

# Volunteer Policies and Procedures for Fox Valley Habitat for Humanity Faith Build 2018

In order to work well with the staff and to present Fox Valley Habitat for Humanity in the best possible light, we ask that you adhere to the following policies and procedures while you are on duty as a volunteer.

We have the following Age Restrictions for any volunteer under the age of 18:

## Ages 14 and 15

Must be supervised on a 1:1 ratio. FVHH staff is not responsible for any minors. There must be a parent/legal guardian, group leader, teacher, etc. present.

- Must submit a release and waiver of liability for a minor signed by a parent/legal guardian prior to performing any volunteer activity
- Must not be on-site during construction
- Must not work on/with excavation, demolition, power tools or at heights above 6 feet
- Can ONLY participate in painting, landscape, and performing other light duties and help with site support
- Must check with FVHH office BEFORE signing up for a work day to see if any work is available for that age group.

## Ages 16 and 17

Must be supervised on a 3 youths: 1 adult ratio. FVHH staff is not responsible for any minors. There must be a parent/legal guardian, group leader, teacher, etc. present.

- Must submit a release and waiver of liability for a minor signed by a parent/legal guardian prior to performing any volunteer activity
- Can assist with general construction/carpentry
- Must not work on/with excavation, demolition, or power tools
- Must not work at heights above 6 feet or on the roof
- Must check with FVHH office BEFORE signing up for a work day to see if any work is available for that age group.

### Registering & Scheduling:

All volunteers are required to register on [www.volunteerfvhabitat.com](http://www.volunteerfvhabitat.com). Volunteers will not be able to participate without being registered.


Please use this link for St Katharine Drexel to sign-up for your build day for June 30th:

[http://foxvalleyhabitat.galaxydigital.com/need/detail/?need\\_id=338609](http://foxvalleyhabitat.galaxydigital.com/need/detail/?need_id=338609)

Please use this link for St Katharine Drexel to sign-up for your build day for July 21st:

[http://foxvalleyhabitat.galaxydigital.com/need/detail/?need\\_id=338772](http://foxvalleyhabitat.galaxydigital.com/need/detail/?need_id=338772)

1. After going to your group page , click on the blue Respond button on the right
2. You will be prompted to either Log-in or Sign-up to create an account. Click on the Sign-up button
3. Next, fill in all required fields to create an account
4. After making your account/profile, click to submit page and click on Continue on the next page
5. On next page, beside the Submit Opportunity Response button is a small box for you to check to agree to our work waiver. If you would like to read the waiver, click on the link next to the small box to view it. After checking the waiver box, click on the Submit Opportunity Response button.
6. You are now signed up for your build day!



If after putting in your profile information you see a pop-up that your email address is already registered, then you will need to click on the blue Login button at the top of the page to enter your email address and reset your password. This will happen if you were registered on Volunteer Up with us in the past. Your information was transferred to the new volunteer website and a password reset is all that is needed to proceed. After resetting your password, you will need to use the link provided above again to access your group work page. Then you can proceed with the above directions by using Log-in instead of Sign-up in step 2.

Once you have agreed to be available for a particular shift, we count on you to be there. In the event you are unable to be at your shift, please call the volunteer coordinator, Julie Clark at 630-206-5034 M-F 8:30am-3:00pm or email [j.clark@foxvalleyhabitat.org](mailto:j.clark@foxvalleyhabitat.org) at any time.

### Sign-In On Build Day

Please arrive 15 minutes before your shift time to sign-in.

Build day hours on Saturday's are 8:00am-4:00pm with a lunch break. It is the volunteers responsibility to bring a sack lunch and water.

### Dress protocol:

We require that all volunteers wear long pants, t-shirts, and closed-toe shoes with good traction. This is for your protection. VOLUNTEERS WITH INAPPROPRIATE ATTIRE (SHORTS, TANK TOPS, SANDALS OR ANY OPEN TOE SHOES/HEELS) WILL BE PROHIBITED FROM VOLUNTEERING THAT SHIFT!!

Please remember to wear clothing that can get dirty. You should also bring your own work gloves and safety glasses. All other tools will be on site.

### Workplace safety:

Safety is important to all of us. Volunteers should conduct themselves in a way that promotes safety of themselves and others. Nobody should be put into a situation that makes them fearful or uncomfortable. If you feel uncomfortable, please notify a staff member immediately.

### Volunteer injury:

Any personal injury that occurs while volunteering for FVHFH should immediately be reported to a staff member. Volunteers are not covered under the organizations insurance for injury to themselves.

### Volunteer feedback:

Fox Valley Habitat for Humanity encourages volunteers to make suggestions, voice concerns and give ideas about how the affiliate fulfills its mission to the community. We are always looking for new ideas so if you have any ideas to share, please speak with the staff.

If you have any questions, please contact Volunteer Coordinator, Julie Clark at 630-206-5034 M-F 9:00am-3:30pm or email [j.clark@foxvalleyhabitat.org](mailto:j.clark@foxvalleyhabitat.org) at any time.

Thank you for volunteering with Fox Valley Habitat. We hope you enjoy your build day experience!

**Online Safety Course:**

Safety is a top priority with Fox Valley Habitat. We have a short online safety course that we offer to all of our volunteers. Although it is not mandatory, we strongly suggest that you take the course. It covers important information pertaining to the safety measures on our build sites. This information can be very vital to you when you are working with us. The link and all steps needed to take the online course are below if you choose to take it. Thank you!

Link for safety course: <http://hfaffiliateinsurance.com/>

- Click on “volunteers” (white section in middle of page)
- Then click on “begin now” in the blue Online Safety Courses box on the right
- Please read the entire next page and copy the access code to paste on next page, and then click on “take training course now”
- Enter (paste) the access code and click on “submit”
- Click on “Volunteering on a Habitat for Humanity Job Site”. It is the second from the bottom in the right column under “Recommended Courses”. You will need audio for this.
- **Please ONLY take “Volunteering on a Habitat for Humanity Job Site”**
- There is a short quiz at end of presentation for you to take.
- We will receive an email after you have passed the course