.

**Other:** Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. 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

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Youth Volunteers (Ages 14-17):**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Habitat Staff Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## CODE OF CONDUCT

**It is our policy that every person at any Habitat activity is entitled to be treated with dignity, courtesy and respect.**

Consistent with that policy, we do not condone:

- Verbal abuse, insults or demeaning remarks
- Any uninvited physical contact
- The display of offensive objects or pictures
- Repeated, unwelcome flirtation or other sexually oriented discussions
- Profanity or vulgarity

**Safety is a priority at the Habitat Oshkosh ReStore.**

- Anyone acting in an unsafe manner or refusing to abide by our safety regulations or code of conduct will be asked to leave
- The use of alcohol or drugs prior to or while volunteering is strictly prohibited
- Headphones present a true safety hazard in a warehouse setting and are not allowed.
- **TURN YOUR CELL PHONE OFF OR ON SILENT.** Your full attention is needed while you are here. You may program an emergency contact number into your phone and label it ICE (for In Case of Emergency). This is a standard among emergency personnel and could save your life, especially if you are in a serious accident.

**Habitat ReStore does not allow discrimination** based on race, sex, creed, marital status, age, physical and/or developmental disability, color, or national origin. Discrimination will not be tolerated under any circumstances.

**Habitat ReStore reserves the right** to dismiss anyone based on criminal record or who engages in activities prohibited by this policy and to bar such persons from coming to any of our events or worksites in the future.

All items donated to the ReStore are property of Habitat for Humanity of Oshkosh. **Any items taken from the ReStore without permission will result in termination.**

### HABITAT RESTORE DRESS CODE

- Tennis Shoes, work boots or steel toed shoes must be worn when working at the ReStore or on Deconstruction sites. NO SANDALS, FLIP-FLOPS, HEELS, SLIP-ON OR SLIPPER TYPE SHOES.
- On a deconstruction site, it is preferred that you wear pants because they offer protection.
- NO apparel that advertises drugs, alcohol, sex or violence can be worn.
- NO spaghetti straps or bare midriffs.
- Pants must be worn at the waist.

*If your attire does not meet these requirements, you will be sent home to change.*

### INSURANCE & SAFETY INFORMATION

\_\_\_\_\_ (Initial) I will report any injuries occurring onsite to the ReStore Manager or construction supervisor on duty immediately and fill out an accident report for any injury or "near miss".

\_\_\_\_\_ (Initial) I have read Habitat for Humanity of Oshkosh, Inc. Code of Conduct and safety information and agree to abide by the rules stated in this policy. (If not reviewed, ask a staff member for the safety manual or brief safety training.)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## COURT-ORDERED COMMUNITY SERVICE GUIDELINES AND RESPONSIBILITIES

The Habitat ReStore is extending you the opportunity to serve your court-ordered community service hours at our ReStore. To maintain that opportunity, the following guidelines must be followed:

1. You must schedule your community service hours with the ReStore Volunteer Coordinator or other staff.
2. Community Service volunteers are expected to serve a minimum of 10 hours with the Habitat ReStore.
3. Do not sign in on the volunteer sign in sheet. **You must fill out a community service time log and have it signed by a staff member at the beginning and end of each shift.** If you fail to receive a valid signature, those hours will not be counted.
4. If you have a service log that needs to be signed, be sure you bring it every time you volunteer and have the manager sign it at the end of your shift. If you need a letter verifying your hours, please give us a 24 hour notice.
5. You must call us with a reasonable explanation if you are unable to work for the hours you are scheduled.
6. **Failure to show up for hours that you've committed to may be grounds for dismissal.**
7. **Providing false information to Habitat will result in termination and will invalidate your hours of service.**
8. You are expected to complete the tasks assigned to the very best of your ability.
9. It is important to arrive on time and follow the instructions of the managers on duty.
10. You are responsible to wear appropriate attire and adhere to all safety requirements while volunteering.
11. Come with a positive attitude.
12. No visitors or phone calls are allowed during service time, unless there is approval from the Manager.
13. The use of alcohol or drugs prior to or while volunteering is strictly prohibited.

**I have read and agree to the guidelines above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total number of hours needed: \_\_\_\_\_ What was your offense? \_\_\_\_\_

Will you be your performing all your community service hours at Habitat Oshkosh?  Yes  No

Name of Community Service Supervisor: \_\_\_\_\_

Community Service Supervisor's Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_