



# VOLUNTEER MANUAL



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# WELCOME

First and foremost, thank you for your interest in volunteering with Habitat for Humanity Kansas City! We are delighted that you have taken this step to learn more about how you can support us as we partner with people from all walks of life to provide low-income families new hope in the form of simple, decent, affordable housing.

The ultimate purpose of Habitat for Humanity is to make poverty housing and homelessness become socially, politically, and religiously unacceptable in today's world. It is our hope that you will join us in this spirit of partnership and that your efforts with Habitat for Humanity will prove enjoyable and fulfilling. Since Habitat for Humanity is a volunteer-driven organization, we rely on volunteers like you to help families in need realize the dream of owning a decent, affordable home. From working on our construction sites, to working in our office, manning special events, to working on our committees, volunteers greatly impact every facet of our organization.

This manual will provide you with general policies and practices of Habitat for Humanity Kansas City. You are encouraged to familiarize yourself with the contents of this manual, for it will answer many questions concerning our organization and outline how volunteers like yourself can contribute. In order to retain necessary flexibility in the administration of policies and procedures, Habitat Kansas City reserves the right to amend any of the policies and/or benefits described in this manual.



## HABITAT FOR HUMANITY INTERNATIONAL

Habitat for Humanity International is a nonprofit, ecumenical Christian housing ministry. HFHI seeks to eliminate poverty housing and homelessness from the world, and to make decent shelter a matter of conscience and action. Through volunteer labor and donations of money and materials, Habitat builds and renovates decent, affordable houses with the help of homeowner (partner) families.

Founded in 1976 by Millard & Linda Fuller, Habitat has built more than 300,000 houses around the world, providing more than 1.5 million people with safe, decent, affordable shelter. HFHI, headquartered in Americus, Georgia, is now present in more than 100 countries and in all 50 U.S. states, the District of Columbia, Guam and Puerto Rico. Former President Jimmy Carter first partnered with Habitat in 1984 and has become Habitat's most famous spokesperson & volunteer.

Habitat is not a giveaway program. A common saying is that Habitat provides a *hand up*, not a *hand-out*. In addition to a down payment and monthly mortgage payments, homeowners invest hundreds of hours of their own labor -- sweat equity -- into building their Habitat house and the houses of others. Habitat houses are sold to partner families at no profit, with 0% interest mortgages ranging from 7-30 years in length. The homeowners' monthly mortgage payments are placed in a "Revolving Fund for Humanity", being used to build still more Habitat houses in the future.

Habitat for Humanity's work is accomplished at the community level by grassroots Habitat affiliates - independent, locally run, nonprofit organizations. Each affiliate coordinates all aspects of Habitat home building in its local area - fundraising, site selection, partner family selection and support, house construction and mortgage servicing. Habitat for Humanity International's headquarters provides information, training, and various other support services to Habitat affiliates worldwide.

Family selection committees choose homeowners based on their **level of need**, their **willingness to become partners in the program**, and their **ability to repay the no-interest loan**. Every affiliate follows a nondiscriminatory policy of family selection. Neither race nor religion is a factor in choosing the families who receive Habitat houses.

Donations - whether to a local Habitat affiliate or to HFHI - are used as designated by the donor. Gifts received by HFHI that are designated to a specific affiliate or building project are forwarded to that affiliate or project. Undesignated gifts are used where most needed.

For additional information about HFHI please feel free to consult their comprehensive website at [www.habitat.org](http://www.habitat.org) . On their website you can learn more about Habitat's worldwide efforts and also access a list of other affiliates.

Habitat for Humanity International  
121 Habitat Street  
Americus, GA 31709-3498  
1-800-HABITAT



## **HABITAT FOR HUMANITY KANSAS CITY**

Habitat for Humanity Kansas City, Inc. is a non-profit organization whose primary goal is to build affordable, energy-efficient houses on inner-city sites for sale at “no profit, no interest” to selected low-income families who cannot otherwise acquire decent shelter. A second objective is the reclamation of blighted urban residential areas from a condition of decay to one of new vitality.

Founded in 1979 by John and Mary Pritchard, Habitat for Humanity Kansas City is the 7<sup>th</sup> oldest Habitat affiliate in the world. We have built more than 225 houses in the urban core of Kansas City, MO and are excited about celebrating 30 years in the community!

Families must apply to get a home through the Habitat KC program, and applications are accepted all year round. Families must make between 30 and 50% of the average median income for the Kansas City metro area as established by Census Bureau data every ten years. You can find the income guidelines as well as the complete application and selection process outlined on our website, [www.habitatkc.org](http://www.habitatkc.org).

Habitat Kansas City homeowners finance their homes with either a 25-year, or 30-year, no-profit/no-interest mortgage. In addition to the low monthly mortgage payments, each partner family invests 350 hours of labor, called “sweat equity.” Many of those hours are spent on the construction sites building their own home as well as the homes of others. Additionally, partner families invest time in homeowner education classes, learning about legal, financial, and maintenance issues related to their property.

Habitat for Humanity is an equal opportunity program; individuals from all races, sexes, and creeds are encouraged to apply for homeownership opportunities. Likewise, individuals from all backgrounds are welcome to volunteer and donate towards our mission. Habitat for Humanity Kansas City receives funding from a wide variety of sources, including private and public grants, homeowners’ mortgage payments, ReStore sales, and generous contributions from the faith community, businesses, trusts and individuals.

# VOLUNTEER OPPORTUNITIES

Habitat Kansas City is *extremely grateful* for the *thousands* of volunteers that lend their time and energy to our home-building efforts each year, whether on a construction site, in our office, serving on a committee, or helping in any number of other ways. Descriptions of some of Habitat Kansas City's volunteer opportunities are listed below. We encourage you to take a moment to read through them to learn about some of the ways you can be a part of our work.

## **First Step: Orientation**

Habitat KC requires that all volunteers new to the organization attend a Volunteer Orientation. (Group leaders are required to attend as a representative of their group.) Held several times a month on Saturday afternoons and Tuesday evenings, at our office, a schedule is available by contacting the volunteer department or checking the organizational calendar on the website at [www.habitatkc.org](http://www.habitatkc.org). Space is limited, so please give 48 hours notice of the orientation you wish to attend.

## **Construction Volunteers**

The most popular and visible volunteer opportunity with Habitat for Humanity Kansas City, construction volunteers are the most numerous due to our ongoing building efforts. No construction experience or skills are required, though volunteers must be at least 16 years old (see age restrictions). Construction volunteers, led by Habitat Staff, help us build four days a week (Wed.-Sat.), year-round. Volunteers undertake dozens of home construction tasks such as preparing the lots, framing walls, painting, siding, insulating, and tiling, to name a few. Volunteers are scheduled on both an individual and group basis. **(Please see Construction Volunteering Guidelines on page 8 of this manual for detailed information concerning on-site volunteering, and age restrictions)**

### ***One-Day Build Volunteer***

Volunteer for a day by yourself, with a friend, or with a group by participating in a One Day Build. Workdays are Wednesday – Saturday from 8:00AM till about 3:30PM, and the type of work depends on status of the house. Flexibility helps. Experience in construction is useful, but not required.

### ***Weekday Volunteer***

Are you interested in becoming one of the “Chosen Crew”? This requires a time commitment of one weekday per week for at least 3 months. Participation entitles you to a t-shirt and participation in our quarterly appreciation events (usually food!). Please contact the Volunteer department for more information.

### ***House Leaders***

These are people who can commit to being on the work site every day during one of our building phases to direct and supervise the Crew Leaders and volunteers. It is often possible for 2-3 qualified people to share this responsibility throughout the duration of the build. It is expected that the House Leader(s) have the experience to guide the Crew Leaders through most aspects of residential home construction. Some of the sponsoring organizations will have qualified House Leaders available. Habitat for Humanity Kansas City is looking for additional people who can provide this leadership on the building site.

### ***Crew Leaders***

The Crew Leader's principle function is to coach the volunteers to produce acceptable results in a safe manner. A Crew Leader can usually guide 4-5 unskilled or semi-skilled volunteers. There are often 10-15 volunteers on a job site. A House Leader cannot direct the work of that many people and run a safe, orderly and productive job site. Each work period requires the services of 2-3 Crew Leaders to demonstrate tasks, maintain standards, monitor safety and assure that the volunteers have enough meaningful work to have a satisfying experience. It is not necessary that the Crew Leaders actually perform any work at the job site. They may elect to perform tasks if all of the volunteers are adequately engaged in the work. Training will be provided.

### ***Minor Home Repair Volunteers***

Minor home repair volunteers are needed to assist current Habitat homeowners with some needed repairs. If you love to fix things or are interested in assisting in our minor home repair program, please contact the Director of Volunteer Services by calling 816-924-1096 x 101.

### ***Team Build Days***

Tuesdays are set aside for Team Building Days. Maybe your office needs a bonding experience or morale building! Contact our Volunteer Dept to find out the details on this exciting opportunity.

## **Non-Construction Volunteers**

### ***Office Volunteers***

Office volunteers perform a wide range of administrative tasks in support of Habitat's business responsibilities. Duties may include filing, answering phones, preparing mailings, or organizing materials for events. Office hours are 8:00 a.m. to 4:30 p.m., Tuesday through Saturday. Please contact the volunteer department to check our current office needs.

### ***Family Partner***

Serve a new Habitat homeowner by helping them through their first year of homeownership. Your commitment would be for one year and includes attending one meeting per month and contacting your partner (in person or by telephone) at least twice a month. Training is provided. For more information please contact Gwen Madden at (816) 924-1096 ext. 113.

### ***Speaker's Bureau***

If you're passionate about Habitat, we need volunteers to help us go out to businesses, churches, schools and community fairs talking about what we do. Habitat KC will train you on the information, but you should already be comfortable speaking in front of groups. We meet quarterly to keep up with the latest goings on; expect about 2 hours a month commitment with a flexible schedule. For more information, please contact our Outreach Coordinator, Mandy, at [mandy@habitatkc.org](mailto:mandy@habitatkc.org) or call extension 105.

### **There are lots of other ways volunteers can get involved:**

- Assisting with our food pantry
- Making lunches or snacks for our construction staff and volunteers
- Help with our Recycling programs (aluminum cans and paper products)
- Helping to plan and host special events

If you're interested in any of these, please contact the volunteer department for more information. We're also open to your suggestions. Do you have an idea of something you'd like to do? Think you know how to make what we do easier or better? Please come talk with us!

## **Committees**

Committees are in important way to keep relationships strong between donors, volunteers, homeowner families and the Kansas City community. The following are the current working committees at Habitat KC. If you are interested in participating on a committee, be prepared to dedicate at least a year with meetings approximately once a month.

### ***Faith Relations Project Team***

The Faith Relations Project Team works to involve congregations in Habitat's housing ministry and experience the power of putting their faith into action. Project Team members can work on any of our faith relations programs that aim to engage volunteers, raise funds and spread awareness about the need for affordable housing. Some of those programs include Thrivent Builds, House of Abraham interfaith build project, and adopt-a-family. If you are interested, please contact Geoffrey Kigenyi at 816-924-1096 ext. 107.

### ***Construction Committee***

The Construction Committee is responsible for long term strategic and master planning. Duties include site selection, land acquisition, house design, organization of the construction plan, setting policies for house specifications, crew leader training, and overseeing the quality of construction. All members should have construction expertise and at least two years of consistent volunteer experience with Habitat KC.

### ***Family Services Committee***

The Family Services Committee is responsible for choosing the partner families for each build season. The committee hosts orientation sessions for prospective homeowners, establishes eligibility criteria, screens applications and conducts home visits. Members then recommend qualified families to the Board for final approval. The Family Services Committee is also the liaison between partner families and Habitat KC and helps them make the transition from renter to homeowner. The committee coordinates groundbreaking ceremonies, house blessings and homeowner education thru classes and workshops. Please contact Gwen Madden at 816-924-1096 ext. 113 for more information and to learn if any positions are open.

### ***Volunteer Committee***

The Volunteer Committee exists to identify, recruit, utilize, retain and recognize volunteers in order to carry out the ministry of Habitat for Humanity. If interested, contact Dana Byron, Director of Volunteer Services, at 816-924-1096 ext. 101 or email [danab@habitatkc.org](mailto:danab@habitatkc.org)

### ***Development Committee***

Members of this committee are responsible for locating the resources needed to build houses (i.e., people, material and money). A background in fundraising is helpful and preferred. For more information please contact Lori Smith at 816-924-1096 ext. 119.

# CONSTRUCTION VOLUNTEERING GUIDELINES

Hundreds of volunteers come together each year to help Habitat Kansas City build homes. Our work would not be possible without the support of volunteers!

## *Construction Volunteering*

Kansas City Habitat welcomes those volunteering on an individual basis and those volunteering as part of a group. All individuals are required to attend an orientation held at the Habitat office; group leaders are also required to attend an orientation and then share the pertinent information with the rest of their group members. All groups are encouraged to fund-raise in conjunction with volunteering, and **certain** groups are required to make a financial contribution. Habitat KC welcomes groups from any organization, commonly from companies, religious organizations, schools, non-profits, and alumni associations. The number of group opportunities is limited by the number of construction sites we have running at one time. To secure a group volunteer day, Group Leaders are asked to consult with the volunteer department and must submit a Group Reservation Form (see page 19 of this manual).

## *Schedule*

Habitat for Humanity KC builds year-round, Wednesday thru Saturdays from 8 AM until about 3:30 PM. Early date selection is important; you should schedule your work date as soon as possible. It is also important to notify us as soon as possible if you need to cancel or want to reschedule your date.

**Habitat for Humanity reserves the right to cancel any and all activities due to inclement weather or other circumstances beyond our control, as determined by Habitat KC staff.**

## *What To Bring*

- Volunteers need to bring a lunch and any snacks or drinks that they may want. Water will be provided on site in large jugs (refillable bottles are a great way to limit trash on site) and you are welcome to get ice from the ice machine at our office.
- Volunteers are required to sign Volunteer Release and Waiver of Liability Form, which should be given to the volunteer coordinator. (see pages 20-24 of this manual). If you don't bring a signed form with you, you'll be asked to complete one upon arrival.
- All volunteers must wear closed toed shoes and should bring work gloves.
- We will provide tools necessary for most tasks, but have a limited supply of certain items. If you have tools, you're encouraged to bring them with you but make sure they are clearly marked.
- We suggest that volunteers check the weather report and bring things appropriate for the day - rain gear, sunscreen, insect repellent, hats, or extra layers of clothing may be useful to have with you.

## *Type of Work*

Volunteers work on nearly every facet of home construction, helping with dozens of tasks including preparing the lots, painting, siding, framing, and tiling, to name a few. Many things determine work progress – what needs to be done, what the volunteers ahead of you accomplished, and what supplies are available, therefore, **we cannot forecast what work you will be doing before you arrive.** In addition, the weather can cause alteration, and sometimes cancellation, of planned activities.

**Habitat for Humanity reserves the right to cancel any and all activities due to inclement weather or other circumstances out of our control, as determined by Habitat KC staff.**

## ***Age Requirements***

For safety reasons and per federal regulations, **construction volunteers must be at least sixteen (16) years old**. Sixteen and seventeen year-olds are permitted to participate in general construction if accompanied by an adult chaperone, but are not allowed to use power tools, get on the roof, or participate in any activity that Habitat for Humanity considers as too hazardous. Youth volunteer groups are required to have one adult for every 5 youth. 14 and 15 year olds are allowed to participate in landscaping and cleanup near the end of each house build.

There is no maximum age limit for volunteering with Habitat Kansas City, though we ask volunteers to keep in mind that construction work can be strenuous at times. (See safety section for further information)

## ***Dress Code***

It is important to dress appropriately for the work being performed each day, and for the weather. In general, comfortable, old clothing that you do not mind getting dirty is the most appropriate. No open toed shoes, sandals, slippers or crocs. Dress appropriately for construction. We would discourage you from wearing shorts. Be aware that if it has been raining, the construction sites will be muddy. Sometimes very muddy! Wear shoes or boots that you don't mind getting covered with mud.

## ***Food / Drinks***

Volunteers are responsible for providing their own lunches, drinks, and any snacks (either bring them with you or you're welcome to go out or have food delivered). A lunch break is taken each Build Day from roughly 11:30 a.m. – 12:30 p.m. Sometimes there are restaurants/stores close to the sites where volunteers may wish to pick up some food or drinks. You are also welcome to get ice from the ice machine at our office. We suggest bringing refillable water bottles for use on site. No alcohol is permitted on Habitat for Humanity Kansas City property.

## ***Bag Lunch and Learn***

If your group is interested in learning more about Habitat for Humanity Kansas City and would like to hear from a representative of our organization, we can arrange to have a speaker on site during your lunch break to discuss the Habitat mission, process and how the work that you are doing is furthering our efforts to provide decent, affordable housing. This representative could be a homeowner, volunteer, or staff member. You and members of your group provide your own bagged lunch (or have lunch delivered to the site) and we'll come do the talking. Contact the volunteer department at least 2 days in advance of your volunteer day to make arrangements.

## ***Weather***

Depending on the nature of the work scheduled, build days may or may not take place based on the weather. If there is a question about weather on the day you are scheduled to volunteer, call the Habitat office at 816-924-1096 AFTER 7:15 AM and enter the extension of the Director of Volunteer Services (x 101). Someone will answer or there will be a message to let you know if your volunteer day is cancelled. ***If there is no message and nobody answers, assume your work day is going ahead as planned.*** 816-924-1096 x 101. It is also possible that your work day will end early for weather reasons. Your flexibility and understanding is greatly appreciated!

**Habitat for Humanity reserves the right to cancel any and all activities due to inclement weather or other circumstances out of our control as determined by Habitat KC staff.**

Habitat KC also has a policy related to heat on the construction sites. If the heat index gets over 100, construction supervisors may close the sites early. Please be sure to stay hydrated and let someone know immediately if you are feeling light headed or develop a headache.

## ***Directions / Parking***

Directions to our construction sites are provided when you get to the Habitat office (in some cases, we may have you go directly to a worksite and directions will be given beforehand). Maps will be available from the office to our construction sites. Our sites are typically in urban areas, so parking is limited, and volunteers may need to drive a few blocks from the site to find open on-street parking. *Carpooling is strongly recommended whenever possible.* You are welcome to leave your cars in our office parking lot and carpool to the worksite from there.

## ***Restrooms***

Construction sites are equipped with portable toilets either on the site, or close to the site. You are also welcome to come back to use the restrooms at the Habitat office, located off to your right in the lobby as you walk in the office door.

## ***Meeting the Partner Families***

Habitat partner families are required to invest 350 hours on the construction of their home and the homes of others (called sweat equity). While you *may* meet them out on the build sites, their time and place of hours vary so that you should not expect to be working with them on site.

## ***Arriving On Site***

On your build day, you will need to sign in by 8am. Once you arrive at the work site, you will be greeted by Habitat KC staff, receive a briefing on Habitat, cover on-site safety and then go over the day's planned activities. Also, feel free to introduce yourself to others on-site - there are dozens of great volunteers on our sites each day!

*\*Be advised that due to theft, we are unable to keep many supplies at the construction sites. Please be patient when you arrive at the site, as it may take some time to deliver materials and needed supplies to each of our sites in the mornings.*

## ***Safety***

Volunteer safety is very important to us. We ask each volunteer to consider his or her own individual skill level and health when assigned a task. If for any reason you feel that you would be putting your own safety or the safety of those around you at risk by fulfilling that task, please inform one of the supervisors and you will be reassigned.

Because of safety guidelines, federal regulations limit the types of work that children are allowed to do. No one under the age of 18 is permitted to do any work that the Secretary of Labor has said is too hazardous for children. In addition, federal regulations specifically prohibit children between the ages of 14 and 15 from working in general construction. However, they may engage in limited “on site” activities such as clearing lots and landscaping projects. Children between the ages of 16 and 17 may perform general construction work, but may not engage in certain activities that are considered “ultra hazardous”. These include the use of power tools, motor vehicles, demolition, roofing, and excavation operations.

## ***Equipment***

All volunteers at a Habitat Kansas City construction site must have approval and proper instruction from a member of the Construction Staff before using any type of power tool. Use of the forklift is prohibited for all volunteers. Use of a Habitat vehicle requires permission from the Construction Staff as well. By adhering to these guidelines we can help ensure a safe construction site for everyone.

## ***Tools***

All volunteers will need to provide their own work gloves. We will provide tools necessary for most tasks, but you are encouraged to bring your own if you have them. A basic list of tools you can bring is as follows: hammer, tape measure, level, retractable utility knife, pencil, tool-belt. If you bring your own tools, be sure to mark them clearly with your name so they are not mixed up with our Habitat tools. Habitat will provide safety equipment, such as hard hats, safety goggles and ear plugs.

## ***Leaving the Site***

Before you go home after what hopefully was a hard, rewarding day, please make sure that you have not left anything behind. Trash & recyclables should be picked up and deposited in appropriate containers available at the worksite. The construction crew will provide any trash bags you may need. Return any Habitat tools you may have borrowed. Make sure they are clean and complete with all the proper components.

Before heading out please sign out at the office, take a minute or two to complete your Volunteer Evaluation form (found on page 27), and leave it at the office. *Your opinions are greatly appreciated and will help us to improve our volunteer program.*

## ***Construction Staff***

The Habitat KC Construction Staff includes Construction Supervisors, and volunteer House Leaders and Crew Leaders. There will be a supervisor available to you as you start your volunteer day.

## ***Chain of Command while onsite***

If you are volunteering with Habitat as part of a group and you need assistance while onsite, the first person you call on is your group leader. The group leader will talk with the construction supervisor assigned to your site.

If you are volunteering as an individual you may call on the construction supervisor assigned to your site. If you can't reach anyone else, please call the volunteer department at 816-924-1096 ext 101.

# **GENERAL VOLUNTEERING GUIDELINES**

## ***Nature of Volunteering***

This manual is not an employment or volunteer contract and is not intended to create contractual obligation of any kind. Neither you nor Habitat Kansas City is bound to continue the volunteer relationship if either you or Habitat Kansas City chooses, at will, to end the relationship at any time.

## ***Personal Data Changes***

It is important for you to notify Habitat Kansas City of any changes in personal data. Personal mailing addresses, telephone numbers, e-mail addresses, individuals to be contacted in the event of an emergency (an emergency phone number can be vital), and other such status reports should be kept accurate at all times. Please call or email members of the volunteer department to make updates as necessary.

## ***Attendance and Punctuality***

In order to ensure a smooth operation, we ask that volunteers extend Habitat Kansas City common courtesy in informing us of absences, late arrivals, and early departures. Volunteers are essential to Habitat; we depend on you and miss you when you are not here. In return, Habitat Kansas City will let volunteers know as soon as possible of any changes in scheduling or cancellations.

## ***Code of Conduct***

It is Habitat for Humanity Kansas City's aim to encourage people to work together to achieve it's mission by creating an environment that supports the diversity of people and their ideas. Habitat Kansas City is committed to supporting high standards of business ethics in every aspect of its operation. We recognize that people work best when they know what is expected of them and, in turn,

expect volunteers to follow rules of conduct that will protect the interests and safety of all Habitat Kansas City employees and volunteers.

Though it is not possible to list all of the forms of conduct that are unacceptable when volunteering with Habitat Kansas City, the following list provides some examples that may result in disciplinary action up to and including suspension or immediate termination of volunteer activity. Depending on the specifics of the situation and the severity of the offense, any of the levels of discipline may be bypassed and the volunteer placement may be terminated without prior warnings or suspensions.

Examples include:

- Theft or inappropriate removal or possession of Habitat Kansas City property
- Falsification of documents
- Volunteering under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the work place while volunteering, or while operating Habitat Kansas City-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of Habitat Kansas City or another person's property
- Disrespectful conduct
- Failure to follow a supervisor's reasonable instructions
- Violation of safety or health rules
- Smoking in Habitat Kansas City buildings
- Sexual or other harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms
- Inappropriate conduct/behavior which brings discredit upon Habitat for Humanity's mission and/or goals

### ***Unlawful Harassment & Discrimination***

Habitat Kansas City 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. Habitat Kansas City prohibits any actions, harassment, words, jokes, or comments based on an individual's sex, sexual preference, race, ethnic background, age, religion, physical condition, 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 termination of volunteer activities. No volunteer, male or female, should be subjected to unsolicited or unwelcome sexual overtones or conduct, either verbal or physical.

Any volunteer who feels that 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. Additionally, volunteers who feel they have been harassed must immediately report the matter to Habitat Kansas City's Executive Director. It is Habitat Kansas City's belief that everyone has a right to freedom from harassment in the workplace, on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, gender, age, record of offences, marital status, family status, handicap, or sexual orientation.

## ***Relations***

While Habitat Kansas City desires every volunteer to receive fair and impartial treatment, it does recognize that conflicts, misunderstandings, and problems arise from time to time. Problems or concerns may arise among volunteers or between volunteers and Habitat Kansas City staff. Although most misunderstandings can and should be solved on an informal basis, more formal provisions have been made in order to resolve difficult problems. The procedure for raising a problem or concern is as follows:

1. The volunteer should directly inform the person who is the source or cause of the problem/concern that a problem/concern exists. Those involved should attempt to resolve the issue informally and independently.
2. If the volunteer does not wish to communicate directly with the person who is the source or cause of the issue or fails to satisfactorily resolve the issue after discussing it with the other party, the volunteer should then contact the Executive Director.

## ***Drug & Alcohol Use***

Volunteers of Habitat Kansas City are required to be medically (physically, emotionally and mentally) capable of performing the required work, free from the presence of illegal drugs, alcohol, or substances that diminish or impair their ability to perform the job. Any volunteer found under the influence of an illegal drug or abuse of prescription drugs, in possession of, using, selling, trading, or offering for sale illegal drugs or alcohol during business hours or on affiliate property or in an affiliate vehicle will be subject to termination of their role with Habitat Kansas City. Lastly, volunteers with a drug, alcohol or other substance dependency are urged to seek professional treatment.

## ***Smoking***

In keeping with Habitat Kansas City's intent to provide a safe and healthy work environment, smoking is prohibited in the Habitat Kansas City office. At construction sites, smoking is prohibited inside the homes. In recognition of federal law, any volunteer under the age of 18 is prohibited from smoking at any time on Habitat Kansas City property.

## ***Dress Code***

Everyone is expected to dress appropriately for the job in which they are performing. In general, unless a job specifically requires otherwise, Habitat Kansas City maintains business casual dress. (Please see the *Construction Volunteering Guidelines* later in this manual for additional information concerning what to wear on a construction site.) Basic hygiene applies to all volunteer positions, and the following clothing guidelines apply:

- Clothing should not be too short, too low-cut, or sheer
- Undergarments should be covered with clothing
- Shirts should come down to the top of one's pants or skirt
- Any clothing with disturbing messages, which could be viewed by others as offensive or suggestive, is prohibited
- Any clothing which is provocative in nature is prohibited

## ***Community Service***

Habitat Kansas City welcomes community service volunteers from civic groups, schools, community assistance programs, and those fulfilling court-ordered community service hours. It is the community service volunteer's responsibility to maintain an accurate time sheet and to ensure that time sheets are signed at the beginning and end of each service day by a Habitat Kansas City staff member. Hours worked but not recorded or approved with signatures during the day of service can't be counted.

For appropriate placement within our organization, Habitat Kansas City reserves the right to know the offense related to court-ordered community service. Habitat for Humanity Kansas City can accommodate some court-ordered community restitution requirements. However, we cannot accept volunteers who have committed violent crimes, crimes against minors, sexual offenses, theft or robbery. In all other respects, court-ordered community service volunteers will be treated and held accountable to the same standards as all other volunteers.

## ***Gifts & Gratuities***

To ensure the integrity of Habitat Kansas City and the unbiased actions and decision making of Habitat volunteers, the acceptance of gifts and gratuities from customers, suppliers, partners or anyone Habitat Kansas City is in a business relationship with is strictly prohibited. Further, any honoraria received by any Habitat Kansas City volunteer for speaking on behalf of Habitat must promptly be remitted to Habitat Kansas City.

## ***Media***

Members of the media are occasionally on the construction sites and at Habitat Kansas City special events. Please keep the following things in mind if you deal with members of the media:

- You do not have to answer any questions you are uncomfortable answering
- Do not be afraid to say that you simply "don't know"- provide accurate information only
- Please refrain from commenting to the media on behalf of Habitat Kansas City - simply keep remarks limited to your personal experiences, or refer them to a Habitat staff person.

## ***Recycling***

Habitat for Humanity Kansas City is working to be as environmentally friendly as possible with our building practices and office policies. Aluminum cans and paper products are all recycled through our office and we collect those items from our construction sites regularly. Your help in collecting those items from our sites would be greatly appreciated! We'd also appreciate volunteers bringing their own reusable water bottles to the sites where they can be filled from our large jugs of ice water rather than using disposable water bottles.

As well as being "green", the recycling of paper and aluminum cans helps to generate funds for building houses and we encourage all volunteers to bring those items with them on their volunteer day and deposit them in the appropriate containers in our parking lot. For more information on the recycling programs, please see [www.KCCansForHabitat.org](http://www.KCCansForHabitat.org) or contact Mandy Caruso at extension 105 or [mcarus@habitatkc.org](mailto:mcarus@habitatkc.org).

# USEFUL INFORMATION

## *Hours of Operation*

Habitat Office: Tuesday – Saturday, 8:00 a.m. – 4:30 p.m.

Construction Sites: Wednesday - Saturday, 8:00 a.m. - 3:30 p.m.

## *Address*

Habitat for Humanity Kansas City

[www.habitatkc.org](http://www.habitatkc.org)

1423 E. Linwood Blvd.

Kansas City, MO 64109

Phone: 816.924.1096 Fax: 816.924.1165

## *Staff*

**Yahna Gibson**  
*Executive Director*

816-924-1096

[ygibson@habitatkc.org](mailto:ygibson@habitatkc.org)

**Jeff Tucker**  
*Construction Manager*

816-924-1096 x109

[jtucker@habitatkc.org](mailto:jtucker@habitatkc.org)

**Kathie Wallis**  
*Const. Operations Manager*

816-924-1096 x108

[kwallis@habitatkc.org](mailto:kwallis@habitatkc.org)

**Melissa Waters**  
*Director of Development*

816-924-1096 x110

[mwaters@habitatkc.org](mailto:mwaters@habitatkc.org)

**Dana Byron**  
*Director of Volunteer Services*

816-924-1096 x101

[danab@habitatkc.org](mailto:danab@habitatkc.org)

**Mandy Caruso**  
*Faith Relations/Development*

816-924-1096 x105

[mcarus@habitatkc.org](mailto:mcarus@habitatkc.org)

**Gwen Madden**  
*Director of Family Services*

816-924-1096 x113

[gmadden@habitatkc.org](mailto:gmadden@habitatkc.org)

**Craig Colbert**  
*Planning Director*

816-924-1096 x104

[ccolbert@habitatkc.org](mailto:ccolbert@habitatkc.org)

## *Observed Holidays*

Our office will be closed on these holidays, as will the construction sites. There may also be additional days when our office will be closed depending on how things fall on the calendar. Please check with the HabitatKC office to confirm our hours and construction site operations.

New Year's Day  
Martin Luther King, Jr. Day  
Good Friday

Memorial Day  
4<sup>th</sup> of July  
Labor Day

Thanksgiving  
Fri. after Thanksgiving  
Christmas Eve & Christmas Day

### ***Inclement Weather Reminder***

Depending on the nature of the work scheduled, Build Days may or may not be weather permitting. If it is raining, snowing, etc. on the day you are scheduled to volunteer, call the Habitat office at 816-924-1096 and enter the extension of the Director of Volunteer Services (x 101), there will be a message telling you whether we will be working, or whether we must reschedule your day due to the inclement weather. If there is no message and no answer, please assume your work day is going ahead as planned. We may also have a message posted on the website, [www.habitatkc.org](http://www.habitatkc.org)

**\*\*Habitat for Humanity reserves the right to cancel any and all activities due to inclement weather or other unexpected circumstances as determined by Habitat staff.\*\***

Please note that we also have a policy for excessive heat on the build sites. If the heat index gets over 100, construction supervisors may choose to shut down the sites early. Please be sure to stay hydrated, drinking plenty of water (provided). If you feel light headed or develop a headache, let Habitat KC staff know immediately.



### ***AmeriCorps Members***

Habitat for Humanity, in partnership with the Corporation for National and Community Service, provides hundreds of service opportunities for people of diverse ages and backgrounds. AmeriCorps has several programs which pay a living stipend to individuals while they serve 10-12 month terms (similar to the Peace Corps, but positions are all in the U.S.). To learn more about AmeriCorps opportunities, please go to [www.americorps.gov](http://www.americorps.gov).

Current members serving with us:

Alex Gustafson – Construction Assistant  
Darren St. Thomas – Construction Assistant

## Group Participation Guidelines

To reserve a build day, please first contact the volunteer department to discuss availability, then submit the Group Registration Form. We suggest that you schedule your build day as far in advance as possible since dates fill up quickly. **Your build day(s) will not be booked until you receive confirmation from a Habitat KC Volunteer Department staff member.**

Build Group Leader Responsibilities include:

- ❖ **Recruiting group members.** The number of volunteers on one site at time must be kept low to be safe, a maximum of **12** people; there is no minimum. If you have a larger group, they will be split up onto different work sites in groups of 12 or less. This is only possible if we have more than one open site on your requested build day.
- ❖ **Making sure volunteers in the group have all the information needed** to make the day a success. It is key to familiarize yourself with the Volunteer Manual so that you *can pass along relevant information* such as the age requirement, what to bring and wear, the weather policy, etc. to members of your group.
- ❖ **FUNDRAISING!** Even though we don't require it, we encourage each Build Group to fundraise at least \$20.00 per person. Donations are dedicated to building materials, on-site supervision, and other supplies. Individual group members may wish to use a Pledge Sheet (page 27) to obtain sponsors from among friends, co-workers, relatives, etc.
- ❖ **Designating a Safety Captain** who is responsible for becoming familiar with the Construction Safety Manual, Safety Checklist (page 28) and for helping to ensure that volunteers have a safe work environment. With your help, we can work together to make volunteering with Habitat Kansas City rewarding, fun, productive, and safe!
- ❖ **Gathering forms and donations from group members** and bringing them to the Habitat KC office on your Build Day. Please do not give forms and donations to the construction staff on the site on. We are happy to acknowledge all donations directly given to Habitat Kansas City. **REMEMBER Volunteers who are 16 and 17 must have a *Minor Release and Waiver of Liability* with a parent or guardian's signature.**
- ❖ Contacting the volunteer department as soon as possible if your group needs to cancel or reschedule, or if there are any problems.

## GROUP RESERVATION FORM

***PLEASE NOTE: Your group will not be scheduled until this form is received.***

Group Name \_\_\_\_\_ Work Date(s) \_\_\_\_\_  
Group Leader \_\_\_\_\_ Day Phone \_\_\_\_\_  
Address \_\_\_\_\_ Eve Phone \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ E-mail \_\_\_\_\_

**Please indicate by checkmark your acceptance of these guidelines.**

- We will bring no more than ( ) people. We'll confirm final numbers a week prior to the build day.
- If we can't come on our scheduled day, we'll notify Habitat ***immediately*** (by phone and email).
- We will not bring radios, TV's, or stereos.
- We will check in the morning of our build day if the weather is questionable and understand that the ability to reschedule a cancelled build day is very limited.
- We understand that Habitat KC reserves the right to cancel a build day due to weather or other circumstances out of their control.
- We understand that no persons under 16 are allowed on the construction sites for safety reasons. If there are a group of youth, we will bring at least one adult for every 5 youth to supervise.
- Each person will bring their own work gloves and be dressed appropriately for the construction sites. **We will wear only work clothes with sturdy-soled shoes (i.e. work boots or tennis shoes). Absolutely no sandals or thin-soled tennis shoes (i.e. Keds) will be allowed on the job site.**
- We will bring at least one skilled worker. If we can't provide at least one person with construction knowledge, we will contact the volunteer department ahead of time.
- We will have designated a leader, as named above, to serve as our contact, both on our workday and prior.

We, as a group, have been made aware of and understand the above points as well as the Volunteer Manual and Workday Guidelines. We will follow the above guidelines and understand that our group will not be scheduled until this signed form is returned to the Habitat office.

\_\_\_\_\_  
*Signature of Group Leader*

\_\_\_\_\_  
*Date*

***Thank you for your participation and support!***

## Release and Waiver of Liability

Habitat for Humanity-Kansas City, Inc wants your volunteer experience to be a safe and enjoyable time. In order to ensure your safety, Habitat has adopted certain policies and procedures. Please read carefully.  
*This document is valid for a period of one year.*

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 nonprofit corporation, and **Habitat for Humanity- Kansas City, Inc.**, a **Missouri** 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:

**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.

**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 the Activities.

**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.

**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 and consents to the unrestricted use by Habitat of said images and 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 Missouri, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Missouri. 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.

Volunteer Signature:			
Volunteer Name (Please print legibly):			
Name of Group or Organization (if applicable):			
<b>Emergency Contact Information</b> (required)			
Name:			
Relationship:			
Phone:			
<input type="checkbox"/> <b><i>Please check here if you would like to receive electronic and printed communications from Habitat for Humanity Kansas City.</i></b>			
Home Address*:		<b>Help Us Know You Better</b>	
		The information below will help us know you better and identify opportunities to serve more families.	
City, State, Zip*:			
Phone (H):		Name of Employer:	
Phone (C):			
Phone (W):		Matching Gift Program (circle one)?	Y                      N
Email*:		Name of church or faith organization you attend:	
		Civic or professional organization membership:	
Your contact information allows Habitat KC to keep you informed about our ongoing activities to help families in need and ways to support our mission. Habitat KC keeps your personal information confidential and never shares it with any third party.			

## Release and Waiver of Liability for Minors

Habitat for Humanity-Kansas City, Inc wants your volunteer experience to be a safe and enjoyable time. In order to ensure your safety, Habitat has adopted certain policies and procedures. Please read carefully. *This document is valid for a period of one year.*

This Release and Waiver of Liability (the "Release") executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, 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- Kansas City, Inc.**, a **Missouri** nonprofit corporation, their 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 "Activities"). The Volunteer and the Guardian understand 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 and Guardian do hereby freely, voluntarily, and without duress execute this Release under the following terms:

**Release and Waiver.** 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 Activities 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 Activities with Habitat, whether caused by the negligence of Habitat or its officers, directors, employees, or 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 16 are not 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 17 may be allowed to participate in construction work, hazardous activity such as using power tools, excavation, demolition or working on rooftops is not permitted by anyone under the age of 18. The parent/guardian and Volunteer shall support and abide by the policy therein.

**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 Activities 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.

**Assumption of the Risk.** The Volunteer and Guardian understand 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 and Guardian hereby expressly and specifically assume the risk of injury or harm in the Activities and release Habitat from all liability for injury, illness, death, or property damage resulting from the Activities.

**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.

**Each Parent/Guardian is expected and encouraged to obtain medical or health insurance coverage for Volunteer.**

**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 Activities with Habitat, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings and consents to the unrestricted use by Habitat of said images and recordings.

**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 Missouri, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Missouri. 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 and Guardian have executed this Release as of the day and year first above written.

Volunteer:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

Parent/Guardian:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

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

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

Phone: (H) \_\_\_\_\_

Work or Cell Phone: \_\_\_\_\_

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

(Name)

(relationship)

\_\_\_\_\_  
(Phone)

## VOLUNTEER APPLICATION

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

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Home phone \_\_\_\_\_ Work Ph \_\_\_\_\_

Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Group Name (if applicable) \_\_\_\_\_ Birthday (month/date) \_\_\_\_\_

Circle if applies:      Retired                      Student                      Court-Ordered Community Service

Place of Employment (if applicable) \_\_\_\_\_

Place of Worship (if applicable) \_\_\_\_\_

Weekly Availability (Circle):    Tuesday (office help only)      Wednesday      Thursday      Friday      Saturday

**Construction & Licensed Trades:**

I am (1=Licensed / Expert, 2=Skilled/experienced, 3=Interested in learning)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Electrician        | <input type="checkbox"/> Concrete Finisher            | <input type="checkbox"/> Window Installation                          |
| <input type="checkbox"/> Heat & AC          | <input type="checkbox"/> Dry Wall Finisher            | <input type="checkbox"/> Painting                                     |
| <input type="checkbox"/> Minor Home Repair  | <input type="checkbox"/> Plumbing                     | <input type="checkbox"/> General Contractor                           |
| <input type="checkbox"/> Carpenter - Finish | <input type="checkbox"/> Grading                      | <input type="checkbox"/> Roofing <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Carpenter - Rough  | <input type="checkbox"/> Construction Site Supervisor | <input type="checkbox"/> Other (specify) _____                        |

**Office skills I currently have:**

- Telephone     Computer Skills (Microsoft programs)     Data Entry
- Filing     Cleaning/Housekeeping     Other (specify) \_\_\_\_\_

**Other volunteer opportunities I'm interested in:**

- Providing lunch/snacks for construction groups     Teaching     Leading youth activities
- Fund Raising     Newsletter Writing     Event Planning     Food pantry
- Family Support Committee     Family Selection Committee     Recycling Programs     Speakers Bureau
- Volunteer Committee     Faith Relations     HYP (Habitat Young Professionals)     Women Build
- Make Change campaign     Other (please specify) \_\_\_\_\_

*Are you willing to be contacted by phone or e-mail to help in the area(s) you indicate an interest in above?*  
Yes    No



## PLEDGE SHEET

Please fill in the sponsor's name and address with the amount pledged. Feel free to make as many copies of this form as needed. Checks should be made payable to Habitat for Humanity Kansas City. Please write the group name in the memo section of each check and bring pledges to the Habitat Kansas City office the morning of your build day.

Name	Address	\$/hour x 7 hours =	Total
John Sample	101 Main Street Anytown, MA 01234	\$4.00 x 7 =	\$28.00
		Total Pledges:	

All donations are tax-deductible. Habitat Kansas City is a 501 (c) (3) organization.



## VOLUNTEER EVALUATION

To help us continue to improve our program, we would greatly appreciate your taking a few moments to complete and submit this evaluation of our volunteer program. Thank you in advance for your time and help, and thanks for volunteering!

Please evaluate your volunteering experience by circling the appropriate number:

	Excellent	Very Good	Good	Fair	Poor
Overall Volunteering Experience	5	4	3	2	1
Habitat Kansas City Construction Staff	5	4	3	2	1
Habitat Kansas City Volunteer Dept.	5	4	3	2	1
Volunteer Orientation (if you attended)	5	4	3	2	1
Interaction with other volunteers	5	4	3	2	1
Construction site (supplies, instruction, etc.)	5	4	3	2	1

Day/date \_\_\_\_\_ Site \_\_\_\_\_

Was your volunteering experience what you expected? If not, how did it differ? \_\_\_\_\_

What was the best part of your volunteering experience? \_\_\_\_\_

How could your experience have been better? \_\_\_\_\_

What would you like to see Habitat Kansas City do differently? \_\_\_\_\_

*Please feel free to add any other comments or suggestions on the back of this page or typed on an additional blank page. This form can be returned by fax, mail, or e-mail to:*

Habitat for Humanity Kansas City 1423 E. Linwood Blvd. Kansas City, Mo. 64109  
 Fax :816.924.1165 email Dana: [danab@habitatkc.org](mailto:danab@habitatkc.org)

# SAFETY CHECKLIST

Construction safety packets will be offered at the Orientation session. We ask that each volunteer read this manual so that they can better understand Habitat Kansas City's approach to safety on site.

Group Leaders can use the following checklist as a guide to keeping the work site safe for their group. By following this system, we can make sure that all safety needs are being met on our sites and that volunteering with Habitat Kansas City is not only enjoyable and fulfilling, but safe as well.

- Each volunteer has signed a Volunteer Release and Waiver of Liability form and has also signed in at the office, providing a phone number in case of an emergency
- All volunteers meet the age requirement: volunteers are at least 16 years old; 16 and 17 year olds are accompanied by an adult chaperone. Ratio is one adult for every five youth.
- Each volunteer has read the construction safety packet.
- Volunteers are wearing appropriate clothing (i.e. pants, closed-toed shoes, non-baggy clothing)
- Each volunteer has been made aware of the locations of first aid kits. *First Aid kits are available in each Habitat vehicle.*
- Volunteers must wear boots or thick-soled shoes at all times when on a construction site. Volunteers wearing inappropriate footwear will be asked to leave the construction site.
- If a volunteer is unsure how to do a task or operate a power tool – ASK A SUPERVISOR!
- A power tool should not be used without proper instruction. Youth 16 & 17 years old cannot operate power tools.
- Inspect all power tools, hand tools, and ladders before use.
- Advise your supervisor immediately of any unsafe or hazardous tools, or hazardous conditions.
- If there is an injury, contact the supervisor immediately.
- Fresh drinking water is available and accessible. No alcohol is permitted on Habitat KC property.
- Smoking is permitted only in designated areas.

Thank you for taking the time to become familiar with Habitat Kansas City's construction safety policies. We sincerely hope that your on-site volunteering experience is enjoyable, rewarding - and safe!

***Thanks for your help - we couldn't do this without you!***