

Information for Local Volunteer Groups

Thank you for your offer to join Habitat for Humanity in achieving our vision of a world where *everyone* has a decent place to live. Habitat is dedicated to providing a safe and pleasant working environment for employees, volunteers, future homeowners, and owners of homes being repaired. Habitat's goal is for each and every participant to have a safe and productive build experience.

TO SCHEDULE A GROUP WORK DAY

After reading through the information below please contact Habitat with the following information:

- Approximate number and age of volunteers.
- The dates or time frame you are desire; Habitat will try to accommodate your time frame if we have the appropriate work available.
- If you desire a full or half day.
- The construction experience level of the group.

SCHEDULING AND TIME

- We work Monday through Friday and some Saturdays.
- A full workday is 8:30 am – 3:30 pm-ish; lunch break 11:30 am –12:00
- Some volunteer groups opt for a half day (8:30 am – noonish)

PERSONAL REQUIREMENTS

- Each volunteer must complete a Volunteer Application/Release of Liability prior to working. It is preferable to bring the completed form with you, but forms will be available on site.

AGE LIMITATIONS

- Volunteers must at least 16 years old to work on our construction sites; youth 16-17 must have their parent/guardian sign a MINOR Volunteer Application/Release of Liability form before arrival. Volunteers must be at least 18 years old to use power tools or climb ladders. For every 5 volunteers under the age of 18 we require someone 25 years or older to accompany the group.

WHAT TO BRING/WEAR

- Closed toe, sturdy footwear is required - no sandals.
- We provide safety equipment as needed: work gloves, safety glasses, dust masks, as needed.
- Wear appropriate clothing - that means clothes you really don't care about.
- Please do NOT wear loose jewelry (chains).
- You may wish to bring gloves (especially women's sizes), sunscreen and bug spray.
- We always have water and a cooler for your use on the site.



The Rotary Club of Key West
Service Above Self Since 1916

Volunteers with the Rotary Club of Key West work on using up their talents at a repair project sponsored by the club.

SAFETY, INSTRUCTION AND TRAINING - The construction site is a potentially dangerous environment. Therefore it is imperative to commit full attention to each project and task assigned. Every participant on a Habitat build has a responsibility to keep the site safe for themselves and others.

- Habitat is committed to the safety of our volunteers.
- Job specific training for volunteers is provided on-site by a Site Representative.
- Habitat staff is trained for site specific hazards, first aid, and proper use of equipment.
- Before your work day we request that each volunteer take the Habitat for Humanity Volunteer Training Safety Course offered on line (<http://hfhaffiliateinsurance.com/volunteers/>) Our office will receive notice that you have taken the course.
- A Habitat Site Supervisor or designated representative will be on-site at ALL TIMES.
- First-aid kits are maintained and are available on each site.
- If unsafe situations arise, please notify Site Supervisor IMMEDIATELY.
- All accidents MUST be reported immediately to the Site Supervisor.



TOOLS AND SKILLS

- All tools needed for your work will be provided, but feel free to bring any of your own hand tools.
- If you, or someone in your volunteer group, has specific construction skill(s), please let us know in advance so that the Site Supervisor can plan the work to put those talents to use!

LUNCH

- If you are working a full day, please bring a bag lunch unless other arrangements are made.

WHAT TO EXPECT WHEN YOU ARRIVE

- ALL volunteers complete a Volunteer Application/Liability Waiver.
- ALL volunteers will sign in (and out!) the Hours Log every time you work on a Habitat site. (These hours are recorded in our database if you ever need a letter or certification of volunteer/community service hours.)
- The Site Supervisor will go over safety issues, first aid, bathroom location and a list of job assignments for the day. The Site Supervisor will work with you to choose the best task that meets your skill set.
- *Please be courteous and arrive on time!*

DONATION TO HABITAT

- The labor of all volunteers is truly appreciated and we simply could not do our work without your participation! There are myriad hidden expenses incurred by a group volunteer day: volunteer t-shirts, extra materials and construction supplies, ice, beverages, first-aid supplies, etc. Habitat respectfully requests a donation to help defray the cost associated with hosting your group.