

General Information for St. Croix Valley Habitat for Humanity Volunteers

Please review and distribute these guidelines to all volunteers before your scheduled volunteer experience on a building site. Be sure to view the safety information at www.hfhvolunteerinsurance.com Use the Access Code that's on the opening page. View "Volunteering on a Habitat for Humanity Job Site"

During the day

- Arrive to the site on time and plan to stay for the day. Let your group organizer know if you won't be able to come as scheduled. Try to give plenty of notice so we can make other arrangements.
- The typical work day begins at 8:30 with orientation. There will be a lunch break around noon and breaks as the site supervisor and crew leaders see the need. The day ends at 3:30. If an evening build is scheduled, the start time will be arranged with the group and will end at dusk.
- Habitat does not provide lunch or snacks. If your group is not providing lunch for you, please bring your own food. Drinking water and restroom facilities will be provided on-site.

Sign-in

- Remember to sign the sign-in sheet provided at the site. The volunteer sign-in sheets are important for our record-keeping. Write your name and address legibly to ensure that your information is properly recorded.
- Make sure your Volunteer Liability Waiver and Emergency Contact Forms are turned in to the Site Host or Site Supervisor at the beginning of the day.

Tools

- Most tools are available on site, but it can be helpful to bring your own. We suggest: a tool belt with hammer, tape measure, utility knife, pencils and a carpenter square. Be sure to label your tools with your name.
- Return all Habitat tools to the tool storage area at the site.
- If you bring power tools:
 - Have the Site Supervisor inspect them before you or anyone else uses them.
 - Do not allow others to use them without the Site Supervisor's permission.
 - Power framing and roofing nailers are NOT allowed.

Personal Items

- Wear work boots or sneakers that are slip resistant and fully enclose the foot. Open-toe and open-heeled shoes are not allowed on site – no sandals.
- Wear long pants –shorts are not recommended.
- Bring sunscreen and wear it!
- Some water is available on site but please bring your own water bottle.
- We work rain, shine, or snow. Wear a hat and clothes that you won't mind tearing or staining. Dress in layers so that you can add or subtract depending on weather conditions.
- Work gloves, goggles or safety glasses and hard hats are provided but please bring your own if you have them.

Medical/Emergencies

- Get a tetanus shot if necessary. Adults need a booster every 10 years.
- Let the Site Supervisor and the people you are working with know if you have a medical condition of which Habitat should be aware, such as specific allergies, asthma, heart problems, etc.
- A first aid kit will be available on site.
- Report all injuries to the Site Supervisor immediately.

Youth Volunteers

For safety reasons, children under the age of 16 are not allowed on site. We require one adult crew leader for every four 16-17 year-olds working on site. All high school groups, even if their volunteers are 18 years old, will need to have at least one adult for every four students.