



Thank you so much for dedicating your time and energy to volunteering with Habitat for Humanity Saint Louis (HFHSL) ReStore! We hope you will enjoy this opportunity to work side by side with other volunteers and Habitat ReStore staff as we work towards making a greener environment and a difference in the metropolitan community.

*ALL* volunteers play a vital role in making the ReStore a success. **It is extremely important that all scheduled volunteers attend their work day. A shortage of volunteers will affect ReStore's productivity and efficiency.** Only volunteers who have registered will be permitted to stay and work. Additional volunteers may be sent home if the ReStore is at capacity.

If you need to **cancel** your volunteer day, please let us know as soon as possible and *at least* one week in advance. If you registered online you may use the online system to cancel, this will allow others the opportunity to sign-up.

Included in this packet are:

- **2010 Waiver of Liability** (*two pages must sign and turn in BOTH pages. All volunteers under the age of 18 years old must have their waiver signed by a parent or legal guardian.*)
- **Directions** and map to the ReStore. Bring the directions with you as they also tell you where to park and how to get to the ReStore main entrance.
- **How to get community service hours?** This outlines the steps to receive a validation letter from Habitat.

#### **Important Reminders:**

- Do **NOT** fax or mail the waiver forms to the Habitat Office. Bring them with you to the ReStore on your work day.
- No volunteers under the age of 16 years old are permitted to volunteer in the ReStore for any reason.
- **All volunteers must arrive at the ReStore on time. This time is based upon your chosen time shift of a 4 hour minimum. If you arrive more than 15 minutes after your scheduled start time you may not be permitted to stay and work.**
- Volunteers needing community service must submit documentation from the courts or a probation officer to Joshua Palacios prior to volunteering.

We know this will be a fun and rewarding experience for you, and we hope you enjoy your volunteer day! Please feel free to email or call with any questions.

Sincerely,

A handwritten signature in black ink that reads "Joshua Palacios". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Joshua Palacios  
Resource Associate

\*For information on other volunteer opportunities please contact me at 314-371-0400 ext 21 or [joshua@habitatstl.org](mailto:joshua@habitatstl.org).



(Must be signed and on file in Habitat office each year.)

# VOLUNTEER RELEASE AND WAIVER OF LIABILITY 2010

***Please read carefully! This is a legal document that affects your legal right!***

THIS RELEASE AND WAIVER OF LIABILITY (the "Release") executed on this \_\_\_\_\_ day of \_\_\_\_\_ (month), 2010 by (The "Volunteer") \_\_\_\_\_ in favor of Habitat for Humanity Saint Louis ("Habitat").

The Volunteer and/or Guardian desire that the Volunteer participate in certain projects and other activities of Habitat. The Volunteer and/or Guardian understand that the activities may include constructing residential buildings, working in our ReStore or warehouse, being transported to and from work site locations, and consuming food provided for the work project ("Project").

**The Volunteer and/or Guardian recognizes that there are inherent risks and dangers in performing construction projects and that Habitat has the right to refuse to allow any Volunteer to participate in the project, for any reason and in the sole discretion, of Habitat, its agents, servants or employees.**

The Volunteer and/or Guardian do hereby freely, execute this Release under the following terms:

**1. Waiver and Release.** By signing this Release, Volunteer and/or Guardian hereby **release and hold harmless Habitat** and its successors and assigns, its directors, employees and staff, **from any and all liability, claims, and demands of whatever kind or nature** which arise or may hereafter arise as a result of Volunteer's participation in the Project.

Volunteer and/or Guardian understand that this Release discharges Habitat, its directors, employees and staff, from any liability or claim that the Volunteer may have against Habitat regarding any claim or demand that may result from Volunteer's participating in the Project. Volunteer and/or Guardian also understand that Habitat does not assume any responsibility for providing any assistance to Volunteer, including but not limited to medical, health, disability, or workman's compensation insurance.

**2. Medical Treatment.** Volunteer and/or Guardian release Habitat from any claim whatsoever which arises or may hereafter arise as a result of any first aid, treatment, or service rendered in connection with the Volunteer's participation in the Project, or with the decision by any representative of Habitat to exercise the power to consent to medical or dental treatment.

**3. Assumption of Risk.** The Volunteer and/or Guardian understand that the Project may include activities which may be hazardous to the Volunteer. In addition, any food and medical facilities which may be donated to and/or purchased by Habitat are beyond the control of Habitat. Therefore, the Volunteer and/or

Guardian assumes any and all risk of any kind that may arise out of the Volunteer's participation in the Project.

**4. Insurance.** Habitat may elect, in its sole discretion, to provide group accident insurance and make it available to Project Volunteers, as well as liability insurance. Except to the extent it makes available, or has such group accident insurance, or other insurance, Habitat expressly disclaims any responsibility for providing any insurance for Volunteer, including, but not limited to health, medical, liability or workmen's compensation.

**EACH VOLUNTEER IS EXPECTED AND ENCOURAGED TO ARRIVE WITH MEDICAL OR HEALTH INSURANCE COVERAGE IN EFFECT.**

**5. Photographic Release.** By signing this Release, Volunteer and/or Guardian also transfer unto Habitat all right, title, and interest in any and all photographic images and video and audio recordings made by Habitat including, but not limited to, any royalty benefits or other proceeds that could be received from such photographs or recordings.

**6. Volunteer Age Limitation.** Volunteer certifies that he/she is at least 16 years of age.

**7. Other.** Volunteer and/or Guardian expressly agree that this Release is permitted and governed by the laws of the State of Missouri. Further, the Volunteer and/or Guardian agree that in the event that any clause or provision of this Release shall be held to be invalid by a 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.

**8. Privacy Policy.** All information given on this form is used by Habitat for Humanity Saint Louis (HFHSL) solely as a means of maintaining accurate volunteer records and conveying up-to-date information with all participants of our affiliate. All information is private and in no way will we disclose or sell it to any parties outside of HFHSL.

**9. Parking Disclosure.** At Habitat, we make our best efforts to ensure the safety of your possessions while you volunteer your time with us. However, in the event of an unfortunate occurrence, Habitat can not be responsible for loss, theft, or damage. To further ensure the safety of your vehicle, please do not leave any valuables of any kind in your car, not even under the seat. We recommend that you **do not bring ANY** valuables to the warehouse, ReStore, or site. Habitat will not be responsible for any parking tickets that are issued to volunteers.

IN WITNESS WHEREOF, **Volunteer and/or Guardian** have executed this Release as of the day and year first above written.

\_\_\_\_\_  
**Signature of Volunteer – Must be signed**

\_\_\_\_\_  
**Signature of Parent/Guardian (if volunteer is 16 –17)**  
**Signature of Witness: (if volunteer is 18)**

**ALL information MUST be completed & SIGNED!**

Build Date \_\_\_\_\_ /10 \_\_\_\_\_

Please circle one: Mr. / Mrs. / Ms.

**Print Name Legibly**

\_\_\_\_\_  
First Name MI Last Name (Preferred Name)  
Permanent Address: \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: H) \_\_\_\_\_ Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Medical Allergies: \_\_\_\_\_

Birth date of Volunteer: \_\_\_\_\_  
(Must be 16 years of age)

Emergency Contact: \_\_\_\_\_  
address. \_\_\_\_\_

\_\_\_\_\_  
Name Phone Relationship

Due to Parking Issues, we ask for your License Plate Number: \_\_\_\_\_

**How are you volunteering today? A financial sponsor, a volunteer group or as an individual? Let us know so that we can keep our records current!**  
(Please check ✓ all boxes that apply)

**Construction Leadership:**  House Leader  Crew Leader  Crew Leader Trainee  Task Leader  Site Safety Observer

**Weekday Crews:**  Monday Crew  Wednesday Crew  Friday Crew

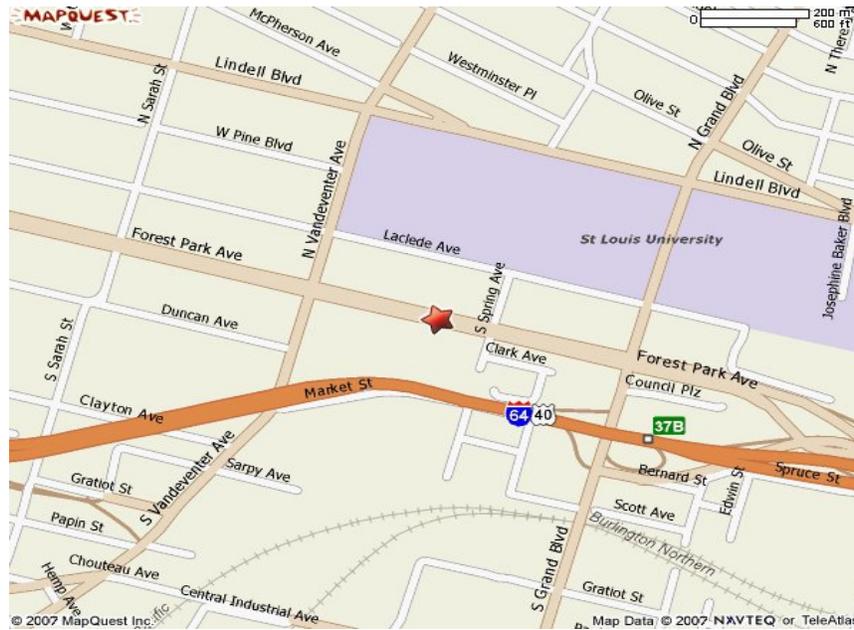
Individual Volunteer  **ReStore Volunteer**

Sponsor Name \_\_\_\_\_

Volunteer Group Name \_\_\_\_\_

Homebuyer or with a  With Homebuyer \_\_\_\_\_ / \_\_\_\_\_  
Name of Homebuyer House #

**Need Community Service?**  
Ask Habitat Staff at check-in how to receive service hours for volunteering.



**Address: 3763 Forest Park Ave, St. Louis, MO 63108**

**We are located on Forest Park Ave between Vandeventer Ave and Grand Blvd on the north side of the street.**

#### **Directions from West**

Travel east on I-64 E/US-40 E Highway 40 (I-64) and merge on I-170 north. Take the Vandeventer Exit 36D and turn left (north) onto Vandeventer and travel .5 miles and turn right (east) onto Forest Park. Make a left in the 2<sup>nd</sup> U-turn loop to go westbound on Forest Park Ave. The building will be on the right side (north side) of Forest Park Ave. Park along the street and feed the meter.

#### **Directions from South / Southwest:**

Travel east on I-64 E/US-40 E Highway 40 (I-64) to exit 25 and merge onto I-270 south toward Memphis. After 6.6 miles take exit 5A and merge onto I-44 east, travel on I-44 for 11 miles to Vandeventer, exit 287B. Turn left (north) on Vandeventer for 1.5 miles and turn right (east) onto Forest Park Parkway. Make a left in the 2<sup>nd</sup> U-turn loop to go westbound on Forest Park Ave. The building will be on the right side (north side) of Forest Park Ave. Park along the street and feed the meter.

#### **Directions from the East:**

Take I-64 E/US-40 E Highway 40 (I-64) to Forest Park Ave exit 38A (which will go underneath Grand Ave overpass). Travel .9 miles, the building will be on the right (north side) just before Vandeventer Ave. Park along the street and feed the meter.

#### **Directions from North / Northwest:**

Take I-70 east to I-44 west for 2.8 miles and exit at Vandeventer Ave, exit 287. Turn right (north) onto Vandeventer Ave. Travel on Vandeventer for 1.5 miles and turn right (east) onto Forest Park Parkway. Make a left in the 2<sup>nd</sup> U-turn loop to go westbound on Forest Park Ave. The building will be on the right side (north side) of Forest Park Ave. Park along the street and feed the meter.

#### **After Parking:**

Volunteers should walk to 3763 Forest Park Ave, located on the north side of Forest Park Ave. The ReStore entrance is located on the West Side of the building, in the middle of the parking lot.

**Parking Disclosure-** At Habitat, we make our best efforts to ensure the safety of your possessions while you volunteer your time with us. However, in the event of an unfortunate occurrence, Habitat can not be responsible for loss, theft, or damage. To further ensure the safety of your vehicle, please do not leave any valuables of any kind in your car, not even under the seat. We recommend that you **do not bring ANY** valuables to the warehouse, ReStore, or site. Habitat will not be responsible for any parking tickets that are issued to volunteers.



## How do I get community service hours?

Volunteers can use their volunteer experience with Habitat for Humanity Saint Louis, to collect community service hours for high school, college, & some court ordered offenses. **Court mandated volunteers must provide documentation for their required community service hours prior to volunteering, from the courts or their probation officer.**

Volunteers should inform volunteers and/or staff when they sign-in at site support or the ReStore in order to receive an orange time card. This will allow you to document your volunteer hours properly as Habitat **will only** give validation letters to those who have an orange time card.

### How do you get credit?

- 1) **Sign-in** on the build site, in the warehouse, or in the ReStore
- 2) **Ask** for an orange **timecard**
- 3) **Log your hours** on the timecard; have a house leader, crew leader, crew leader trainee, task leader, or Habitat staff member initial your card at the end of the day on the build site or warehouse. A ReStore manager will initial your card at the end of the day/shift, when volunteering in the ReStore.
- 4) **Keep your card to log the required hours you need** (*Several days can be logged on one card*). Once you have reached your desired number of hour's mail, fax (both sides) or drop off your card to: Habitat for Humanity St. Louis, Attn: Josh Palacios 3763 Forest Park Ave St. Louis, MO 63108; or fax 314-371-0404.
- 5) **Your request will be processed within two weeks** of receipt and a letter will be mailed or faxed to the address given.

**IMPORTANT NOTE: Validation letters will not be sent without Habitat having received your orange timecard.**

**NO exceptions! No card ≠ No validation letter.**

Thank you for your commitment and your understanding. Please feel free to contact Josh Palacios, [joshua@habitatstl.org](mailto:joshua@habitatstl.org) or 314-371-0400 ext 21 with any questions or concerns.