



# New Volunteer Registration Form

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

Email: \_\_\_\_\_

I would like my email added to your mailing list to receive monthly news and updates: **Y** or **N**

Birthday : \_\_\_\_/\_\_\_\_/\_\_\_\_(mm/dd/yyyy) Gender: \_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Street \_\_\_\_\_ T-shirt Size: S M L XL

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Emergency Contact \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Affiliation (i.e. Church, school, employer, community group): \_\_\_\_\_

Please tell us about any special skills, training, or interests you may have that will help us better match you with a volunteer opportunity: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Physical Restrictions: \_\_\_\_\_  
 \_\_\_\_\_

Dietary Restrictions/Allergies: \_\_\_\_\_

Availability:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	<input type="checkbox"/>						
Afternoon	<input type="checkbox"/>						
Evening	<input type="checkbox"/>						

What would you like to help with? We have many areas where you may choose to volunteer:

- OFFICE
- CONSTRUCTION
- OLYMPIA STORE
- FAITH COMMITTEES
- YELM STORE
- EVENTS
- LUNCH PROVIDERS

Required Community Service: Offense: \_\_\_\_\_ Hours needed: \_\_\_\_\_  
 Agency: \_\_\_\_\_

711 Capitol Way S Ste 401 Olympia WA 98501 • (360) 956-3456 • [www.sps Habitat.org](http://www.sps Habitat.org)

## Volunteer Background Check Authorization

**A background check is required for prospective volunteers who will be working with SPS Habitat's partner families. Please complete the following Disclosure Statement and attached Washington State Patrol Request for Criminal History Information.**

**Full Legal Name:** \_\_\_\_\_ (First, Last, Middle)

**Date of Birth:** \_\_\_\_\_ (Month, Day, Year)

1. Are you presently charged with, but not convicted of, a crime? (Exclude civil infractions, such as minor traffic citations.) If yes, include an explanation of the nature of the charge, place, date, and court.

2. Have you ever been convicted of a crime? (The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as minor traffic citations.) If yes, include an explanation of the nature of the crime, place, date, and court.

3. Have you ever been (a) found by a court in a protection proceeding under Chapter 74.34 to have abused or financially exploited vulnerable adult or (b) convicted of any of the following crimes where the victim was a vulnerable adult: (Vulnerable adult means adult as defined by Chapter 74.34 and adults of any age who lack the functional, mental, or physical ability to care for themselves.) If yes, explain below.

- First, second, or third degree extortion
- Forgery
- First second or third degree theft
- Any of the foregoing crimes as they may have been renamed
- First or second degree robbery

4. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance? If yes, explain below.

5. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor? If yes, explain below.

6. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor, or to have physically abused any minor? If yes, explain below.

7. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision issued by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision issued by a disciplinary authority under Chapter 18.130 RCW or the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology. If yes, explain below.

8. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer yes, you must provide the name, address and telephone number of the employer or licensing body and statement of the accusation against you. If yes, explain below.

9. Have you ever been a party to, or are you currently a party in, or do you anticipate becoming a party in, litigation? If yes, explain below.

11. Have you ever been named by an aggrieved employee as someone responsible for the action grieved? If yes, explain below.

12. Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions described above?

**An inquiry may be made to the Washington State Patrol, a Federal, or other Law enforcement agency to verify your responses to the above inquiries. A copy of any response received pursuant to such inquiry will be made available to you upon request. I give South Puget Sound Habitat for Humanity permission to run a State Patrol Request for Criminal History, and I certify under penalty of perjury under the laws of the State of Washington that the information provided is true and correct.**

**Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_



# Volunteer Safety Agreement

Here at South Puget Sound Habitat for Humanity, the safety of our volunteers is our first priority. These rules and procedures apply regardless of whether you are volunteering in the Stores, on the construction site, at an event, or in the office.

1. You must follow all safety instructions given by staff or volunteer leaders.
2. Wear appropriate work clothing. For Store and construction volunteers, this means:
  - a. Long pants
  - b. T-shirts or long sleeve shirts (no tank-tops)
  - c. Sturdy footwear at all times (no sandals or open-toed shoes)
3. Wear all appropriate safety gear, including:
  - a. Gloves when handling sharp or rough materials
  - b. Hard hats when someone is working above you
  - c. Safety goggles when using power tools
  - d. Hearing protection when using power tools
4. The use of cellphones and headphones while working is not permitted.
5. Keep your work area clean and free of clutter. Clean up trash and debris daily.
6. Think before you perform a task. Always focus on the task you're doing.
7. If you are uncertain how to use a certain tool or complete a certain job, ask a supervisor.
8. Walk; do not run, when carrying tools or materials.
9. Keep an eye on what you're carrying as you move and turn so as not to hit anyone.
10. Use safe lifting practices: bend your knees, keep your back straight, and use a partner.
11. Make sure you can locate all fire extinguishers and first aid kits.
12. Inspect all hand tools, power tools, ladders, scaffolding before each use.
13. Report any damaged tools or equipment as soon as possible.
14. Clean and return all tools to their designated storage location after each use.
15. If you see an unsafe act or condition, report it to a supervisor immediately.
16. Any injuries, however minor, must be reported to a supervisor immediately.
17. Use extreme caution when working around or near vehicles or forklifts.

**I have read these rules and I understand that I will be expected to follow them at all times while volunteering for South Puget Sound Habitat for Humanity. I understand that failure to comply with these rules, or with any safety instructions from a staff member, will result in my being asked to leave.**

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

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



**Assumption of Risk Agreement and Waiver of Liability**

**To be read and signed by all persons intending to do volunteer work for any of South Puget Sound Habitat for Humanity projects including home construction and Habitat for Humanity Stores.**

Building construction and warehouse work can be a dangerous occupation. Even many professionals are injured. As a volunteer, you are covered by South Puget Sound’s Worker’s Compensation Insurance. In the event you are injured during your volunteer activities with South Puget Sound Habitat for Humanity (SPSHfH), please let your supervisor know immediately. We will ask you to fill out an accident report, and when and if you need to seek medical attention you must let them know you were injured while working as a volunteer for SPS Habitat for Humanity. Our workers compensation coverage is only valid for medical coverage. In addition to our workers compensation policy Acordia Insurance, Habitat for Humanity International’s insurance program, may also cover any excess medical expenses above and beyond your own coverage benefits. Acordia will serve as your primary coverage in the event that you do not have health/medical coverage of your own.

I acknowledge that I or my dependant(s) have voluntarily applied to participate with SPSHfH or any of its projects without pay as a volunteer.

I or my dependent(s) understand that construction and warehouse work can be considered a hazardous activity. These activities include, but are not limited to, the handling of power tools, climbing ladders, the construction of displays and merchandise, loading and unloading of materials, painting and other related activities. This release is intended to be broad in its effect. I hereby agree to accept any and all risk of injury, illness or death and verify this statement by placing my signature below.

As consideration for being permitted to participate in these activities and have access to tools and facilitates, I hereby agree that I, any heirs, guardians and legal representatives will not make a claim against the property of SPSHfH for injury, illness or damage resulting from negligent, intentional or other acts. I hereby release SPSHfH from all actions, claims, or demands that I or my representatives now have or may hereafter have for injury, death or damage resulting from my participation in said activities.

I understand that SPSHfH staff, volunteers, board of directors or Habitat for Humanity International, cannot be liable for any injuries or illness that I may suffer. I expressly waive any such claim for compensation or liability beyond what may be offered freely by the representative of SPSHfH in the event of such injury or medical expense.

I or my dependent(s) have carefully read this assumption of risk and fully understand its contents. I am aware that this is a release of liability and a legal contract between SPSHfH and me and that affects my legal rights. I am signing this document of my own free will.

I have read and I agree to follow South Puget Sound Habitat for Humanity’s Volunteer Rules and Procedures.

**PERSON VOLUNTEERING:**

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

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

**FOR MINORS:**

I give permission for my dependent to work on/at any South Puget Sound Habitat for Humanity worksite.

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

Signature of parent (if minor) \_\_\_\_\_ Date: \_\_\_\_\_

**CONTACT PERSON IN CASE OF EMERGENCY:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

## Media Release

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

I, \_\_\_\_\_, (and in the case of a minor, I, \_\_\_\_\_ and I, \_\_\_\_\_, the parents or guardians having legal custody of \_\_\_\_\_) hereby execute this Media Release (the "Release") in favor of Habitat for Humanity International Inc., a nonprofit corporation existing under the laws of the State of Georgia, USA, South Puget Sound Habitat for Humanity, and any Habitat for Humanity affiliated organizations, successors, assigns, licensees, officers, trustees, employees, nominees, designees, volunteers, and agents (collectively, "Habitat and Partners"). I grant Habitat and Partners full authorization and the absolute right and permission to record my appearance, performance, and voice, and to use, in edited or unedited form, the results and proceeds thereof in connection with the photographing, filming, videotaping, and/or audio taping of my activities with Habitat and Partners.

I understand that any photograph, film, video, audio tape, or other recording in which I appear will become the sole property of Habitat and Partners. I grant Habitat and Partners the absolute, worldwide, irrevocable, royalty-free right, in perpetuity, to adapt, annotate, assign, convey, copyright, display, distribute, modify, publish, release, reproduce, sell, transfer, or use photographic reproductions of me, audio reproductions of me, motion pictures of me, and/or video tape pictures of me, in any manner, in any media, including electronic computer media, for in which I may be included in whole, in part, or in composite, in conjunction with my own or any other picture, product, person or reproduction, in color or otherwise, made through any media at the studios of Habitat and Partners or elsewhere, for art, advertising, commerce, business, promotional, or trade or any other lawful purpose whatsoever. I also grant Habitat and Partners all right, title, and interest in any and all royalties, proceeds, or other benefits derived from such photographs, films, videos, audio tapes, or other recordings.

I hereby waive any right that I may have to inspect or approve of the finished product or the advertising copy which may be used in connection therewith, or the use to which it may be applied.

I hereby release, discharge and agree to hold harmless Habitat and Partners from any and all liability of any nature or description which arises in connection with any use whatsoever of any image or audio recording of me, whether intentional or otherwise, and from any damage or injury that may result from any type of recording process or other action taken in furtherance of completion of the finished product, unless said use, recording, or other action is solely for the purpose of subjecting me to conspicuous ridicule, scandal, reproach, scorn and indignity.

I agree that in the event 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 clauses or provisions of this Release, which shall continue to be enforceable.

To express my understanding of this Release, executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I sign here with a witness:

Print name: \_\_\_\_\_  
Sign name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Witness: \_\_\_\_\_

***In the case of a minor, parent(s)/guardian(s) must sign as well:***

Print name(s): \_\_\_\_\_  
Sign name(s): \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Witness: \_\_\_\_\_