



## Volunteer Work

Procedure:

1. Complete the Release and Waiver of Liability form.
2. Call Habitat Volunteer Coordinator at least 1 day ahead to schedule your work assignment.

3. **Volunteer Coordinator:**     **SAM** Shehane                             653-6003 (work)  
Office Hours: M-F 8-5                             **366-3416 (Cell) \***  
   660-0101 (home)

**Construction Managers:**     **Diaz**   **527-0364**  
Worksite Hours Tu-Sat             Kevin   527-0363  
8-3:30

**NOTE: If you work all day, please bring a lunch. Water will be provided.**

4. Location of 8 construction sites: Yvonne Court off of Shepherd Drive (see map).
5. Show up at the construction site with your completed Release and Waiver Form. Find the worksite Manager and sign in as a Northside volunteer in the log book and give them your form. The worksite Managers will direct where you are to work.
6. Work hard and set an example for Northside. No cell phones, MP3/CD players, etc. Follow Habitat for Humanity rules and dress code (see back)
7. Be sure to sign out in the log book when you leave. These hours will be approved daily by a Construction Manager. Your work days are up to you. 20 hours are required.
8. Complete your own volunteer log sheet each time you work.
9. You will be evaluated by Columbus Habitat for Humanity, so do a good job!