



VOLUNTEER TEAM MANUAL



Habitat for Humanity®
MidOhio

CURRENT NEEDS INCLUDE:

*RESTORE
DECONSTRUCTION
WEEKDAY CONSTRUCTION*

Getting Started

Checklist

Use the following checklist and get started today to organize a team of volunteers to serve the families of Habitat for Humanity–MidOhio. We welcome your participation and will work with you to make this opportunity convenient, productive, and fulfilling for all of the members of your team.

- o Read this volunteer team manual.
- o Consider the activity that interests your group.
- o Determine the potential size of your group.
- o Designate one reliable person to act as the team coordinator. This person will be responsible for all coordination, recordkeeping, and communications between Habitat and the group. A team coordinator must be designated whether your group works just one day or for the duration of an entire project. The coordinator is expected to be at the project location for all of the team's work hours.
- o The Team Leader should visit: [HTTPS://VOLUNTEER.HABITATMIDOHIO.ORG](https://volunteer.habitatmidohio.org) and complete the group inquiry.
- o Habitat's volunteer staff will work with the coordinator to schedule your team workday, taking into consideration project needs and team availability.
- o Plan your team's experience. Volunteers are encouraged to wear identifying apparel such as company logo t-shirts. Also, many groups provide their team members with catered boxed lunches at the work-site; others simply ask their team members to bring their own lunch.
- o One week out, you will receive plans from the Habitat staff member for your upcoming workday.
- o Attend your assigned workday. All volunteers are asked to please arrive on time and complete all the necessary paperwork. Completing paperwork in advance of the workday helps to make a more productive workday.



Required Forms

The Team Leader is responsible for distributing the following information to each volunteer:

RELEASE AND WAIVER OF LIABILITY FORMS must be completed and turned in for each person volunteering, including all supervisors. Individuals without a completed waiver will not be permitted to work. Waiver forms may be turned in at the start of the volunteer workday.

GENERAL VOLUNTEER INFORMATION will be sent to the Team Leader prior to the volunteer day. This document includes all the need to know information for making the workday a success and should be distributed to each group member.

MINORS Please note that minors must review the youth policy and must have the Release and Waiver of Liability for Minors form filled out, signed by parents in advance, and turned in at the start of the workday.

About Habitat for Humanity-MidOhio

The Critical Need

Affordable, decent housing is one of our most basic human needs, yet it is in alarmingly short supply in our very own neighborhoods and throughout the world. A decent place to call home creates stability, launching families onto a positive trajectory of generational change, one that includes hope, improved health, and a better quality of life.

Who we are, What we do

Habitat for Humanity-MidOhio has spent more than a quarter century helping to bring the dream of homeownership to families in need. Working in conjunction with Habitat for Humanity International, Habitat MidOhio partners, donors, and volunteers have played a role in rekindling hope for over 400 families living in central Ohio through new home construction and critical home repairs.

Habitat MidOhio offers a program designed to be a hand up, not a hand out, to families in need. Through hard work, commitment, and thousands of hours of sweat equity, Habitat MidOhio families are breaking the cycle of poverty through homeownership and creating a brighter future for generations to come.

We view our work as meaningful because it helps transform lives and promote positive and lasting social, economic, and spiritual change within a community. Our model works because it is based on empowerment, mutual trust, and fully shared accomplishments. Habitat MidOhio partner families go on to thrive and achieve personal and family milestones as a result of the stability and piece of mind that homeownership brings.

Our Partner Families

NEW BUILDS

Habitat MidOhio is one of the only affordable housing builders in Franklin, Licking, and Madison Counties targeting families who earn 30-60% of median income. Partner families are chosen after a stringent review process during which Habitat assesses their need for housing, their ability to repay a zero-percent interest mortgage and their willingness to partner with Habitat through sweat equity. Partner families are all first time homebuyers, must live in the affiliate mission services area, and must currently be living in substandard conditions.

HOME REPAIRS

Habitat MidOhio is now serving current homeowners in need of home repair services. Families of low income living in owner-occupied properties are able to receive discounted home repair services. Homeowners must be able to afford to pay for a portion of the home repair project and must be willing to partner with Habitat through sweat equity hours.



About Habitat MidOhio

How we do it

Habitat is able to make housing affordable to families of low-income because:

- Houses are sold through a no-profit, zero-interest mortgage that is created and held by the Affiliate;
- Partner families and construction volunteers build under trained supervision and supply thousands of hours of labor to further reduce home-building costs;
- Individuals, corporations, faith groups, and others provide vital support through house sponsorships, monetary contributions, and in-kind donations.



YOUR STUFF. THEIR DREAM. OUR MISSION.

Habitat for Humanity-MidOhio ReStores play an important role in the effort to eliminate substandard housing in Central Ohio. New, used, and surplus donated goods are collected and sold to the public at discounted prices.

The proceeds from these sales offset most of Habitat MidOhio's administrative costs- so cash contributions go directly toward building homes and revitalizing communities locally and abroad.

The ReStores also allow local residents to recycle and repurpose items that would otherwise end up in our landfills. Last year alone, Habitat MidOhio ReStore operations diverted more than 2,600 tons of reusable materials from area landfills.



Opportunities in Construction

Volunteers are the heart of our mission and contribute daily to Habitat's success in providing decent, affordable housing to working families with low-income in Franklin and Licking Counties.

Volunteer teams are utilized in the areas of construction, repair, ReStore, and deconstruction projects.

Construction & Repair Crews

Construction volunteers typically work in crews of six to ten people. Repair volunteers typically work in crews of two to eight people. An experienced House Lead is assigned to each work-site to oversee crew leads, teach volunteers what to do, and oversee basic work-site safety. Volunteers of all skill levels comprise a crew.

Our most critical need for volunteers is to find those "Winter Warriors" who are willing to brave cold, wintery days to help families and children move into a new home as soon as possible.

While spring, summer, and fall are typical home construction months at Habitat, construction and repair activities often must occur during the winter months due to sponsor funding cycles.

Habitat MidOhio is planning to expand its Home Repair Program and is currently seeking home repair volunteers. Our repair volunteers help with projects involving exterior painting, siding, porch/stair repair, water damage, etc.

Construction & Repair Hours

WEEKDAY VOLUNTEERS ARE ESPECIALLY NEEDED!

A Regular Workday is from 8:30am to 4:00pm on Tuesday through Saturday. Full day commitment is required for all groups.

PLEASE NOTE: Volunteer teams are asked to please understand that group home-building and home repair activities can be extremely variable due to issues like poor weather, contractor schedules, permit lines, etc.

Last-minute changes sometimes occur due to circumstances out of the direct control of Habitat. Because home construction and home repair projects are the most popular among volunteers, teams often may be placed on a waiting list for on-site work. Saturdays are especially desired. To ensure your team's work day(s), consider a day sponsorship or full or partial house sponsorship.

Age Requirements

Youth volunteers must be 16 years old to volunteer on a construction or home repair site and 18 years old to use ladders or operate power tools. Teams of youth volunteers must be accompanied by one adult (21 or older) per five youth. No special experience is necessary for youth or supervising adults.



Opportunities with our ReStores



ReStore Team

Teams of up to 20 are needed to assist customers, stock shelves, organize product displays, and unload donations from the vehicles of individual donors and ReStore trucks. Volunteers also assist with the processing of donations and administrative paperwork. Heavy lifting can be involved. Individuals must be 14 years older to volunteer in the ReStore. Youth under the age of 18 must have parent or guardian permission.

Deconstruction Projects

Teams of 5-10 are needed to deconstruct existing properties to salvage materials that can be sold at the ReStores. Projects vary in degree of effort and length of time and occur on an as-needed basis. This activity involves significant physical labor. Volunteers must be 18 years or older.

DECONSTRUCTION LEADS ARE ESPECIALLY NEEDED.

TRAINING IS PROVIDED!

Age Requirements

Volunteers must be 14 or older to work in the ReStores. Youth groups must have a minimum of one adult (21 or older) to every five youth. Youth must be 18 or older to work on deconstruction projects.

ReStore®

HOURS

OPEN TO THE PUBLIC
Monday through Saturday
9:00am to 6:00pm

ReSTORE EAST
3140 Westerville Rd
Columbus, OH 43224

ReSTORE WEST
240 North Wilson Rd
Columbus, OH 43204

ReSTORE TEAM SHIFTS*:
Monday through Saturday
9:00am to 1:30pm
1:30pm to 6:00pm

** Volunteers are requested to sign-up for the established shifts unless otherwise arranged with ReStore staff.*



Home Sponsorship & Fundraising

The work of Habitat is made possible with significant financial support from individuals, businesses and organizations. In addition to providing volunteer labor, many volunteer teams also make a financial commitment to a project. Sponsorships help to cover the costs of land acquisition and development, building permits, construction materials, skilled trade services, and site supervisors. Funding is critical to sustaining our work, but your support is also very much about team-building, giving back to the community, and gaining recognition by partnering with Habitat, which has been ranked as the 7th most valuable brand among charities.

Day Sponsorships

Donors of \$1,500 or more have the opportunity to build on site, Tuesday through Friday. A day sponsorship of \$1,500 reserves all of the on-site volunteer slots (up to 10) for the day that you schedule with the help of a Habitat staff member. A Saturday sponsorship can be secured with a \$2,500 contribution. Sponsorships are most often funded by corporate philanthropy, marketing dollars, or volunteer grants awarded by employers. Many groups also raise private support, which can be a fun team-building and community outreach activity. Feel free to contact Habitat's staff for ideas or to see if your company has a corporate giving program.

House Sponsorships

Habitat only begins construction once all funding for that home is secured, and this is made possible in large part by our exclusive home sponsors and our partial home sponsors. Each sponsorship level offers benefits to the donor, including the opportunity to reserve multiple workdays at the construction site, opportunities to participate in the wall raising and dedication ceremonies for your sponsored house, and marketing and public relations benefits.

**FOR MORE INFORMATION ON HOME SPONSORSHIPS,
PLEASE CONTACT JAMI KELLER, SENIOR DIRECTOR,
RESOURCE DEVELOPMENT, AT (614) 484-1868.**



Benefits of Support

Habitat greatly appreciates each and every level and type of support it receives from individuals, businesses, organizations, and groups. We strive to find appropriate ways to express our thanks and appreciation to our supporters. For those sponsors who make certain levels of donations to fulfill the mission of Habitat, we have special forms of recognition.

HOUSE SPONSORS (\$100,000)

- ✧ Exclusive house sponsorship
- ✧ Regular updates on construction progress
- ✧ Reserved, multiple volunteer workdays
- ✧ A token of appreciation for each volunteer
- ✧ Recognition on the Affiliate's website and social media outlets
- ✧ Listing in the Affiliate's annual report
- ✧ Participation in the wall raising and house dedication ceremonies

PARTIAL HOUSE SPONSOR (\$10,000 - \$99,000)

- ✧ Reserved, multiple volunteer workdays
- ✧ A token of appreciation for each volunteer
- ✧ Recognition on the Affiliate's website and social media outlets
- ✧ Listing in the Affiliate's annual report
- ✧ Participation in the wall raising and house dedication ceremonies

SATURDAY DAY SPONSORSHIP (\$2,500)

- ✧ Reserved Saturday of choice for volunteer workday
- ✧ Use of all available volunteer slots (up to ten) on your sponsored day
- ✧ A token of appreciation for each volunteer

WEEKDAY DAY SPONSORSHIP (\$1,500)

- ✧ Reserved day of choice for volunteer workday (Tuesday – Friday)
- ✧ Use of all available volunteer slots (up to ten) on your sponsored day
- ✧ A token of appreciation for each volunteer



Fundraising & Other Support

If a day or house sponsorship is out of reach, volunteer teams can find ways to raise funds, provide financial contributions, or support the mission of Habitat for Humanity in other ways.

These activities can also be utilized to raise the needed funds for a day or house sponsorship:

- ★ Collect donations from all the members of your group or business. This gets everyone involved in the volunteer team project, even if they are unable to participate in hands-on construction. An easy way to do this might be “dress down” Fridays when employees may donate in exchange for the opportunity to dress more casually at work.
- ★ Create a fundraising goal for your team and share your story with friends, family, and co-workers via social media and email.
- ★ Many employers offer volunteer grants or matching programs. See if your company does the same.
- ★ Host a fundraising event such as a golf outing, performance, auction, or some other activity.
- ★ Conduct a home improvement materials drive to collect reusable items to donate to Habitat’s ReStores.
- ★ Support Habitat’s mission through workplace giving campaigns.
- ★ Follow us on Facebook and help spread the word about Habitat’s ReStores.
- ★ For additional ways to get involved, visit:

WWW.HABITATMIDOHIO.ORG/GET-INVOLVED.





6665 Busch Blvd, Columbus, OH 43229 Fax: 614-753-4218 Phone: 614-422-4828

IMPORTANT: Each volunteer must have a signed "Release and Waiver of Liability" on file before volunteering.

Release and Waiver of Liability

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

This Release and Waiver of Liability (the "Release") is executed on this _____ day of _____, 201____, by _____, (the "Volunteer"), in favor of **Habitat for Humanity – MidOhio**, Habitat for Humanity International, Inc., and any other Habitat for Humanity affiliated organization, and their respective directors, officers, trustees, employees, volunteers and agents (collectively, the "Released Parties").

I, the Volunteer, desire to work as a volunteer for one or more of the Released Parties and engage in the activities related to being a volunteer ("Activities"). I understand that my Activities may include but are not limited to the following: working in Habitat for Humanity offices or Habitat for Humanity ReStore operations; traveling to and from work sites, towns, or cities; consuming food available or provided; constructing and rehabilitating residential buildings; and other construction-related activities.

I, the Volunteer, hereby freely, voluntarily and without duress execute this Release under the following terms:

Release and Waiver. I, the Volunteer, do hereby release and forever discharge and hold harmless the Released Parties and their successors and assigns from any and all liability, claims and demands which I or my heirs, assigns, next of kin or legal representatives may have or which may hereinafter accrue with respect to any bodily injury, personal injury, illness, death or property damage which arise or may hereafter arise from or is in any way related to my Activities with any of the Released Parties, whether caused wholly or in part by the simple negligence, fault or other misconduct, other than intentional or grossly negligent conduct, of any of the Released Parties or of other volunteers.

I understand and acknowledge that by this Release I knowingly assume the risk of injury, harm and loss associated with the Activities. I also understand that the Released Parties do 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, illness, death or property damage.

Medical Treatment. I, the Volunteer, do hereby release and forever discharge the Released Parties from any claim or action whatsoever which arises or may hereafter arise on account of any first aid, treatment or service rendered in connection with my Activities with any of the Released Parties.

Assumption of the Risk. I, the Volunteer, understand that my Activities may include work that may be hazardous to me, including, but not limited to, the following: construction; loading and unloading; travel to and from the work sites; and exposure to lead, asbestos, and mold, which may cause or worsen certain illnesses, especially if I do not wear protective equipment, am exposed for extended periods of time, or have a pre-existing immune system deficiency. I further understand I may be traveling to and from locations where there is a risk of criminal activities, inclement weather, or other circumstances that could threaten my health or safety.

I hereby expressly and specifically assume the risk of injury or harm in the Activities and release the Released Parties from all liability for any loss, cost, expense, injury, illness, death or property damage resulting directly or indirectly from the Activities.

Insurance. I, the Volunteer, understand that, except as otherwise agreed to by the Released Parties in writing, the Released Parties are under no obligation to provide, carry or maintain health, medical, travel, disability or other insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own health, medical, travel, disability or other insurance coverage.

Photographic Release. I, the Volunteer, do hereby grant and convey unto Habitat for Humanity International, Inc., all right, title and interest in any and all photographs and video or audio recordings of or including my image or voice, made by any of the Released Parties during my Activities with the Released Parties, including, but not limited to, the right to use such photographs or recordings for any purpose and to any royalties, proceeds or other benefits derived from them.

Other. I, the Volunteer, expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the state where the Activities take place. I further agree that in the event 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 clauses or provisions of this Release, which shall continue to be enforceable. Further, a waiver of a right under this Release does not prevent the exercise of any other right.

To express my understanding of and agreement with this Release, I sign here with a witness.

Volunteer: Name (please print): _____ Signature: X _____

Address: _____

E-mail: _____ Date of Birth: _____

Phone: (Home) _____ (Cell) _____ (Work) _____

Witness: Name (please print): _____ Signature: _____

PLEASE PRINT CLEARLY



IMPORTANT: Each volunteer must have a signed "Release and Waiver of Liability" on file before volunteering.

MINOR RELEASE AND WAIVER OF LIABILITY

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

This Release and Waiver of Liability (the "Release") is executed on this _____ day of _____, 20____, by _____, (the "Volunteer"), in favor of Habitat for Humanity-MidOhio, Habitat for Humanity International, Inc., and any other Habitat for Humanity affiliated organization, and their respective directors, officers, trustees, employees, volunteers and agents (collectively, the "Released Parties").

I, the Volunteer, desire to work as a volunteer for one or more of the Released Parties and engage in the activities related to being a volunteer ("Activities"). I understand that my Activities may include but are not limited to the following: working in Habitat for Humanity offices or Habitat for Humanity ReStore operations; traveling to and from work sites, towns, cities or countries; consuming food available or provided; living in housing provided for volunteers; constructing and rehabilitating residential buildings; and other construction-related activities.

I, the Volunteer, hereby freely, voluntarily and without duress execute this Release under the following terms:

Release and Waiver. I, the Volunteer, do hereby release and forever discharge and hold harmless the Released Parties and their successors and assigns from any and all liability, claims and demands which I or my heirs, assigns, next of kin or legal representatives may have or which may hereinafter accrue with respect to any bodily injury, personal injury, illness, death or property damage which arise or may hereafter arise from or is in any way related to my Activities with any of the Released Parties, whether caused wholly or in part by the simple negligence, fault or other misconduct, other than intentional or grossly negligent conduct, of any of the Released Parties or of other volunteers.

I understand and acknowledge that by this Release I knowingly assume the risk of injury, harm and loss associated with the Activities. I also understand that the Released Parties do 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, illness, death or property damage.

It is the policy of Habitat for Humanity that children under the age of 16 are not allowed on Habitat for Humanity worksites while construction is in progress. It is further the policy of Habitat for Humanity that, while minors between the ages of 16 and 18 may be allowed to participate in construction work, using power tools, excavation, demolition, working on rooftops and similar activities are not permitted for anyone under the age of 18.

Medical Treatment. I, the Volunteer, do hereby release and forever discharge the Released Parties from any claim or action whatsoever which arises or may hereafter arise on account of any first aid, treatment or service rendered in connection with my Activities with any of the Released Parties.

If the Volunteer is less than 18 years of age, the Volunteer and the parents having legal custody and/or the legal guardians of the Volunteer (the "Guardians") also hereby release and forever discharge the Released Parties from any claim whatsoever which arises or may hereafter arise on account of the decision by any representative or agent of the Released Parties to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in a Parental Authorization for Treatment of a Minor Child.

Assumption of the Risk. I, the Volunteer, understand that my Activities may include work that may be hazardous to me, including, but not limited to, the following: construction; loading and unloading; travel to and from the work sites; and exposure to lead, asbestos, and mold, which may cause or worsen certain illnesses, especially if I do not wear protective equipment, am exposed for extended periods of time, or have a pre-existing immune system deficiency.

I also understand there is some inherent risk in consuming local foods and living in local accommodations in the city(ies) or country(ies) visited. I further understand I may be traveling to and from locations where there is a risk of terrorism, war, insurrection, criminal activities, inclement weather or other circumstances that could threaten my health or safety. I also understand that it is the policy of the Released Parties to not pay ransom or make any other payments to secure the release of hostages.

PLEASE TURN PAGE OVER FOR AREA TO SIGN BY PARENT/GUARDIAN

I hereby expressly and specifically assume the risk of injury or harm in the Activities and release the Released Parties from all liability for any loss, cost, expense, injury, illness, death or property damage resulting directly or indirectly from the Activities.

Insurance. I, the Volunteer, understand that, except as otherwise agreed to by the Released Parties in writing, the Released Parties are under no obligation to provide, carry or maintain health, medical, travel, disability or other insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own health, medical, travel, disability or other insurance coverage.

Photographic Release. I, the Volunteer, do hereby grant and convey unto Habitat for Humanity International, Inc., all right, title and interest in any and all photographs and video or audio recordings of or including my image or voice, made by any of the Released Parties during my Activities with the Released Parties, including, but not limited to, the right to use such photographs or recordings for any purpose and to any royalties, proceeds or other benefits derived from them.

Other. I, the Volunteer, expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the state where the Activities take place. I further agree that in the event 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 clauses or provisions of this Release, which shall continue to be enforceable. Further, a waiver of a right under this Release does not prevent the exercise of any other right.

To express my understanding of and agreement with this Release, I sign here with a witness.

Volunteer: Name (please print): _____ Signature: _____

Address: _____

Phone: (H) _____ (C) _____ E-mail: _____ Date of Birth: _____

Witness: Name (please print): _____ Signature: _____

IMPORTANT: If the Volunteer is less than 18 years of age, all parents or guardians must also sign this Release and Waiver of Liability with a witness. If only one parent or guardian executes this Release on behalf of a Volunteer who is under 18 years of age, then the undersigned parent or guardian of the Volunteer hereby covenants, warrants, represents and agrees that he or she is executing this Release on behalf of, and as an agent for, any other individual who may be a parent or guardian of the Volunteer, and that by executing this Release, the undersigned is binding himself/herself, the Volunteer, and any other parent or guardian of the Volunteer, and all of their heirs, executors, personal representatives, assigns and estates to this Release.

Parent/Guardian: Name (please print): _____ Signature: _____

Address: _____

Witness: Name (please print): _____ Signature: _____



For More Information or Questions

DEB LIGHT, DIRECTOR, VOLUNTEER SERVICES
 (614) 364-7020 / dlight@habitatmidohio.org

RACHEL HARDIN, VOLUNTEER RESOURCE COORDINATOR
 (614) 364-7030 / rharden@habitatmidohio.org

LEAH BRUDNO, ReStore VOLUNTEER COORDINATOR
 (614) 715-3578 / lbrudno@habitatmidohio.org



ReStore EAST: 3140 Westerville Road, Columbus, Ohio 43224
ReStore WEST: 240 Wilson Road, Columbus, Ohio 43204

