



Habitat
for Humanity[®]
Calaveras

VOLUNTEER HANDBOOK

Revised November 2018

HABITAT FOR HUMANITY CALAVERAS
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VOLUNTEER HANDBOOK

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Welcome to Habitat for Humanity Calaveras

Dear Volunteer,

Welcome to Habitat for Humanity Calaveras, an affiliate of Habitat for Humanity International!

As you begin, we want you to feel that you will benefit from your work with HfHC, as well as help an organization that works with the local community to make Calaveras County a better place for everyone.

In Habitat for Humanity you have joined an organization that has established an outstanding reputation for quality service to communities across the nation and throughout the world. Our volunteers generously contribute to all facets of this excellent reputation including working on our construction sites, designing our homes, producing newsletters, working in our ReStore, managing our social media, running our committees and manning our special events.

Hope for families without adequate housing comes through the participation of volunteers. It is with your time and talents that we can help our partner families escape substandard housing and permanently change their lives for the better.

You are now part of the world's largest not-for-profit home builder! You have joined a worldwide family that builds one house every 24 minutes, and has housed over a million people in 100 countries. Last year Habitat for Humanity International was number 6 in the United States on the annual Builders-100 List!

On behalf of our partner families, the HfHC Board of Directors, and the staff, I would like to take this opportunity to thank you for your generosity of time and spirit and for joining our family.

Sincerely,

Scott M. Behiel
Executive Director

HABITAT FOR HUMANITY INTERNATIONAL

Habitat for Humanity International is a nonprofit, ecumenical Christian housing ministry. HFHI through its local affiliates world-wide seeks to eliminate poverty housing and homelessness from the globe, and to make decent shelter a matter of conscience and action. Through volunteer labor and donations of money and materials, Habitat builds and rehabilitates simple, decent houses with the help of homeowner (partner) families.

Founded in 1976 by Millard and Linda Fuller, Habitat has built more than 500,000 houses around the world, providing more than 1.5 million people with safe, decent, affordable shelter. HFHI, headquartered in Americus, Georgia, is now present in 100 countries across the globe, including all 50 U.S. states, the District of Columbia, Guam and Puerto Rico. Former President Jimmy Carter first partnered with Habitat in 1984 and has become Habitat's most famous volunteer. In 2010, Habitat became the sixth largest home builder in the United States.

Habitat is not a giveaway program. A common saying is that Habitat provides a hand up, not a hand-out. In addition to a down payment and monthly mortgage payments, homeowners invest hundreds of hours of their own labor -- sweat equity -- into building their Habitat house and the houses of others. Habitat houses are sold to partner families at no profit, financed with affordable, no-interest loans ranging from 10-30 years in length. The homeowners' monthly mortgage payments are placed in a "Revolving Fund for Humanity", being used to build still more Habitat houses in the future. Throughout the world, the cost of Habitat houses varies from as little as \$800 in some developing countries to more than \$150,000 in the United States.

Family selection committees choose homeowners based on their level of need, their willingness to become partners in the program, and their ability to repay the no-interest loan. Every affiliate follows a nondiscriminatory policy of family selection. Neither race nor religion are factors in choosing the families who receive Habitat houses.

Whether to a local Habitat affiliate or to HFHI, donations are used as designated by the donor. Gifts received by HFHI that are designated to a specific affiliate or building project are forwarded to that affiliate or project. Undesignated gifts are used where most needed.

For additional information about HFHI please feel free to consult their comprehensive website where you can learn more about Habitat's worldwide efforts.

Habitat for Humanity International
121 Habitat Street Americus, GA 31709-3498
(229) 924-6935 1-800-HABITAT
www.habitat.org

HABITAT FOR HUMANITY CALAVERAS

Mission:

Habitat for Humanity Calaveras (Habitat) believes housing to be a fundamental right of humanity. We build simple, decent homes in partnership with low-income families. Habitat works to develop communities rich in diversity, in which people can live and grow into all that God intended for them.

History:

Established in 1994, Habitat for Humanity Calaveras is a non-profit 501(c)(3) charitable organization that has built or renovated 15 homes and rehabilitated at least 35 homes with families in need. Habitat has completed homes in Copperopolis, San Andreas, West Point, and Valley Springs.

Habitat for Humanity Calaveras embraces all people, of all religions, races, socioeconomic backgrounds, genders, ages, languages and abilities as volunteers and partners. HfHC builds homes in partnership with a diverse group of partner families. In the past few years, we have housed single-parent families, families with a physically disabled member, young parents trying to do better for their children, and families of various ethnic backgrounds. HfHC coordinates all aspects of Habitat home building in our area - fundraising, site selection, partner family selection and support, house construction and mortgage servicing. Habitat for Humanity International's headquarters provides information, training, and various other support services to our local affiliate.

Habitat is financed by private donations from individuals, community groups, corporations, charities, foundations, schools, and religious organizations. We may also accept government funds for acquisition of land and infrastructure development (streets, utilities, etc.). Donations may be received from any corporation, business, person.

Potential partner families have come through a rigorous selection process. In fact, we ask for more information and documentation than standard mortgage lenders. By the time a family has qualified for Habitat housing, they have worked long and hard through the selection process, even before they start their 400 hours of volunteer service.

In order to qualify, Habitat partner families must be living in substandard housing, be willing to volunteer at least 400 hours of sweat equity to Habitat and be able to afford the cost of owning their home. Each partner family works alongside our volunteers to build their own home as well as the homes of others. Children can contribute to sweat equity hours by participating in recycling efforts, raising a grade a full grade level, and participating in sports or other extra-curricular activities. Many of our families continue to volunteer well beyond the 400 hours required.

Habitat finances each family's home with a no-interest mortgage of 20 to 40 years. In addition to a small down payment and low monthly mortgage payments, partner families must complete a Habitat Calaveras Homeowner Education Course, learning about maintenance issues related to their property. Habitat for Humanity is an equal opportunity program so individuals of all races,

sexes, and creeds are encouraged to apply for homeownership opportunities.

In addition to single family home construction, Habitat services also include revitalization programs through the Neighborhood Revitalization Initiative (NRI). Through a collaborative effort with significant stakeholders in the community, Habitat tailors work being done in each neighborhood to meet its specific needs. A wide array of housing services can be tapped to help transform communities in need, such as:

- New, energy-efficient house construction.
- Rehabilitation of vacant and foreclosed properties.
- House repairs for existing low-income homeowners, through A Brush with Kindness and critical home repairs.
- Weatherization to make existing houses more energy efficient and affordable.

One NRI community effort was in West Point where a group of Habitat volunteers worked together with other local volunteers to upgrade the West Point community Hall. Another project being considered is the revitalization of Utica Park in Angels Camp.

HfHC currently participates in A Brush With Kindness (ABWK) and Critical Home Repairs. These programs, paid in part by the homeowner, offer a low-cost solution to home repairs that otherwise would be unaffordable to homeowners on a low or fixed income.

ABWK helps homeowners with exterior beautification projects (painting, landscaping) as well as minor exterior home repairs can apply.

The purpose of the Critical Home Repair Program is to provide urgent and major repairs to prevent homeowners from being displaced and to protect Calaveras' affordable housing stock. We have 3 repair categories in order to serve a large number of homeowners in a timely fashion:

- Weatherization – Energy Efficiency retrofit.
- Preservation – Basic repairs to flooring, siding, and roof.
- Critical Repairs – Repairs to mitigate health and/or safety issues.

The Program offers a loan program of up to 7 years to recover out-of-pocket costs of the materials of the job. The category of repairs will be determined after an initial inspection.

Critical Home Repair serves homeowners in Calaveras who:

- Are at or fall below 80% of Calaveras County median income determined annually by HUD
- Have property taxes and homeowners' insurance paid in full
- Are not in danger of a foreclosure on their home.
- Intend to remain in their home for at least 3 years.

Homeowner must own (name on title) and live (owner occupied) in the home.

Each new Habitat family brings its own gift to our affiliate and county. Our philosophy is the same as the national organization:

“ALL PEOPLE DESERVE A DECENT PLACE TO LIVE.
NEEDY FAMILIES NEED A HAND UP, NOT A HAND OUT.”

VOLUNTEER OPPORTUNITIES

Habitat relies on hundreds of volunteers who lend their time and energy to our home-building and repair efforts each year, whether on a construction site, in our office, serving on one of our committees, working in the ReStore, staffing events or helping in any number of other ways. HfHC seeks to continue, and to advance its record of dedicated service as an affiliate of HfHI.

To accomplish our goals, we need your help. Descriptions of Habitat's volunteer opportunities are listed below. We encourage you to take a moment to read through them to determine how your needs would best fit with the opportunities we offer. The opportunity for volunteering is great; the opportunity for volunteers to receive the joy of 'making a difference' is immeasurable.

Age Restrictions: All persons over the age of 18 are encouraged to become a volunteer. Persons under the age of 16 may not volunteer. Persons age 16 or 17 may volunteer, but they must have a waiver signed by a parent having legal custody or legal guardian prior to first volunteer day. Volunteers under age 18 are prohibited from operating any power tools, heavy machinery or work on ladders. Persons over 70 must not work on roofs or ladders.

Orientation

Call the Habitat office or the Volunteer Coordinator (see contact information on the last page of this handbook) to ask for a Volunteer Information Form. Forms are also available online or at the ReStore. Complete and return this one-page form to the Habitat office, the Volunteer Coordinator, or bring to a Volunteer Orientation meeting.

Habitat requires that all volunteers new to the organization attend a Volunteer Orientation. Held as needed, orientations normally take place weekday evenings in our administrative office at the or at the ReStore after normal business hours. Those interested in attending an orientation may register by contacting Habitat's Volunteer Coordinator.

Most volunteers work at least 4 hours per month for Habitat. This can be a combination of hours working on committees, job sites, ReStore, or other approved activities. Many volunteers work more hours every month. Some prefer to concentrate the giving of their time by working on an event activity until the event is completed. The time commitment you give is dependent on your ability to volunteer.

Orientation will include any applicable training for the position you are considering. Safety of volunteers and patrons of Habitat is very important, so you will likely receive some basic safety information with more training at the job site.

Orientation will include information on the volunteer Release and Waiver form. All volunteers are required to read and sign the form before they may participate in Habitat projects. Those volunteers under 18 years of age will require the signature of a parent or guardian on the form. Forms are renewable; updates are required annually, or as conditions of the release and waiver change.

Begin the Volunteering Process:

- Turn in completed and signed Volunteer Information Form
- complete and submit the following forms:
 - o Release and Waiver of Liability Form
 - o Medical Release Form
 - o Statement of Confidentiality
- Read the Volunteer Orientation Manual.
- Know your job description.
- Know your supervisor.
- Know the rules of confidentiality, and construction safety when on the build site.

Scheduling Your Work:

The Volunteer Coordinator will help you get started in areas of need that fit your interest, experience, abilities and schedule.

Construction volunteers will be contacted as needed by Volunteer Coordinator or Construction Site Supervisor approximately five days prior to build dates.

Committee volunteers will be notified of meeting dates in a timely fashion by their committee chairperson.

ReStore volunteers will be scheduled by the Volunteer Coordinator and may be scheduled up to two months in advance of the work day. Shifts can be half-day or full day.

Lunch providers for build days will be scheduled by the Volunteer Coordinator as needed.

Volunteers for mailings are notified as needed by the Administrative Manager and Volunteer Coordinator.

Volunteers may call the Volunteer Coordinator or the Administrative Manager (telephone numbers on last page of this handbook) at anytime to offer to volunteer to help build or to assist with other Habitat related activities and events.

What Volunteers Can Expect from Habitat for Humanity Calaveras:

- Courtesy and respect
- An opportunity to make a difference
- Fellowship with other concerned individuals
- A chance to work as part of a collaborative team
- Access to new skills and activities
- Reimbursement for pre-approved expenses incurred on behalf of Habitat

Construction Volunteers

Although we have a few experienced volunteers, workers are needed in all trades and all skill levels, including beginners. The vast majority of our volunteers have never had more construction experience than painting a bedroom or hanging a picture on the wall. Our site supervisors will teach you everything you need to know on your build day.

The most popular and visible of Habitat for Humanity's volunteer opportunities, construction volunteers are continually in demand due to Habitat's ongoing building efforts. Construction volunteers, led by Habitat Calaveras construction supervisor, help us build two days a week, year-round as weather permits and there is a project to build. Volunteers undertake dozens of home construction tasks such as dry-walling, painting, tiling, siding, insulating, and framing. Volunteers are scheduled on both an individual and group basis. When not involved in home construction, volunteers can work on Neighborhood Revitalization Initiative programs (ABWK and Critical Home Repairs).

ReStore Volunteers

A close second to preferred jobs, (ReStore volunteers will tell you it is the best job) is working in the ReStore. The ReStore is the 'face' of Habitat Calaveras. While the construction site gets most of the press, a greater presence in the community comes from volunteers at the ReStore interacting with visitors, browsers, buyers and donors at the ReStore.

Tasks vary day to day, but will usually consist of general housekeeping (sweeping, cleaning up and organizing various departments, dusting, cleaning the bathroom, wiping counters, windows, etc.), sorting donations, putting priced items on the floor, creating or breaking down displays, transporting large items from the receiving area to the sales floor, assisting in the loading and unloading of our donations truck, assisting other staff as needed. The most important job is being an Ambassador of Goodwill between Habitat and the community it serves.

Office Volunteers

Our Administrative Manager always welcomes help with the 'paperwork' side of Habitat. Most office volunteers perform a wide range of administrative tasks in support of Habitat's business responsibilities from their own homes. Duties may include newsletter development, website maintenance, preparing mailings, and data entry. Please contact our Administrative Manager to check our current office needs.

Committee Volunteers

All committee members of a committee are expected not only to lend their ideas and make decisions, but to assist in carrying out the work of the committee. A committee member may also volunteer on the build site, assist with special events, and participate on a task force and/or take a shift in the office. Committee work does not just happen when committees are meeting; if you like to work independently many of the tasks can be fulfilled from home or with just a few hours on a weekday or weekend.

COMMITTEES

Executive Committee

Appointment to the Executive Committee requires approval by Habitat's Board of Directors. The EC meets monthly to develop materials for Board action and can act on Boards' behalf if required by time demands. Members manage office facilities, equipment and supply purchases, coordinate sale of houses or other properties, develop policies and procedure manuals, deal with legal and insurance matters, maintain the affiliate's history, and support annual reports and business plan.

Construction Committee

This focus and responsibility of this committee is to guide the development of Habitat's construction component as we evolve and take on the challenge of building more homes in Calaveras County. This committee is crucial to helping create management systems that fulfill our unique needs as a non-profit developer/contractor which utilizes volunteer labor. Areas needed to be addressed include: acquisition of donated materials, liaison with County Building Department, tools and equipment, on-site supervision, project construction management, safety in the workplace, material purchase ordering, account tracking, budgeting, scheduling, quality control, and contracting. Construction committee members also liaison with the Site Selection and Family Selection committees to ensure a 'good fit' between the home and the selected family. The committee seeks volunteers with professional experience in construction management, purchasing, building inspections, engineering, or other disciplines related to the building industry. The committee meets as needed (at least quarterly).

Site Selection and Development Committee

This committee's responsibilities include site selection, land acquisition, home design, and community impact issues. This committee is crucial in the ever-challenging efforts to locate land in the Calaveras area and in preparing unique site plans for each separate venture. To this end, members may be involved in feasibility studies, soils and geology, environmental concerns, surveying, civil engineering, architecture/house design, structural and acoustical engineering, Title 24 energy calculations, landscape planning, and government agency liaison. Volunteers with related professional experience as well as everyday homeowners are encouraged to get involved. This committee meets as needed.

Finance Committee

This committee is composed of active and retired business people, including accountants, lawyers, insurance specialists, bankers, and corporate executives or anyone with an astute mind for budgets and accounting. Members are responsible for HfHC accounting, budget preparation, monthly financial reports, annual report (fiscal portion), investments, cash flow forecasts, and mortgages (loan servicing). These volunteers support the Board Treasurer and Administrative Manager in monitoring the fiscal operation of Habitat Calaveras and planning for its future. This committee meets as needed.

Family Selection Committee

This committee is responsible for choosing future Habitat homeowners from an ever-expanding pool of applicants. This committee reaches out to local services, organizations, neighborhood associations and churches in the area where Habitat Calaveras is building to create support for the organization and to seek out potential partner families. The committee plans and conducts a series of neighborhood community meetings and prepares the Habitat homeownership opportunity bulletin and brochure for each new home. The committee develops selection criteria, develops the application process and works with the construction committee. Once applications are received, the committee reviews them, performs background checks and other related tasks until it can recommend a specific family to the board. Family Selection Committee activity is cyclical; the committee work begins once an application period has been set by the Board.

Family Partnership Committee

The Family Partnership Committee is responsible for the education and support of Habitat partner families, working with home ownership issues such as budgeting, home repair and maintenance, community resources, neighborhood relations, and any of the other financial, legal, or personal responsibilities of becoming a homeowner. The work of this committee may continue after construction and occupancy of the home. Individuals with experience in social work, counseling, real estate, law, neighborhood/community development, and homeownership or living-skills training are especially needed for this committee. Members organize special events for Habitat families and plan and run the Saturday classes Habitat families attend in order to fulfill their partnership requirement. Family Partnership especially needs people from the local community who can help orient Habitat homeowners during their first year of homeownership. This committee meets as needed.

Faith-Based Relations Committee

This committee's responsibilities are to identify area faith-based organizations and churches in the communities and design a partnership program and build a faith-based coalition to support the initiative of eliminating sub-standard housing. Members pray for the work of HfHC, recruit potential partners, donors, and volunteers from church memberships, and support Habitat's ministry as an extension of community churches' ministries. Habitat is in need of volunteers involved in faith-based congregations to help increase membership on this committee. This committee meets as needed.

Governance Committee

Appointment to the Governance Committee requires Board approval. The GC evaluates the leadership needs for the affiliate and develops potential leadership for Board and Committees. The committee provides nominees for the Board of Directors, Officers, and Board of Advisors as well as organizing the Boards' election process. Another primary obligation is to equip each Board member with the tools necessary to successfully carry out his/her responsibilities.

Fundraising Committee

This committee is comprised of two components; the event planning committee and the on-going resource development committee. Members are encouraged to be involved in both components. Resource Development is composed of volunteers with related professional experience in the area of fundraising, public relations and marketing. The committee supports the administration in developing fundraising plans as well as implementing the strategies and tasks. Members work to organize and support activities developing an annual fundraising plan, grant applications, maintaining the donor database, donation acknowledgement, direct mail appeals, making proposals to businesses and suppliers, in-kind donation solicitation. Event Planning is responsible for planning and carrying out special fundraising events such as Snow-Down for Habitat and Hoe-Down for Habitat. Event planning needs volunteers to act as chair person for possible additional events such as motorcycle rallies, downhill skiing, fishing tournaments, hiking and wild flower tours, or any other specialized event you can organize to raise funds.

Public Relations Committee

The PR committee is responsible for 'getting the word out' about HfHC activities, events, and ReStore promotions. Committee members develop a public relations plan, develop and submit

media/press releases, edit and publish the quarterly newsletter, find presenters to make public presentations, provide printed and/or audio-visual materials, and publicity for major events. The members also help with materials for groundbreaking and home dedications. If you have writing skills, or can speak in public without getting nervous, this is the committee for you!

Volunteer Committee

The volunteer committee is chaired by the Volunteer Coordinator. This committee maintains the volunteer database, recruits new volunteers, develops and presents orientation and training. In addition to filling the needs of previously listed activities, the committee may work to find volunteers to provide childcare for work days, telephone workers, food/refreshments for construction crew on work days, a translator pool (English-Spanish preferred), and have a member willing to be the school/college campus chapter liaison.

GENERAL VOLUNTEERING GUIDELINES

Nature of Volunteering

This manual is not an employment or volunteer contract and is not intended to create contractual obligation of any kind. Neither you nor Habitat is bound to continue the volunteer relationship if either you or Habitat chooses, at will, to end the relationship at any time. All volunteers are extremely important to the mission of HfHC. It is your responsibility to make certain that you can fulfill the requirements of the position before committing to it.

Personal Data Changes

It is important for you to notify Habitat Calaveras of any changes in personal data. Personal mailing addresses, telephone numbers, e-mail addresses, individuals to be contacted in the event of an emergency (an emergency phone number can be vital), and other such status reports should be kept accurate at all times. Please call the Volunteer Coordinator to make updates as necessary.

Attendance and Punctuality

Many volunteer positions expect you to keep a regular schedule. To help ensure a smooth operation, we ask that volunteers extend Habitat the courtesy of informing us of absences, late arrivals, and early departures. Volunteers are essential to Habitat; we depend on you and miss you when you are not here. In return, Habitat will let volunteers know as soon as possible of any changes in scheduling or cancellations.

Confidentiality

Volunteers are responsible to maintain the confidentiality of all privileged information to which they are exposed while serving as a volunteer. Volunteers should never disclose any information (including names) of the families we serve without proper consent. Volunteers may be exposed to sensitive information such as financial and legal records. This information should never leave the committee that is assigned to review it.

Community Service workers

Habitat welcomes community service workers (volunteers) from civic groups, schools, community assistance programs, and those fulfilling court-ordered community service hours.

Habitat does not provide a form or a letter to the community service volunteer. It is the community service volunteer's responsibility to maintain an accurate time sheet and to ensure that time sheets are signed at the beginning and end of each service day by a Habitat staff member. Hours worked but not recorded or approved with signatures during the day of service cannot be counted. Only actual hours worked will be awarded. For appropriate placement within our organization, Habitat reserves the right to know the offense related to court-ordered community service. In all other respects, court-ordered community service volunteers will be treated and held accountable to the same standards as all other volunteers.

Code of Conduct

It is Habitat's aim to encourage people to work together to achieve our mission by creating an environment that supports the diversity of people and their ideas. Habitat is committed to supporting high standards of business ethics in every aspect of its operation. We recognize that people work best when they know what is expected of them and, in turn, expect volunteers to follow rules of conduct that will protect the interests and safety of all Habitat employees and volunteers.

Though it is not possible to list all of the forms of conduct that are unacceptable when volunteering with Habitat, the following list provides some examples that may result in disciplinary action up to and including suspension or immediate termination of volunteer activity. Depending on the specifics of the situation and the severity of the offense, any of the levels of discipline may be bypassed and the volunteer placement may be terminated without prior warnings or suspensions.

- Theft or inappropriate removal or possession of Habitat property
- Falsification of documents
- Volunteering while under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the work place while volunteering, or while operating Habitat-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of Habitat or another person's property
- Disrespectful conduct
- Failure to follow a supervisor's reasonable instructions
- Violation of safety or health rules
- Smoking in Habitat buildings, in homes under construction or other designated non-smoking areas.
- Sexual or other harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms
- Inappropriate conduct/behavior which brings discredit upon Habitat's mission and/or goals

Unlawful Harassment & Discrimination

Habitat is firmly committed to providing a positive work environment free of discrimination and bias. Each volunteer is personally responsible for maintaining such a work environment. Habitat prohibits any actions, harassment, words, jokes, or comments based on an individual's sex, sexual preference, race, ethnic background, age, religion, physical condition, or other legally protected characteristic. Any conduct or action, whether overt or subtle, which creates an offensive or hostile work environment is prohibited and will be grounds for immediate

disciplinary action. No volunteer, male or female, should be subjected to unsolicited or unwelcome sexual overtones or conduct, either verbal or physical.

Any volunteer who feels that he or she is a victim of sexual or discriminatory harassment is encouraged to let the harasser know that his or her behavior is unwelcome. Additionally, volunteers who feel they have been harassed must immediately report the matter to Habitat staff, worksite managers, or Administrative Manager.

Relations

While Habitat desires every volunteer to receive fair and impartial treatment, it does recognize that conflicts, misunderstandings, and problems arise from time to time. Problems or concerns may arise among volunteers or between volunteers and Habitat staff. Although most misunderstandings can and should be solved on an informal basis, more formal provisions have been made in order to resolve difficult problems.

Drug & Alcohol Use

Habitat volunteers are required to be medically (physically, emotionally and mentally) capable of performing the required work, free from the presence of illegal drugs, alcohol, or substances that diminish or impair their ability to perform the job. Any volunteer found under the influence of an illegal drug or abuse of prescription drugs, in possession of, using, selling, trading, or offering for sale illegal drugs or alcohol during business hours or on affiliate property or in an affiliate vehicle will be subject to termination of their role with Habitat. Volunteers with a drug, alcohol or other substance dependency are urged to seek professional treatment.

Smoking

In keeping with Habitat's intent to provide a safe and healthy work environment, smoking is prohibited in the Habitat office and in the ReStore. At construction sites, smoking is prohibited inside the homes. In recognition of federal law, any volunteer under the age of 18 is prohibited from smoking at any time on Habitat property or in Habitat vehicles.

Dress Code

Everyone is expected to dress appropriately for the job in which they are performing. In general, unless a job specifically requires otherwise, Habitat maintains business casual dress. Basic hygiene applies to all volunteer positions, and the following clothing guidelines apply:

- Clothing should be clean, and not be ragged, stained or torn
- Clothing should not be too short, too low-cut, or sheer
- Shorts are inappropriate for construction sites. ReStore volunteers may wear shorts that are mid-calf or longer (to the knee).
- Undergarments should be covered with outer clothing
- Shirts should come down to the top of one's pants or skirt
- Any clothing with disturbing messages, which could be viewed by others as offensive or suggestive, is prohibited
- Any clothing which is provocative in nature is prohibited including clothing that may be considered as 'gang colors' as defined by local courts or law enforcement.
- Open-toes shoes, sandals, or similar shoes are not permitted. Construction site workers

should wear sturdy shoes or boots (preferably with steel toe protection). ReStore volunteers should wear comfortable walking shoes or shoes that offer protection to the toes from dropped items, and support for the ankle (to prevent twisting or sprains).

- Weather conditions can change during a work day. Bring appropriate clothing.
- Sunscreen and protective clothing (long sleeve shirt, long pants, hat) should be considered at all job sites.
- Construction site workers should bring their own tools (hammer, screwdrivers, tape measure, carpenter pencils, tool belt, work gloves, hard hat, safety gear) if you have them. Label all your tools and equipment. Habitat is not responsible for loss or theft of personal items from the job site.

Gifts, Donations & Gratuities

To ensure the integrity of Habitat Calaveras and the unbiased actions and decision making of Habitat volunteers, the acceptance of gifts and gratuities from customers, suppliers, partners or anyone Habitat Calaveras is in a business relationship with is strictly prohibited. Further, any honoraria received by any Habitat volunteer for speaking on behalf of Habitat must promptly be remitted to Habitat.

Conversely, Habitat does not require that individual volunteers make a donation but pledging a donation helps us to buy the materials and supplies that you will be using on your build day, as well as, pay our Construction Supervisors who will be working with you. Ultimately, contributions help us build more homes for families who need our help!

ReStore items may be purchased by volunteers at the posted price only after the item has been on the sales floor for one week. We wish to avoid the reputation that employees and volunteers "take all the good stuff." Occasionally, volunteers who work an extraordinary number of hours may be offered a reward or incentive. Acceptance of these items does not violate this policy.

Media

Most people have a fear of public speaking. This includes speaking into a microphone while a camera is pointed at your face! Members of the media are occasionally on the construction sites and at Habitat special events. You do not need to talk to the media if you feel uncomfortable. You can refer media to an on-site manager with the explanation that you may not have the information desired and you want them to have accurate answers to their questions. Please keep the following things in mind if you deal with members of the media:

- You do not have to answer any questions you are uncomfortable answering
 - Do not be afraid to say that you simply "don't know"- provide accurate information only
 - Please refrain from commenting to the media on behalf of the organization Habitat - simply keep remarks limited to your personal experiences.
- BEFORE speaking to the media, make sure the on-site manager is aware of the presence of the media. Most media questions can be answered by the manager or the volunteer coordinator.*

As a volunteer organization, we welcome and value all our volunteers. If an assignment is not to your liking, or if a personality conflict creates a problem for you, please speak to your immediate supervisor or the volunteer coordinator. Every effort will be made to help resolve the problem with all concerned parties or to reassign you.

BOARD OF DIRECTORS
2018

Officers

Todd Peterson, President

Gary Carson-Hull, Vice President

Rob Jarvi, Treasurer

Sally Elliott, Secretary

Directors

Pat Lamont

John (Rob) Barnaby

Delma (Del) Harris

Mary Kelly

Tom Danielsen

Pam Elliott

Gloria Manning

Mary Paca

Committee Assignments

Executive (Chair)
Construction (Chair)
Finance
Fundraising
Public Relations
ReStore

ReStore (Chair)
Construction
Executive

Fundraising (Chair)
Finance
Governance
ReStore
Executive

Executive

Homeowner Selection
Church Relations
Homeowner Partnership
Construction

Construction

Fundraising
Church Relationships
Homeowner Selection

Volunteer
Church Relations
Homeowner Selection

Construction

Finance

Volunteer
ReStore

Public Relations
Fundraising

Contact Information

Habitat for Humanity Calaveras Office

956 Mountain Ranch Road (Senior Center building)

(Mon-Thurs 9:00 am -4:30 pm, 209-754-5331)

Website: www.habitatcalaveras.org

Mailing Address:

Habitat for Humanity Calaveras

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San Andreas, CA 95249

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Jeri Carson-Hull – Office Manager

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Deb Fisher – Administrative Assistant & Construction Coordinator

(209) 754-5331

debf@habitatcalaveras.org

HfHC ReStore Location and Contact Information

770A Industrial Way

San Andreas, CA 95249

Phone: (209) 754-3234

ReStore Hours:

Wednesday – Saturday 9:00 am to 4:00 pm

ReStore is closed all other days, however donation pickups may occur by appointment. The ReStore manager schedules pickups based on quantity and location.

Staff: Dan Jones, ReStore Manager

(209) 754-3234

ReStore@habitatcalaveras.org