



# VOLUNTEER INFORMATION

## Information for Group Leaders:

**Lunch & Water:** Please plan to have your team break for lunch at **11:30am**. Water is provided on site. We encourage volunteers to bring a water bottle to re-fill. Lunch is generally not provided. Your team can bring their lunches, have lunches delivered or visit a local restaurant. If volunteers leave the site we ask that they generally take about 45 minutes for lunch.

**Walking tour:** Beginning in May, at **noon** we'll again be offering walking tours to share information about the impact of your volunteer efforts! The tours are optional and last about 20 minutes. Depending on the weather and other conditions we may at times offer an interactive presentation instead of the walking tour.

**Hours:** Please have your team plan to work the entire time as noted on the confirmation email. A timely arrival is especially important, as a Habitat representative will provide task instructions & safety guidelines to begin the day.

**Parking & Valuables:** The parking available is on street parking (carpooling is a good option.) Be sure to lock your cars and keep valuables at home or out of sight!

**Weather:** Unless you hear otherwise from a Habitat staff member (typically via email), plan to volunteer rain or shine. The construction staff will determine whether to proceed with or cancel the volunteer opportunity. If your team was scheduled for an outside task, Habitat construction staff can at times adjust work tasks to accommodate for inclement weather. Homes are generally heated during the winter.

**Type of Work:** Volunteers work on nearly all phases of construction. Plan to perform the task listed in your confirmation email. However, be aware that build schedules are often adjusted. Be sure to check your email prior to your volunteer date for any updates. Thank you in advance for your cooperation & flexibility!

**"Release of Liability" Waiver Form:** All volunteers are required to submit one completed "Release of Liability" waiver form each fiscal year (July 1 – June 30). You should have been prompted to read & electronically sign this waiver while registering through Habitat Milwaukee's volunteer portal. If individuals did not register through our online system, they must complete & submit a hardcopy (available at the jobsite.) In addition to the "Release of Liability" form, 16 & 17 year old volunteers must submit a "Release of Liability for Minors" form (see below.)

**Age Restrictions:** The minimum age to volunteer on a Habitat construction site is 16; no one under 16 is permitted on the job site while work is being done. Task restrictions for 16 & 17 year old volunteers include: prohibited use of power tools; work at heights 6 feet & above; participation in any potentially hazardous activity (ex. Demolition). 16 & 17 year old volunteers are required to submit a "Release of Liability for Minors" waiver signed by either a parent or guardian. Please email [bvangorp@milwaukeehabitat.org](mailto:bvangorp@milwaukeehabitat.org) for a copy of the form or the parent or guardian can sign the form at the construction site.

**Clothing:** Everyone should wear comfortable work clothes that they don't mind getting paint or dirt on along with proper footwear (work boots or athletic sneakers). No open-toed shoes!

**Tools:** If you are assigned to a task other than painting, it is helpful if volunteers can bring hand tools like a hammer, tape measure, pencil, utility knife, work gloves and nail apron. However, Milwaukee Habitat will have a supply of basic tools and safety equipment at the job site. Folks who have their own hard hats and safety glasses may wish to bring them during framing and siding stages. Knee pads or garden kneeling pads can increase comfort during some framing, finishing and flooring tasks. Please label all personal tools with your name.

**Community Service:** If a letter verifying a volunteer's hours is needed please have them email [bvangorp@milwaukeehabitat.org](mailto:bvangorp@milwaukeehabitat.org) for a copy of the community service form to bring to the job site.