

245 N. Graham Street Allentown, PA 18109
Phone 610-776-7737 · Fax 610-776-7569



Office@HabitatLehighValley.org
www.HabitatLehighValley.org

*Christopher J. Bennick, Ed.D.
CEO/Executive Director*

Dear Volunteer:

Thank you for your interest in Habitat Lehigh Valley! We have a simple philosophy of working in partnership with disadvantaged families to build decent affordable housing, so their children may grow to be all that they can be. This could only be possible with the help of hundreds of dedicated volunteers and thousands of local supporters.

In order for us to better understand how you might wish to be of help to Habitat, please complete the registration and waiver forms that follow this letter, and return them to us by e-mail, fax, or regular mail. Please note that the waiver form must have your original signature, therefore it should be submitted by regular mail. You will not be able to volunteer until we have your signed waiver.

It would be most helpful if you were able to commit to assisting us for more than one day, perhaps once a month for six months, for example. This helps us with scheduling and will make your time with Habitat much more rewarding, as you experience the progress of the houses being built.

We receive many requests to volunteer on construction sites, and we are in great need of crew leaders and house leaders who can commit to helping lead construction sites on a regular basis. Construction leaders will gain much personal satisfaction in helping other volunteers on site, and we can train and assist you to become a leader. Often times, our volunteer opportunities are limited based on the number of leaders we have available. If you are part of a group that wants to volunteer, it is especially important to bring a crew leader to help manage your team.

When inquiring about Habitat, many people might just think of hammering nails. However, there are a variety of volunteer opportunities that are essential to Habitat, such as helping in the office or serving on a committee.

Please feel free to call the office at any time to answer any questions you may have or to inquire about current volunteer opportunities.

Sincerely,

Christopher J. Bennick, Ed.D.
Executive Director

enc: Volunteer Registration Form
Waiver Form

HABITAT VOLUNTEERS NEEDED – 610-776-7737

COMMITTEES – Advisory Board, Construction, Family Mentoring, Family Selection, Finance, Public Relations, Resource Development, Volunteer.

CONSTRUCTION SITE VOLUNTEERS

GREETER – Greet volunteers as they arrive at the work site and help them get oriented.

CREW LEADER – Skilled volunteer to help teach and supervise a group of inexperienced volunteers with construction tasks. This is hands on and can be fun and rewarding, but the crew leader will need to commit to spending several consecutive Saturdays until the task is complete.

HOUSE LEADER – Volunteer willing to take a leadership role in the construction of a house and work under the direction of the Construction Manager through the planning, coordination of, and completion of a house. The Construction Manager will assist the house leader in securing the necessary tools and materials required for the workday, accounting for tools at the end of the day, and ensuring safe working conditions on site.

SKILLED CONSTRUCTION VOLUNTEERS – We need you! Let us know how you can help!

CONSTRUCTION VOLUNTEER – You don't need skill, just a willingness to help and learn. We prefer if you can commit to scheduling one day a week for several weeks, or one day a month for several months.

BLITZ BUILD – A week of straight construction, twice a year. Hundreds of volunteers work building a house from the ground up in one week! Call for details.

We often have several construction sites open. Space is limited. Call to see what is available.

We currently run construction year round, on Tuesdays, Thursdays, and Saturdays. Alternate days and evenings may be available.

It is helpful to bring a team leader if you want to come as a group.

HABITAT FOR HUMANITY OF THE LEHIGH VALLEY

245 NORTH GRAHAM STREET, ALLENTOWN, PA 18109-2191

PHONE: 610-776-7737 Email: office@habitatlehighvalley.org FAX: 610-776-7569

Web site: www.habitatlehighvalley.org

VOLUNTEER REGISTRATION- Please Print

PLEASE ALSO READ AND COMPLETE THE WAIVER ON THE NEXT PAGE

NAME (Mr.) (Mrs.) (Ms.) _____ Birthday _____

ADDRESS _____
(STREET) (CITY) (STATE) (ZIP CODE)

HOME PHONE: _____ CELL PH: _____ WORK PH: _____

EMAIL: _____ FAX: _____ COMPANY NAME: _____

I can be reached by: ___ Home Phone ___ Work Phone ___ Cell Phone ___ E-mail ___ Fax

DAYS AVAILABLE: 8 am to 3 pm MON TUES WED THUR FRI SAT

EVENINGS AVAILABLE (committee meeting): 4 pm to 8 pm MON TUES WED THUR

How often can you work? _____ Are you available on short notice? _____

PLEASE INDICATE SKILL LEVEL FOR THE SKILLS LISTED BELOW:

1 = Skilled at supervising people 2 = skilled worker 3 = interested in learning

CONSTRUCTION SKILLS

___ CARPENTRY, FINISH
___ CARPENTRY, ROUGH
___ CONCRETE & MASONRY
___ DRIVER
___ DRYWALL
___ ELECTRICAL
___ FLOOR COVERING
___ GENERAL LABOR
___ PAINTING
___ PLUMBING
___ ROOFING
___ VINYL SIDING
___ TASK LEADER
___ SITE SUPERVISOR
___ GREETER

OFFICE/PEOPLE SKILLS

COMPUTER:
___ DATA ENTRY
___ HARDWARE
___ OFFICE SOFTWARE
___ GRAPHIC DESIGN
LANGUAGES _____
OFFICE HELP:
___ MAILINGS
___ TELEPHONING
___ WRITE/EDIT (e.g. newsletter)

POSSIBLE COMMITTEE AND SPECIAL SERVICES INTERESTS

___ ADVISORY BOARD
___ CONSTRUCTION
___ FAMILY MENTORING
___ FAMILY SELECTION
___ FINANCE
___ PR & MARKETING
___ CAPITAL DEVELOPMENT
___ LAND DEVELOPMENT
___ VOLUNTEER SERVICES
___ EVENT PLANNING
___ LEGAL SERVICES
___ REAL ESTATE
___ ORGANIZATIONAL DEVELOPMENT
___ VIDEO/PHOTOGRAPHY
___ COOKING/FOOD PREPARATION

YOUR CHURCH/GROUP AFFILIATION _____

CURRENT & PRIOR PROFESSIONS (no. of years and types of experience): _____

ANY WORK LIMITATIONS: _____

PLEASE ALSO READ AND COMPLETE THE WAIVER ON THE NEXT PAGE

RELEASE AND WAIVER OF LIABILITY
HABITAT FOR HUMANITY OF THE LEHIGH VALLEY, INC.

Please read carefully. This document may affect you legally.

1. **PARTIES INVOLVED:** This agreement is between Habitat and the volunteer. Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity for the Lehigh Valley, Inc., an affiliate and a nonprofit corporation, their directors, officers, employees, and agents are collectively referred to as "HABITAT". The undersigned is referred to as the "VOLUNTEER".

2. **REASON FOR THIS AGREEMENT:** Habitat for Humanity of the Lehigh Valley, Inc. is an ecumenical Christian organization seeking to give witness to the Christian gospel to the "working poor" through the act of creating decent habitats in which to live and work. With the participation of the future homeowners and others, from all walks of life and from other faiths, it aims to create an environment of hope, dignity, and truly human existence for all. However, as a non-profit, volunteer construction organization and as an organization with limited funds, it needs to ensure that all volunteers recognize and understand that house building and renovation are potentially dangerous. Furthermore, the character of its work often requires individual initiative. Consequently, volunteers assume a large measure of responsibility for their own safety and welfare. This document is the written acknowledgment of these facts.

3. **TERMS OF THE AGREEMENT:**

ASSUMPTION OF RISK: The VOLUNTEER expressly assumes the risk of injury or harm. Although HABITAT takes reasonable precautions concerning the safety of its construction projects and attempts to provide a safe work environment, the VOLUNTEER understands that the work may be hazardous to himself/herself. This work may include but is not limited to construction, loading and unloading, and transportation to and from the work sites.

RELEASE AND WAIVER: As the work is potentially dangerous, the VOLUNTEER in knowing this and regardless of the signing of this document, may be releasing HABITAT and its successors from any liability, claims, and demands of whatever kind or nature, in either law or in equity, which arise from his/her activities with HABITAT.

MEDICAL TREATMENT: The VOLUNTEER releases HABITAT from any claims arising from any first aid, medical treatment, and medical service rendered.

INSURANCE COVERAGE: The VOLUNTEER understands that HABITAT does not carry or maintain health, medical, or life insurance for its volunteers. The VOLUNTEER also understands that HABITAT carries limited volunteer accident (unreimbursed medical expenses) and volunteer disability (lost wage compensation) insurances. While operating a Habitat vehicle, HABITAT provides vehicle accident insurance, IF the driver is properly licensed and authorized. As none of these are personal insurance coverages, the VOLUNTEER is strongly encouraged to obtain his/her own medical/ health, life, & disability insurances prior to beginning work.

DRUG-FREE WORKPLACE: The VOLUNTEER understands that the possession or use of alcohol or illegal drugs on a construction site is forbidden and will be reported.

BACKGROUND INVESTIGATIONS: Depending on the level of involvement and roles performed by the VOLUNTEER, HABITAT may perform background investigations of the VOLUNTEER, including but not limited to criminal, sexual offender/predator, and credit checks. By signing the release, VOLUNTEER consents to the investigations and release of information obtained to HABITAT authorized personnel.

The VOLUNTEER has executed this Release on the following Date: _____ (day, month, year)

Witness: _____ Signature of Volunteer: _____

Printed Name: _____ Printed Name: _____

Complete address below only if following information is not duplicated on form reverse

Mailing Address: _____ Phone: _____

FOR OFFICIAL HABITAT USE ONLY:

ACCEPTED and APPROVED:

for Habitat for Humanity of the Lehigh Valley, Inc.

By: _____ Date: _____ Orientation Date: _____

Rev. 8/21/07