

Volunteer Information and Release Form

Valid for One Year from Date Signed

Habitat for Humanity of Greater Nashville, Inc.



Please print clearly. All information is required.

Last Name _____ First Name _____

Home Address _____

City _____ State _____ Zip _____

Home# or Cell# _____ Work# _____

Email _____

Have you volunteered with Habitat for Humanity of Greater Nashville in the past 2 years? (check one) Yes or No

Are you volunteering for: (check one) Administration Assistance Board Member Committee Member

Construction ReStore Homeowner Academy other: _____

For construction volunteers only:

What group are you building with? _____ Which house are you assigned to? _____

I have received and read the Habitat Safety Handbook _____

**Signature required*

Persons to contact in case of emergency:

1. Name _____ Relationship _____ Phone _____

2. Name _____ Relationship _____ Phone _____

Note any medical information that would be helpful to the doctor/hospital should you need emergency attention—heart condition, allergies, joint replacements, medications, etc.

Medical Info: _____

Release and Waiver of Liability

In consideration of the participation of helping families obtain affordable housing in the program of *Habitat for Humanity*, the undersigned (volunteer) hereby agrees to donate and offer his/her personal services and labor, free of charge, to **Habitat for Humanity of Greater Nashville** (HFHGN). Volunteer understands and agrees that they are not an employee of HFHGN and are not entitled to any wages and/or benefits associated with their services.

Volunteer acknowledges and understands that the activities include work 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 further agrees, on behalf of himself/herself and on behalf of his/her heirs, assigns, trustees, receivers, administrators, executors and agents to release and forever discharge Habitat for Humanity of Greater Nashville, and its divisions, Habitat ReStore, Habitat for Humanity International, their directors, officers, employees, agents, volunteers, invitees, sponsors, cash donors, in-kind donors, and all other persons or entities whomsoever ("HFHGN"), of and from any and all actions, claims, and demands, known or unknown, which Volunteer has or may have in the future arising out of volunteering for HFHGN. Additionally, Volunteer specifically releases any subrogation rights that might arise.

Volunteer understands that this Release discharges HFHGN for any liability or claim that the Volunteer may have against Habitat with respect to any bodily injury, personal injury, illness, death or property damage that may result from Volunteer's activities with HFHGN whether caused by the negligence of HFHGN or its officers, directors, employees, or agents or otherwise. Volunteer understands that HFHGN 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.

Volunteer does hereby release and forever discharges and holds harmless HFHGN and its successors and assigns from any liability or claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's activities with HFHGN.

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

Release and Waiver of Liability—*continued*

The undersigned acknowledges that he/she has read this Release and understands that this Release may be pled as a complete bar and defense to any action or other proceedings instituted or filed by Volunteer on account of any matter contained herein.

Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of Tennessee

and that this Release shall be governed by and interpreted in accordance with the laws of Tennessee. Volunteer agrees 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 this Release which shall continue to be enforceable.

Volunteer Responsibility

If for any reason I believe that my working as a volunteer for HFHGN might endanger myself or others, or I have knowledge of or suspect any dishonest, deceptive, illegal or unethical activities, I must report this to the Construction Director immediately at the site, the CAO and/or the Human Resources Manager. This might include, among other things, improper use of agency property, communicable diseases, physical impairments, and medication (prescription and/or otherwise that might impair my judgment). I am volunteering for HFHGN at my own risk, and I have read the HFHGN Safety Manual.

If I encounter an injured person, I should not attempt to provide medical attention to the person, unless I am a licensed medical professional. I must notify the person's listed below immediately. I understand and agree to adhere by HFHGN policies and will not conduct myself in actions that may discriminate against or harass others. I also understand that in the event my behavior or actions are determined by HFHGN staff as not in keeping with the Habitat mission, HFHGN staff reserve the right to relieve me of my volunteer duties indefinitely and escort me off of HFHGN property.

Removable Media Policy

Any removable media (USB Flash Drives, External Hard Drives, Memory Cards) used by employees, on the property of Habitat for Humanity of Greater Nashville, personal or HFHGN owned, must be registered with the Information Technology Director. Should there be a separation of HFHGN and the employee; the removable media will

be scanned for HFHGN content, which will be removed. Volunteers are not allowed to use any such media, without expressed permission from the Information Technology Director. Employees and volunteer staff are required to sign a form stating they understand and will comply with the Removable Media Policy.

Senior Vice President of Construction	Chip Wilson, 615-633-6111
Chief Administrative Officer	Lucile Houseworth, 615-210-3554
Human Resources Director	Martha Grindeland, 615-260-0595

I understand and acknowledge that by signing this Release I knowingly assume the risk of injury, harm and loss associated with the activities of volunteering with HFHGN. I also understand that the Released Parties do 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, illness, death or property damage. I also acknowledge that HFHGN's policy is to check the registration of homeowner applicants, board members, employees and key volunteers in the state's sex offender registry.

It is the policy of HFHGN that children under the age of 16 are not allowed on HFHGN worksites while construction is in progress. It is further the policy of HFHGN that, while minors between the ages of 16 and 18 may be allowed to participate in construction work, using power tools, excavation, demolition, working on rooftops and similar activities are not permitted for anyone under the age of 18.

Date _____ * Signature of Volunteer _____

In the event that the above volunteer is **less than eighteen (18) years old**, this Release must be executed by said minor's parent or legal guardian.

Date _____ * Signature of Parent/Legal Guardian _____

*** Electronic Signatures:** To submit this *Volunteer Information and Release Form* you must provide your signature and, in the case that you are a minor, a parent's signature. You have the option to sign this agreement electronically or on paper. To **electronically sign**, you may type in the required names in the fields provided. By electing to sign this document electronically, you are providing your consent that applies to all form fields, transactions and agreements that require a legal signature, including, but not limited to: Your acknowledgement of receipt of the HFHGN Safety Handbook, your agreement with the Release and Waiver of Liability, and—in the absence of a parent's signature—the fact that you are not a minor.