

## Habitat for Humanity Sault Ste. Marie & Area Volunteer Application Form

Thank you for your interest in volunteering with HFHSSMA. The information you provide will help us to place you in a volunteer position which best suits your skills, interests, and the needs of our organization.

### SECTION A: PERSONAL INFORMATION

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(MM/DD/YY)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Organization: \_\_\_\_\_

**Age Group:** All volunteers must be **16 years of age** or older to volunteer for HFHSSMA **ReStore**.  
All volunteers must be **18 years of age** or older to volunteer for HFHSSMA **Build Site**.

Are you 16 years or older?  Yes      T-shirt Size  S  M  L  XL  2X  3X

Have you previously volunteered for Habitat for Humanity?  Yes  No

If yes, please list your experiences:

\_\_\_\_\_

Are you completing mandatory community involvement hours for your Ontario Secondary School Diploma?

Yes  No      If yes, how many hours?: \_\_\_\_\_ Secondary School Name: \_\_\_\_\_

Are you completing mandatory probation or court appointed hours?

Yes  No      If yes, how many hours?: \_\_\_\_\_ Probation Officer Name: \_\_\_\_\_



## SECTION B: AVAILABILITY, AREAS OF INTEREST & SKILL LEVEL

Please circle your preferred volunteer schedule/or availability

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM
Anytime	Anytime	Anytime	Anytime	Anytime	Anytime

## AREAS OF INTEREST

Please circle which of the following volunteer areas are of interest. For details on the below volunteer opportunities please refer to the volunteer job description handbook.

Build Site	Committees	ReStore	Office	Other
General Labour	Board of Directors	Inventory and Pricing	Administrative Support	Special Events
Trades	ReStore	Pickups and Deliveries		Ticket Selling
Crew Leader	Fundraising	Workshop Repairs		
Crew Supervisor	Family Service	Cash/Customer Service		
First Aid	Construction	Display & Merchandising		
Cleaning and Cooking	Finance	Custodian		

## SKILL LEVEL

Please circle any specific skills that you possess or have experience in.

Business/ Administrative	Arts/Culture	Communications/ Marketing	Criminal Justice/ Legal Services	Family Service Related	Special Event Support
Business Education	Artist	Graphic Design	Advocacy	Councilor	Bartending
Filing	Photography	Public Speaking	Legal Services	Mentoring	Interior decorator
Fundraising	Photo Editing	Video Production	Insurance Claims		Event Coordinator
Program Management	Sewing/Knitting	Public Relations	Legal Aid		Food Preparation
Sales/Cashier	Refurbishing	Writing/Editing	Law		
Volunteer Recruitment	Website		Probation Officer		
Finance/Accounting					



**SKILL LEVEL**

**BUILD SITE VOLUNTEERS**

Please rate your skill level in the following areas by placing a value in the appropriate box using the following rating skill.

- 1-Contractor/Ticketed Tradesperson
- 2- Very Skilled, able to supervise
- 3-Skilled
- 4-Have some skill
- 5-Willing to learn

Cement/Cribbing  
Drywall Boarding  
Electrical  
Fencing  
Flooring  
Framing  
HVAC  
Taping/Finishing


Insulation/Vapour Barrier  
Interior Trim  
Landscaping  
Painting  
Plumbing  
Roofing  
Siding/Soffit/Facia  
Surveying


**SECTION B: MEDICAL INFORMATION**

MEDICAL & EMERGENCY INFORMATION

In the event an emergency should arise and I need emergency medical treatment or hospitalization – permission is granted to the leaders of HFHSSMA to grant authorization for necessary care.

Please fill in below information as detailed as possible:

List of any known allergies (i.e. plants, medications, insect bites, food etc....): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have any medical and/or physical information/disabilities you wish to be taken into consideration or that you feel may affect your ability to perform as a volunteer: \_\_\_\_\_  
 \_\_\_\_\_

**SECTION C: EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Work Number: \_\_\_\_\_



## SECTION D: RELEASE AND WAIVER OF LIABILITY

**THIS RELEASE AND WAIVER OF LIABILITY AND INDEMNITY** dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by the Volunteer in favor of Habitat for Humanity Sault Ste. Marie, a Provincial non-profit corporation, their directors, officers, employees and agents.

The Volunteer desires to participate in the Habitat program and the activities related to the work project. The Volunteer understands that the activities may include preparation and sale of used building materials, various fundraising activities incidental to the sale of used building materials, various fundraising activities and activities incidental to the other foregoing (herein called the Habitat Program). The Volunteer understands that the Habitat Program may include activities that may be hazardous to the Volunteer and that food, accommodations and medical facilities may be donated to Habitat and beyond the control of Habitat.

**RELEASE AND WAIVER:** The volunteer does hereby release and forever discharge Habitat, successors, assigns from any and all liability, claims, causes of action and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from the employee's participation in the Habitat for Humanity's Sault Ste. Marie and Area's programs.

**MEDICAL TREATMENT:** The volunteer does hereby release and forever discharge Habitat 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 participation in the Habitat Program.

**PHOTOGRAPHIC RELEASE:** The volunteer does hereby grant and convey unto Habitat all right, title, and interest in any and all photographic images and video or audio recordings made by Habitat during the Habitat Program, including, but not limited to any royalties, proceeds or other benefits derived from such photographs or recordings.

**INDEPENDENT LEGAL ADVICE:** The volunteer acknowledges that he or she has the right to obtain independent legal advice prior to the execution of this Release and Waiver of Liability and Indemnity and has either obtained same or chosen to waive such independent legal advice.

**OTHER:** This Release shall be governed by and interpreted in accordance with the laws of the country of Canada and the province of Ontario within which it is executed. The Volunteer agrees that in the event that any clause or provision of this Release and Waiver of Liability and Indemnity 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.

**IN WITNESS WHEREOF** the volunteer has executed this Release and Waiver of Liability and Indemnity as of the day and year first written above.



## SECTION D: CONFIDENTIALITY EXPECTATIONS

I understand that in my capacity as a volunteer for HFHSSMA I may have the opportunity to become aware of confidential information concerning clients, staff, and the business operations of this organization.

I am aware that anything I learn or experience during my interaction which may be considered private, sensitive, or privileged information must be held in strict confidence.

Therefore, I agree that I will not share protected information, nor divulge identifying information regarding clients, staff, or the business operations of HFHSSMA or any related individuals or entities.

I acknowledge that should I fail to comply with these confidentiality expectations it may result in the termination of my relationship with HFHSSMA.

## SECTION D: CONFLICT OF INTEREST

Persons covered by this policy are the Board Members, Staff and Volunteers of HFHSSMA. Members of the Board, Staff, and Volunteers are obligated to always act in the best interest of HFHSSMA. This obligation requires that any Board Member, Staff or Volunteer, in the performance of organization duties, seek only the furtherance of the organizations' mission.

Members of the Board, Volunteers, and Staff of HFHSSMA have a duty to disclose any personal, family, or business interests that may, in the eyes of the general public influence their actions, decisions and judgement and that may affect the reputation or credibility of the organization.

A conflict of interest is defined as an actual or perceived interest by a Board member, Staff and Volunteers as an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain outside of HFHSSMA.

Members of the Board, Staff, and Volunteers may not use their position with HFHSSMA to solicit Habitat for Humanity stakeholders such as clients, volunteers, staff or partners for personal business or one operated by a close friend, family member, business associate or a corporation or partnership in which you hold a significant interest.

It is important to note that a "conflict of interest" exists if the decision could be, or could appear to be influenced  
- It is not necessary that influence takes place.

Members of the Board, Staff and Volunteers should neither solicit nor accept gratuities, favors, or anything of monetary value from stakeholders. This is not intended to preclude bona-fide organizational fund raising- activities on behalf of HFHSSMA.

X

\_\_\_\_\_  
Volunteer Signature

X

\_\_\_\_\_  
Witness Signature

