

Volunteer Intake Packet

Mission Statement

To provide financial support to Habitat for Humanity of Pueblo to help fulfill the heart of our mission-to build generational change through eliminating poverty housing and homelessness.

Habitat for Humanity of Pueblo ReStore History

Our ReStore Opened its doors in April of 2006 at 200S. Santa Fe Avenue, Pueblo, CO. The ReStore was established as a self-sustaining fundraising entity of Habitat for Humanity of Pueblo. We sell new and used building materials, appliances, hardware, and similar items at a significantly discounted cost.

Our entire inventory comes from generous donations from individuals and businesses throughout Pueblo County. In a couple of years the store outgrew its location. And in 2008 we moved to 2313 S Prairie Avenue, Pueblo, CO. Our building has over 8,500 square feet of warehouse and offices. Our donated merchandise can be found through-out the two levels of the building as well as outside in back. Since 2006, our ReStore sales have helped us build several homes for qualified families.

Volunteers are the heart of Habitat for Humanity of Pueblo. We appreciate all of the hard work that help Qualified Families get their dream of owning a home!

Volunteers are critical to the success of the ReStore, and building homes. It is extremely important for volunteers to give 100% of their time to make our goal successful. Time is valuable and it is very important, and it is a goal to make sure that time is used wisely and to have fun and have a great experience.

All information is confidential:

If you have been convicted of theft less than fifteen years, you do not meet the standards of the Affiliate.

If you have been convicted of a sexual offense you do not meet the standards of the Affiliate.

Have you been convicted of a Felony?

If yes please explain:

A criminal background search will be a part of your process to be a valuable volunteer.

Please give all of the required information

First Name: _____ Middle Name: _____ Last Name: _____

Other Names Used: _____ Years Used: _____

Current Address: Street _____ City: _____ State _____ Zip Code _____

Former Address: Street _____ City _____ State _____ Zip Code: _____

Social Security Number: _____ E-Mail: _____

Driver's License: _____ State _____ Date of Birth: _____

Gender: Male _____ Female _____

Agreement:

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I'm accepted as a volunteer, any false statements, omissions or other misrepresentations made by me on this application may result in my immediate dismissal.

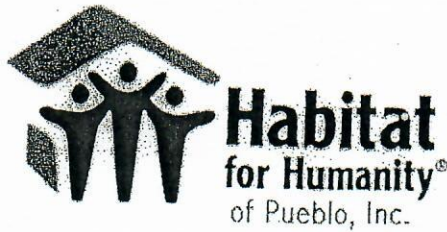
Signature: _____ Date: _____

Witness: _____ Date: _____

Privacy Statement:

If you choose to privacy personally identifiable data, you may receive future information from us-by mail, electronically, or by telephone-advicing you of upcoming Habitat for Humanity events, services, new products, or volunteer and support opportunities. Your Personal Information is not shared with any other organization. If you do not want to be on our mailing list, please contact us at office@hfhpuablo.org, or call (719) 565-0745.

Habitat for Humanity of Pueblo, Inc. has a policy to provide equal opportunities without regard to race, gender, sexual preference, age or disability.



ADULT

Habitat for Humanity of Pueblo, INC

VOLUNTEER RELEASE AND WAIVER OF LIABILITY

This Release and Waiver of Liability (the "Release") executed on this ____ day of _____, 20____.

The Volunteer desires to work as a volunteer for Habitat for Humanity of Pueblo Inc., and engage in activities related to being a volunteer. The Volunteer understands that the Activities may include constructing, deconstructing, and rehabilitating buildings. Working in the Habitat offices, and the ReStore, or working and being involved in special events.

It is understood with being a volunteer with Habitat for Humanity of Pueblo Inc.; there is a lot of heavy lifting, moving, standing, pushing, and other physical activities

The Volunteer hereby freely, voluntarily, and without duress, executes this release under the following terms.

1. Release and Waiver, Volunteer's do here by release and forever discharge and hold harmless Habitat and its successors and assigns from any and all liability, claims and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with Habitat for Humanity of Pueblo Inc.

Volunteer's understand that this release discharges Habitat for Humanity of Pueblo Inc., 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, whether caused by negligence of Habitat or its officers, directors, employees, or agents or otherwise. Volunteer's also understand that Habitat for Humanity of Pueblo Inc. does not assume any responsibility for any obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury illness.

It is the policy of Habitat for Humanity of Pueblo Inc. that children under the age of 14 not allowed to be on the property that construction is in progress. Federal regulations prohibit minors between the ages of 14 and 15 from working in general construction. They may, however, engage in limited activities such as clearing lots, landscaping, or painting. Minors between the ages of 16 and 17 may perform in general construction work, but any not engage in certain activities that are considered ultra-hazardous, including the use of power tools and motor vehicles, demolition, roofing and excavation operations.

2. Medical Treatment. Volunteer's do hereby release and forever discharges Habitat for Humanity Pueblo Inc., 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.
3. The Volunteer understands that the activities include loading and unloading, and transportation to and from the work sites. Volunteer expressly and specifically assumes the risk of injury or harm in the activities and release

Habitat for Humanity of Pueblo Inc., from all liability for injury, illness, and death or property damage resulting from the activities.

4. Insurance, The Volunteer understands that, except as otherwise agreed to by Habitat for Humanity of Pueblo Inc., in writing: Habitat for Humanity of Pueblo Inc. does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. Habitat for Humanity of Pueblo Inc., does, however, provide secondary medical/disability coverage to all Volunteers under its liability insurance to the extent that the coverage allows. This means that in the event that medical attention is sought, the volunteer and /or primary medical insurance pays first. Habitat for Humanity of Pueblo Inc., medical insurance would only pay as secondary coverage or in the case that the Volunteer does not have any medical insurance.
5. Photographic Release, Volunteers do hereby grant and convey unto Habitat for Humanity of Pueblo Inc., all rights, title and interest in any and all photographic images, video, or audio recordings made by Habitat for Humanity of Pueblo Inc., including , but not limited to any royalties, proceeds, or other benefits derived from such photographs or recordings.
6. Other. Volunteers expressly agrees that this release is intended to be as broad and inclusive as permitted by the laws of the State of Colorado, and that this release shall be governed by and interpreted in accordance with the laws of the State of Colorado. Volunteers agree that in the event that in the event that any clause or provisions 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 provision of this release which shall continue to be enforceable.
- 7.

By signing below, the Volunteer has read understood, and executed this release as of the date first able written.

Signature: _____ Date: _____

Witness: _____ Date: _____



Adult Photo Release

For valuable consideration received, I hereby grant to Habitat for Humanity of Pueblo, Inc. the absolute and irrevocable right and unrestricted permission in respect of photographic portraits or pictures that he/she had taken of me or which I may be included with others, to copyright the same, in his/her own name or otherwise; to re-use, publish, and republish the same in whole or in part, individually or in any and all media known or hereafter known, and for any purpose whatsoever, for illustration, promotion, art, editorial, advertising, and trade, or any other purpose whatsoever without restriction as to alteration; and use my name in connection therewith if he/she so chooses.

I hereby release and discharge photographer from any and all claims and demands arising out of or in connection with the use of the photographs, including without limitation any and all claims for libel or invasion of privacy.

This authorization and release shall also inure it the benefit of the heirs, legal representatives, licensees, and assigns of Photographer, as well as the person(s) for whom he/she took the photographs.

I am of full age and have the right to contract in my own name. I have read the foregoing and fully understand the contents thereof. This release shall be binding upon me and my heirs, legal representatives, and assigns.

DATE

NAME

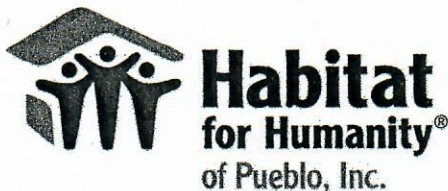
SIGNATURE

TELEPHONE NUMBER

CITY & STATE

SIGNATURE OF WITNESS

[Type text]



2313 South Prairie Ave.
Pueblo, CO 81005
Phone 719-565-0745
Fax 719-564-2018

Confidentiality Agreement – HFH of Pueblo, Inc.

We have to protect the rights of all of our stakeholders including our donors, volunteers, families, employees, Board Members, our affiliates, and the faith communities in which we partner and support. It is with this in mind that we are requesting that you sign a Confidentiality Agreement to reflect the importance of this matter and to protect the integrity of the information and material that you may receive related to the business conducted by Habitat for Humanity of Pueblo, Inc.

Agreement

I, _____, agree that I will not:

- Act in any way that would harm or cause the reputation of HFH of Pueblo, Inc. or any of their stakeholders to be adversely affected
- Divulge or make known to anyone any information of a sensitive or confidential nature, printed or otherwise, relating to the nature of our business, but not limited to:
 - Financial information
 - Donor information
 - Supplier information
 - Habitat family information

All data and information that is used to perform my volunteer responsibilities will remain the exclusive property of Habitat for Humanity of Pueblo, Inc. and will be returned to Habitat for Humanity of Pueblo, Inc. upon my leaving.

I acknowledge that the provisions of this agreement shall continue to apply after I leave Habitat for Humanity of Pueblo, Inc., for whatever reason, for a period of three years. However, these provisions shall cease to apply to any information, which comes into the public domain as a result of authorized disclosure.

Dated in the city of Pueblo, this _____ day of _____, 20__

Volunteer Signature

Witness Signature



VOLUNTEER JOB DESCRIPTIONS/ REQUIREMENTS

WARE HOUSE ASSISTANT/STOCKER

- Greet customer/donors
- Assist donors/customer with loading and unloading merchandise
- Ask if the donor would like a receipt
- Take all donations to receiving area
- All donations must be in working order, i.e., make sure all parts are with donations and that they are re-useable. Staff will assist in making the decision to take the donation.
- All donations must be cleaned and presentable before putting on floor to sell.
- Donations must be placed in the correct department, if unsure please ask a staff member.
- Organize and display materials
- Keep drop-off area/warehouse clean, safe and organized
- Keep aisles clear and safe
- Help keep shelves stocked, priced, and organized
- Assist with pick-ups in delivery truck, and help unload truck ★
- Ability to work with other volunteers/staff
- Give ideas on how to improve