

2016 Sunrise Banks #WelcomeHome Volunteer Group Information Package



Questions? Email us at welcomhome@sunrisebanks.com

Welcome

Thank you for being a part of the Sunrise Banks 2016 Welcome Home house project! This project has been organized in support of Twin Cities Habitat for Humanity and will allow Sunrise and our community to come together to complete a home for a low-income family between June 13th – August, 26th, 2016.

As a mission minded bank in the Twin Cities, Sunrise strives to drive positive change and seeks to radically change the way urban communities and underserved people thrive by empowering them to achieve their aspirations. Simply stated: compassion is the bank's motivation, its mission is to empower, its spirit is to achieve. Through this partnership with Twin Cities Habitat for Humanity, Sunrise will be helping one local family achieve its dream of owning a home. We cannot wait to tell this family, "Welcome Home."

Twin Cities Habitat for Humanity brings people together to create and preserve homes in our neighborhoods, to partner with hard-working, low-income families who seek to be successful homeowners, and to inspire action that promotes affordable housing for everyone in our community. Twin Cities Habitat is best known for its homeownership program that builds and rehabs simple, quality homes in partnership with low-income families and the community. The homes are sold with affordable, zero percent interest mortgages, making a 30-year commitment to each new homeowner and to the community in which they live.



2016 Welcome Home House Info

Location of House

The 2016 Sunrise Banks Welcome Home house is located at: 295 Charles Avenue St. Paul, MN 55103

Driving Directions:

- From the North: Take 35E South to 94W OR 35W South to 94E. Take Marion Street exit and head north. Turn left on Sherburne Ave. Take first right on Galtier St. and left on Charles Avenue. 295 Charles Avenue will be down one block on the right.
- From the South: Take 94E to Marion Street and head north. Turn left on Sherburne Ave. Take first right on Galtier St. and left on Charles Avenue. 295 Charles Avenue will be down one block on the right.

You can see a Google Map at the following link: <https://goo.gl/maps/28XZWGmdtCt>



Project

- New, single family home
- 5 Bedrooms
- 2 Bathrooms
- 2,538 total square feet
- Covered porch
- Energy Star certified

Volunteers

Online Volunteer Liability Waiver Form

Twin Cities Habitat for Humanity requires that all volunteers sign a “Release and Waiver of Liability” form before participating in a Habitat sponsored activity.

We are encouraging volunteers to use a new online process designed to speed up on-site registration and completion of the required waiver. Please complete the following steps before you arrive at the house for your scheduled volunteer day:

1. Register Online: Please go to volunteering.tchabitat.org and fill out your Volunteer Registration. Use the drop-down box to select your “Group Affiliation” as “Sunrise Banks – Welcome Home House”
2. Submit & Print: After submitting the registration page, you will receive a pop-up PDF of your Volunteer Confirmation page which contains a bar code. **Print this page.**
3. Sign & Scan: Bring the printed Volunteer Confirmation page (signed by an adult/guardian for every volunteer under 18) to the site on your volunteer day. There will be a scanner on-site, which will scan in the bar code on your printed page.

*If you plan to volunteer multiple times, you may want to keep the original Volunteer Confirmation page, and bring a copy with you each time you volunteer. You do not need to fill out a new one for each day.



Age Requirements

For safety reasons, children under the age of 16 are not allowed on site. All volunteers under the age of 18 must have adult supervision. Youth ages 16-17 are required to have one adult (21 years of age or older) for up to four youth.

Arriving at Work Site

Volunteers for each workday should plan to arrive at the site at 8:15AM – 8:20 AM. Our steering committee will have a representative on site to greet you. Coffee will be available on most days. Beginning at 8:30AM, the Habitat supervisor will officially address the group with information about work for the day, safety and logistics.

Work Times

We have a scheduled workday of 8:30AM – 4:00PM with a lunch break at approximately noon.

Parking

The worksite is in a residential neighborhood. Street parking is available, but groups should try to carpool from their offices or other convenient locations to reduce congestion on site.

Beverages & Lunch Break

Sunrise Banks will be providing lunch and beverages throughout the day. If you have any dietary restrictions please contact Sunrise Banks via welcomhome@sunrisebanks.com with your name, dietary restrictions, and the date you are volunteering to determine if lunch is suitable for your needs.

Variety of Skills and Abilities

It is understood that volunteers will have a wide variety of skills and abilities in the home construction field. Appropriate activities will be determined for each volunteer and everyone is qualified to do something valuable for Habitat. An effort will be made at the beginning of each day to identify volunteers with relevant skills or background who will serve as leaders and coordinators among volunteers. A paid site supervisor will be on-site and will provide overall direction and supervision to volunteers.

Volunteer Insurance Coverage

Twin Cities Habitat for Humanity carries two types of insurance coverage for volunteers:

Volunteer Accident Medical Insurance – This type of insurance is designed to cover volunteer workers participating in a Habitat sponsored activity in the event of accidental bodily injury or death. The policy is written on an excess basis if the injured volunteer has primary coverage. If the volunteer does not have primary coverage then this program becomes the primary coverage.

Volunteer Total Disability Insurance – This type of insurance is designed to cover volunteer workers participating in a Habitat sponsored activity in the event of accident and they are out of their regular employment for a period of one week up to one year regardless of any other insurance. It provides a lost wage benefit for the volunteer.

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Safety Rules for Volunteer Workers

1. Report any condition that looks unsafe to the site supervisor or construction assistant.
2. Wear a hard hat when someone is working above you, or if instructed to by a site supervisor.
3. Wear earplugs in high noise areas, or when operating power tools.
4. Wear safety glasses or other eye protection when operating power saws or other equipment that may throw off small hard particles.
5. Make sure blade guards are in place when operating power saws.
6. Use dust mask when working in dusty atmospheres.
7. Wear leather gloves when handling wood or metal products.
8. Try to keep electrical power cords off the ground.
9. Avoid stepping on electrical power cords if they are on the ground, especially in wet areas.
10. Make sure that GFCI is in place before plugging in electrical power cords.
11. Do not use broken or malfunctioning tools, especially those with electrical problems. Please report any problems with tools to the site supervisor.
12. Do not use ladders as work platforms. Use scaffolding instead.
13. Do not use aluminum ladders around electrical power lines.
14. Make sure that guard rails and toe boards are in place when working on scaffolding platforms more than 10' high.
15. If you injure yourself, report to your supervisor immediately for first aid.
16. If someone else injures him/herself and is bleeding, report this immediately to your supervisor.
17. Do not enter a trench more than 5" in depth unless a co-worker is present on ground level to sound an alarm and render assistance in case of emergency.
18. If asbestos is present, avoid touching, handling, or disturbing it. Let the specialists handle it.
19. If working with lead-based paint use extra precautions – wear a dust mask and wash hands before eating.
20. When lifting heavy objects, be careful not to strain your back. ASK FOR ASSISTANCE!

Guidelines for Work Sites

Tools

Tools are available on site, but it can be helpful to bring your own. Label your tools. Don't allow others to use your power tools without the site supervisor's permission. Bandanas and hats are encouraged to wear under hard hat.

Personal Items

Wear work boots or sneakers that are slip resistant and fully enclose the foot. Open-toe and open-heeled shoes are not allowed on site. We work rain, shine, or snow. Wear a hat and clothes that you won't mind tearing or staining. Dress in layers so that you can add or subtract depending on weather. Gloves, goggles and hard hats are provided, but you may want to bring your own.

Medical

Get a tetanus shot if necessary. Adults need a booster every ten years. Let the site supervisor and the people you are working with know if you have a medical condition of which Habitat should be aware (e.g. allergies, asthma, heart problems). A first aid kit will be available on-site as well as a telephone for emergency use. Should you need to be reached in case of an emergency our office can forward any information to the work site. Please call (612) 331-4090.

1. Make sure that guard rails and toe boards are in place when working on scaffolding platforms more than 10' high.
2. If you injure yourself, report to your supervisor immediately for first aid.
3. If someone else injures him/herself and is bleeding, report this immediately to your supervisor.
4. Do not enter a trench more than 5" in depth unless a co-worker is present on ground level to sound an alarm and render assistance in case of emergency.
5. If asbestos is present, avoid touching, handling, or disturbing it. Let the specialists handle it.
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EXAMPLE ONLY

RELEASE AND WAIVER OF LIABILITY. PLEASE READ THIS RELEASE CAREFULLY, IT IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

The undersigned volunteer has executed on the date below this Release and Waiver of Liability in favor of Habitat for Humanity International, Inc., and Twin Cities Habitat for Humanity, Inc., and their respective directors, officers, employees, and agents (collectively, "Habitat").

The Volunteer hereby freely and voluntarily executes this Release under the following terms:

Activities. I understand that my activities may include construction of and/or rehabilitating residential buildings, working in Habitat's offices, and/or other related activities (the "Activities").

Safety Rules. I am required to follow all safety rules and procedures established at Habitat's sites.

Release and Waiver. I hereby release, forever discharge and hold harmless Habitat, and its successors and assigns, from any and all liability, claims and demands of whatever kind or nature, which arise or may hereafter arise from or in connection with my Activities with Habitat or my presence at a Habitat site.

Medical Treatment. I hereby release and forever discharge Habitat from any claim whatsoever which arises on account of negligence of Habitat, or its officers, directors, employees, other volunteers, agents or otherwise in connection with any first aid, treatment, or service rendered in connection with my Activities with Habitat or my presence at a Habitat site.

Assumption of Risk. I hereby expressly and specifically assume any and all risk associated with my presence at the Habitat site and my Activities.

Insurance. I understand that Habitat does not carry or maintain health, medical, or disability insurance coverage for any volunteer. Each volunteer is expected and encouraged to obtain his/her own medical or health insurance coverage.

Photographic Release. I hereby grant and convey unto Habitat all right, title, and interest in any and all such photographic images, video or audio recordings made by Habitat during my Activities, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Other. This Release is intended to be as broad as permitted by Minnesota law. If any clause or provision is held to be invalid by any court or competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release.

IN WITNESS WHEREOF, the undersigned has executed this Release as of __XX__/_XX__/_XXXX__

Month Day Year

Signature: __EXAMPLE ONLY EXAMPLE ONLY__

Phone: (H): () ____ - ____

Print Name: _____

(W): () ____ - ____

Address: _____

City

State

Zip

Email: _____

I do not wish to receive information about Twin Cities Habitat for Humanity.

Please do not add me to your mailing list.