

**Volunteer Application Interest & Skills Assessment Form (VAISAF)**

**The VAISAF must be completed before scheduling.**

**Regular Volunteers must complete the VAISAF Form Prior to Starting**

**Have you completed a VAISAF within the last 12 months? Yes No**

**Volunteer Name:**

**Date: \_/ /**

**Home Address: State Zip Code \_**

**Home Phone: ( )**

**Work Phone: ( )**

**Cell Phone: ( )**

**Email:**

**Are you over 16 years of age? yes no**

**Emergency Contact:**

**Name: Relationship:**

**Home Phone: ( ) Work: ( ) Cell: ( )**

**Place of employment: \_**

**If you are currently a student, please tell us the name of your school: \_**

**If you are a member of a religious organization, church, temple, mosque, etc., please tell us which one:**

**Group yes no If yes name of group**

**Please check below the time(s) you are available to volunteer. (Example 9 am – 12 noon in Tuesday slot)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **From** |  |  |  |  |  |  |  |
| **To** |  |  |  |  |  |  |  |

**Office Hours:** Monday-Friday, 8:00 AM to 5:00 PM, **ReStore:** Tuesday-Friday, 10:00 AM to 4:00 PM, Saturday, 9:00 AM to 2:00

**Construction**: Tuesday-Saturday, 8:30 AM to 4:00 PM.

Please place an “X” below in the left column next to the volunteer categories you are interesting in and circle the specific job task(s) you feel you would be interested in that your experience would best match.

**“X” Volunteer Category Job Tasks**

|  |  |  |
| --- | --- | --- |
|  | **Administrative Support** | Filing, data entry and general clerical support to Family Selections & Office Manager. Research, reports, audit preparation and surveys. |
|  | **Quality of Life/Neighborhood Revitalization** | Project and administrative support to Community Relations Coordinator. Working with neighborhood residents and resources. Help recruit, organize, track volunteer activities. |
|  | **Marketing** | Website, photos, Facebook, twitter, constant contact  newsletters, annual reports, press releases, exhibit staffing, ReStore and special events. **Speaker’s Bureau:** Give presentations to congregations, civic or business groups. |
|  | **Development/Fundraising** | Grant writing, campaign support, donation thank you letters  & invoices, pledge form binders, campaign database management, projects, Special Events: Light More Homes Christmas Light Show, Onie Sanders Benefit party support, aluminum can drives. |
|  | **ReStore** | Donation pickup, warehouse support, stocking shelves,  pricing, housekeeping, customer sales & service, special events, marque sign updating, potential donor company presentations, ReStore events such as annual ReStore Customer Appreciation Day and repurposing workshop instruction. |
|  | **Construction** | New and rehab construction, weatherization, critical home  repair, general maintenance, material handling and delivery, empty building lot maintenance, provide jobsite volunteer meals and host visiting Collegiate Challenge & RV Care-A-Vanner volunteers for a meal at home or at church dinner. |
|  |  |  |

**Office Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Level** | **Never done it** | **Can do with supervision** | **Can do without supervision** | **Can lead crew** |
| General administrative duties |  |  |  |  |
| Microsoft Offices |  |  |  |  |
| Customer Service |  |  |  |  |
| Database Entry/ Management |  |  |  |  |

**Tool Proficiency**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Level** | **Never done it** | **Can do with supervision** | **Can do without supervision** | **Can lead crew** |
| Basic Hand Tools |  |  |  |  |
| Basic Handheld Power Tools  (circular saw, drills) |  |  |  |  |
| Advanced Handheld Power Tools  (jig saw, sawzal, nail gun) |  |  |  |  |
| Stationary Shop Grade Power  Tools (table saw) |  |  |  |  |
| Lawnmower, Blower, Weedeater |  |  |  |  |

**Construction Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Level** | **Never done it** | **Can do with supervision** | **Can do without supervision** | **Can lead crew** |
| Framing |  |  |  |  |
| Layout From Drawings |  |  |  |  |
| Roofing & Shingles  *Are you willing to climb an extension ladder or work on top of a roof?*  *Yes No* |  |  |  |  |
| Drywall Hanging |  |  |  |  |
| Drywall Finishing |  |  |  |  |
| Setting Doors & Windows |  |  |  |  |
| Siding, Trim & Flashings |  |  |  |  |
| Painting |  |  |  |  |
| Cabinet & Millwork |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Landscape & Lawns |  |  |  |  |
| Carpet & Vinyl Floor Install |  |  |  |  |
| Basic Plumbing-leaky faucets, toilet repair |  |  |  |  |
| Advance plumbing |  |  |  |  |
| Basic Electrical-replace switches & receptacles, etc. |  |  |  |  |
| Advanced Electrical- install/replace wiring, panel box, fixtures, fans, etc. |  |  |  |  |

**ReStore Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Level** | **Never done it** | **Can do with supervision** | **Can do without supervision** | **Can lead/**  **train** |
| Operate Forklift |  |  |  |  |
| Operate Pallet Jack |  |  |  |  |
| Drive Van |  |  |  |  |
| Drive Truck |  |  |  |  |
| Pickup and/or unload donations |  |  |  |  |
| Arrange donations on sales  floor, straighten inventory |  |  |  |  |
| Pricing |  |  |  |  |
| Give tour to customers |  |  |  |  |
| General product knowledge |  |  |  |  |
| Sales experience |  |  |  |  |
| Repair appliance, lights, etc. |  |  |  |  |
| Cleaning & housekeeping |  |  |  |  |
| Clean/blow down parking lot |  |  |  |  |
| Put up/take down letters at marquee message board |  |  |  |  |
| Inventory |  |  |  |  |
| Donation procurement |  |  |  |  |
| Phone etiquette |  |  |  |  |

**Please list any other information, other skills, licenses you hold or talents you have.**

Fax **the Volunteer Application & Interest and Skills Assessment Form** along with the **Waiver of Liability** to (478)

745-0679 or deliver in person to Macon Area Habitat for Humanity’s Community Relations Manager located at 690 Holt Avenue, Macon, GA 31204, or email forms to Dr. Sundra Woodford at : [swoodford@maconhabitat.org](mailto:swoodford@maconhabitat.org)

**Macon Area Habitat for Humanity (MAHFH)**

**Release and Waiver of Liability**

**PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!**

This Release and Waiver of Liability (the “Release”) is executed on this \_\_\_\_ day of \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_. by \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (the “Volunteer”), in favor of Macon Area Habitat for Humanity, Inc., a Georgia nonprofit corporation, its directors, officers, employees and agents (collectively, “MAHFH”).

The Volunteer desires to work as a volunteer for MAHFH and engage in the activities related to being a volunteer. The Volunteer understands that the activities may include constructing and rehabilitating residential buildings, working in the MAHFH offices, at the MAHFH Restore, at Neighborhood Revitalization activities and living in housing provided for volunteers of MAHFH.

***~The Volunteer & Guardian do hereby freely, voluntarily and without duress execute this Release under the following terms:***

1. WAIVER AND RELEASE. Volunteer & guardian do hereby release and forever discharge and hold harmless MAHFH and its successors and assigns from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which rise or may hereafter arise from Volunteer’s work for MAHFH. Volunteer & Guardian understand that this Release discharges MAHFH from any liability or claim that the Volunteer may have against MAHFH with respect to any bodily injury, personal injury, illness, death or property damage that may result from Volunteer’s work for MAHFH, whether caused by negligence of MAHFH or its officers, directors, employees, or agents or otherwise. Volunteer and Guardian also understand that MAHFH does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical , health or disability insurance in the event of injury or illness.

2. MEDICAL TREATMENT. Except as otherwise agreed to by MAHFH in writing, volunteer and guardian does hereby release and forever discharge MAHFH from any claim whatsoever that arises or may hereafter arise on account of any first aid, treatment or service rendered in connection with the Volunteer’s work for MAHFH or with the decision by any representative or agent of MAHFH to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in the Parental Authorization for Treatment of a Minor Child.

3. ASSUMPTION OF THE RISK. The Volunteer and Guardian understand that the work for MAHFH may include activities that may be hazardous to the Volunteer, including, but not limited to, construction, loading and unloading and transportation to and from the work sites. Volunteer and Guardian hereby expressly and specifically assume the risk of injury or harm in these activities and release MAHFH from all liability for injury, illness, death or property damage resulting from the activities of the Volunteer’s work for MAHFH.

4. INSURANCE. The Volunteer and Guardian understand that, except as otherwise agreed to by MAHFH in writing; MAHFH does not carry nor maintain health, medical, dental nor disability insurance coverage for any volunteer.

***Each Volunteer is expected and encouraged to obtain his or her own medical, dental or health insurance coverage.***

5. PHOTOGRAPHIC RELEASE. Volunteer and Guardian do hereby grant and convey unto MAHFH all right, title and interest in any and all photographic images and video or audio recordings made by MAHFH during the Volunteer’s work for MAHFH, including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.

6. OTHER. Volunteer and Guardian expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the state where the activities take place, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Georgia. Volunteer and Guardian agree that in the event that any clause or provision of this Release 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 provisions of the release which shall continue to be enforced.

**Safety and Worksite Policies**

Thank you for volunteering with MAHFH! We want everyone to have a fun, safe volunteer experience. Please review the following volunteer guidelines before coming to the job site. We offer volunteer opportunities for individuals unable to perform construction activities including meal preparation, landscaping, office work, fundraiser organization and community education.   
  
• Volunteers under the age of 14 are NOT allowed on a MAHFH work site while there is construction in progress. Children are allowed to help landscape lots with a responsible guardian. They ARE allowed to participate in MAHFH Neighborhood Revitalization activities.  
• Volunteers ages 14 and 15 ARE allowed to participate in limited work site activities. They may paint or landscape with a guardian’s supervision. They are NOT allowed on the work site while construction work is taking place.   
• Volunteers ages 16 and 17 ARE allowed to participate in construction work. They may paint or landscape with a guardian’s supervision. They are restricted from participating in ultra-hazardous activity such as excavation, demolition, working on rooftops or using power tools. They are allowed to volunteer in the MAHFH ReStore with a guardian’s supervision.  
• Individuals 18 or over are welcome to participate in all activities associated with MAHFH.

**All volunteers must sign in on the job site, releasing MAHFH from any liability. Guardians must sign a release form before minors will be allowed to work on a job site. \*\*\*THERE ARE NO EXCEPTIONS TO THIS POLICY\*\*\***

**Be sure to follow these guidelines while at the job site:**• Wear safety glasses, which are available at the work site, during the construction of a house.   
• Seek immediate attention for any injury, no matter how small, and report the injury to a house leader or MAHFH staff member.   
• Inspect tools before using them to ensure that they work properly, and always alert others when using power tools.   
• Use caution when working on a roof for your sake and the sake of those working on the ground.   
• Do not stand on the top step of a ladder, and make sure that the ladder is fully extended before using it.   
• Be sure to put on sunscreen before volunteering on the MAHFH work site.   
• Do not wear loose clothing or jewelry and consider wearing a hat and protective footwear.   
• Drink water before coming to the site so that you will be fully hydrated.   
• Of course, get plenty of rest the night before!   
• MAHFH will provide all of the tools you will need on the work site. However, you may want to bring your own gloves, hammer, nail apron, square and tape measure. Volunteers may NOT bring their own power tool.

• Refrain from using cell phone during volunteer time, unless in an emergency situation, for your sake and the workers around you.

***IN WITNESS WHEREOF, Volunteer & guardian acknowledge that they agree with the above Safety and Worksite Policy and has executed this Release and Waiver of Liability as of the day and year first above written.***

Volunteer Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian Name (print): \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ H Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (*PLEASE* print legibly):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you have a particular construction skill? If yes, please describe on next line.

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Do you have a particular skill that could be utilized in our ReStore? If yes, please describe on the next line.

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Would you be interested in becoming a construction crew chief, leading 3-4 Saturday work teams per year or volunteering a set number of hours per week or month to help advance the ReStore Operation? Yes ( ) No ( )

Updated 8/10/16