

## VOLUNTEER TEAM PACKET



Dear Potential Rebuilding Together OKC volunteer team,

Thank you for expressing interest to become a volunteer with Rebuilding Together OKC. We are looking forward to having you on our team. Our mission is to take care of our neighbors and keep them “safe, warm, and dry”. We are able to do those things because of volunteers like you!

We have a couple of forms to fill out and then you’ll be on your way to making a difference in a senior’s life. Volunteers must be at least 14 years old and sign our Volunteer Waiver Form. Please fill out all forms in this packet to the best of your ability and return to [ashley@rebuildingtogetherokc.org](mailto:ashley@rebuildingtogetherokc.org). **Note each member of your team will need to fill out a waiver (page 2-3) and sign code of conduct (page 4).**

In this volunteer packet you will find:

- [Volunteer Form](https://rtokc.civicore.com) ( rtokc.civicore.com)
- Volunteer Waiver
- Code of Conduct
- Commitment Form

Thank you again for making time for seniors in our community!

**#CheersForVolunteers**



## **Volunteer Waiver**

### **Volunteer's Agreement and Release from Liability**

1. Voluntary Participation: I have applied to participate as a volunteer in the Rebuilding Together OKC home repair project (the "Project"), in which the homes of disadvantaged persons will be repaired by volunteers. I understand that as a volunteer I will not be paid for my services, that I will not be covered by or eligible for any insurance coverage (if any) provided by Rebuilding Together, other Project volunteers or sponsors, or Project homeowners, including but not limited to medical, property and liability insurance, and workers compensation benefits. I further agree that my participation in the project may be terminated at any time by Rebuilding Together or by me. This release covers my participation any day I work for Rebuilding Together.

2. Assumption of Risks: I AM AWARE THAT, BY PARTICIPATING IN THE PROJECT, I MAY BE EXPOSED TO PERSONAL INJURY OR DEATH OR DAMAGE TO MY PROPERTY AS A RESULT OF MY ACTIVITIES, THE ACTIVITIES OF OTHER VOLUNTEERS, OR THE CONDITIONS UNDER WHICH MY VOLUNTEER SERVICES ARE PERFORMED. WITH KNOWLEDGE OF THESE RISKS, I AGREE TO ACCEPT ANY AND ALL RISKS OF PERSONAL INJURY OR DEATH OR DAMAGE TO MY PROPERTY, AND I VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE: \_\_\_\_\_.

3. Release: In consideration of the opportunity afforded me to participate in the Project, I hereby agree that I, my successors, assignees, heirs, guardians and legal representatives, will not make any claim against Rebuilding Together or any of its affiliated organizations, or their officers, directors, employees, agents, or donors, or the suppliers of any materials or equipment that are used during the Project, any of the Project volunteers or sponsors, or any homeowner participating in the Project, for injury, death or damage resulting from the acts or omissions of any person or entity, however caused, arising from my participation in the Project. Without limiting the generality of the foregoing, I hereby waive and release any rights, actions, or causes of action resulting from personal injury to me or my death, or damage to my property, sustained in connection with my participation in the Project; provided, however, that the injury, death or damage was not caused by an act or omission of another person that was reckless, wanton, intentional, or grossly negligent. I further consent to the unrestricted use by Rebuilding Together and/or any person authorized by it of any photographs, recording, interview, videotapes, motion pictures or similar visual or auditory recording of me created in connection with the Project.

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4. Knowing and Voluntary Execution: I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A CONTRACT BETWEEN MYSELF AND Rebuilding Together OKC AND A RELEASE OF LIABILITY, AND I SIGN IT OF MY OWN FREE WILL. BY SIGNING THIS AGREEMENT, I CERTIFY THAT I AM EIGHTEEN YEARS OF AGE OR OLDER OR HAVE DELIVERED THE CONSENT OF MY PARENT OR GUARDIAN TO Rebuilding Together OKC.

Name of Volunteer (please print) \_\_\_\_\_

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

Volunteer (signature) \_\_\_\_\_

\*Rebuilding Together OKC will not use your e-mail for anything other than possible project/event notification

Signature of parent or legal guardian if volunteer is **not** 18 years of age or older

\_\_\_\_\_

I certify that \_\_\_\_\_ (volunteer) acknowledged in my presence that he/she has read and fully understands the meaning and consequences of the foregoing AGREEMENT and signed it in my presence.

Name of witness (please print) \_\_\_\_\_

Signature of witness \_\_\_\_\_

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**Code of Conduct**

Rebuilding Together- OKC provides year round repair to low-income seniors in our service area. As a resource for our homeowners, we come into close contact with their family, their belongings, and by proxy them.

As volunteers, you will help to make important repairs, and a BIG difference, in a homeowners life. Since you will be visiting the homes of this vulnerable population the *Rebuilding Together-OKC Code of Conduct* provides guidelines for the actions of all who volunteer at and with Rebuilding Together-OKC

As a volunteer **I will,**

- Treat our homewoners with respect and humanity
- Talk to homeowners and their family with respect and humanity
- Treat other volunTERS with respect and humanity
- Refrain from sexist, racist,abelist,homophobic and or transphobic language
- Refrian from infantlizing ( talking to/ treating as you would a child) our homeowners
- Respect homeowner’s possessions
- Respect homeowner’s customs, traditions, and culture

As a volunteer **I will not,**

- Solicit the homeowner, the homeowner’s family, or fellow volunteers for my own or my employers’ business
- Take any of the homeowner’s items
- Take any property belonging to Rebuilding Together OKC or its affiliates
- Use or posses a weapon while volunteering at or with Rebuilding Together OKC
- Use, possess, or be inder the influence of illegal drugs or alchol while volunteering at or with Rebuilding Together OKC

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Volunteer’s Printed Name

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Volunteer’s Signature

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Date

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**Volunteer Team Commitment Form**

**My team is pleased to join the supporters of Rebuilding Together by assisting with a repair project, on the Date of \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_**

If Rebuilding Together is unable to facilitate a project on the above date will your team be willing to work on another date (to be set by RT in conjunction with team leadership)? Yes \_\_\_\_\_ No \_\_\_\_\_

My team is available (please mark times below):

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

My team would like to volunteer (please circle):

Just this once      Weekly      Monthly      Annually

**We would appreciate having you as a donor of Rebuilding Together OKC. If you would like to sponsor this home, please mark the level of sponsorship you would like to provide.**

**Levels of Sponsorship:**

- Bucket of Paint : \$25 \_\_\_\_
- Grab Bars ( helps seniors get in/out of bathtub): \$50 \_\_\_\_
- Set of Handrails: \$100 \_\_\_\_
- Window AC Unit: \$250 \_\_\_\_
- Restore Heat to a Home: \$500 \_\_\_\_

At Rebuilding Together we ask that you attend a short meeting with our Volunteer Coordinator before the Project Date. (If you have already done so please disregard)

**Please list a time and day that would be convenient for you.**

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

**\*\*If no meeting can be arranged, please inform us of when we can hold a conference call.**

**Name of team** \_\_\_\_\_

Contact name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

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Contact Email \_\_\_\_\_

Phone Number (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

**Please indicate the level of home repair you feel your team can undertake.**

To better understand what type of repairs your team would like to make please read the following:

- A **LIGHT** house may need some scraping, painting, and cleaning. It may need some weather-stripping or light repair work. A light house can be completed in one day using unskilled volunteers.
- A **MEDIUM** house may need painting, as well as minor carpentry. It may require one or several skilled people. A medium house can be completed in one day using both skilled and unskilled volunteers.
- A **HEAVY** house needs a substantial amount of work, requiring skilled people. It may include heavy carpentry, flooring, or sheetrock repair. It may require an advanced crew with multiple skilled volunteers.

Light \_\_\_\_\_ Medium \_\_\_\_\_ Heavy \_\_\_\_\_

Please check below which activities you prefer as a volunteer team

- |  |  |
|--|--|
| <input type="checkbox"/> Interior Painting       | <input type="checkbox"/> Replacing Windows and Doors         |
| <input type="checkbox"/> Exterior Painting       | <input type="checkbox"/> Installing Peepholes                |
| <input type="checkbox"/> Grab Bars and handrails | <input type="checkbox"/> Repairing and Replacing Leaky Roofs |
| <input type="checkbox"/> Installing ADA Toilets  | <input type="checkbox"/> Minor Plumbing and electrical work  |

Please list the types of repairs you believe your team could undertake.

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Please indicate a special request or any additional information you would like us to consider when pairing your team with a home/homeowner. (Geographic location, multiple houses, etc.)

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Please tell us how you heard about Rebuilding Together OKC. (Website, church, flier, etc.)

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