



Building Homes. Building Community. Building Hope.

ACADEMIC SERVICE HOURS AGREEMENT

Habitat for Humanity Lake County (HFHLC) provides volunteer opportunities for individuals who need **Academic Service** hours. This agreement explains the requirements and expectations of our organization for this type of volunteer work. **Please read, sign and return to HFHLC Volunteer Coordinator** before scheduling your hours.

Age requirement: All HFHLC volunteers must be at least 16 years of age.

Steps:

1. Complete and sign the Academic Service Hours Agreement.
2. Complete a liability waiver. Volunteers under the age of 18 must have a parent or legal guardian signature on their waiver as well.
3. Receive approval from Volunteer Coordinator.
4. Sign up for location and hours with HFHLC Volunteer Coordinator.
5. Construction volunteers must be 18 or older OR accompanied by a parent AND complete our on line safety training before being assigned to a build site.

Volunteer time sheet: Hours must be approved and signed on the day worked by a staff manager at that location. Hours on the time sheet and signatures must be verified by HFHLC Volunteer Coordinator for official reporting.

Volunteer opportunities: HFHLC Volunteer Coordinator will assign appropriate volunteer opportunities for each individual.

Breaks: Breaks are determined at the discretion of Habitat staff. Food and beverages are not provided. Bring your own lunch, beverage and/or snack.

Letter of Completion: HFHLC will write a letter documenting proof of hours. Please call ahead to request your letter. Hours must be recorded and include authorized staff signature.

Volunteer responsibilities:

- Provide proper documentation for required hours (as outlined above) to HFHLC Volunteer Coordinator before requesting or performing any service hours.
- Please arrive on time. Failure to show without rescheduling will result in termination of this agreement. Rescheduling more than three times may result in termination of this agreement.
- Complete assigned work and ask for direction when appropriate. Courtesy and hard work are expected. Lack of productivity may result in unearned hours for that day.
- Be respectful of customers, staff, partner families and other volunteers. Physical aggression and profanity are not allowed and are grounds for immediate termination of this agreement.
- Smoking is not allowed on HFHLC property. Weapons, drug and alcohol use are not allowed.
- Appropriate dress is expected. Closed-toed shoes are required. Sandals, flip-flops or clogs are not allowed. T-shirts/sweatshirts and work pants or jeans are the recommended form of dress. Tank tops, short shorts, pants worn below the waist are not allowed. Inappropriate t-shirts (ie. Promoting gangs, violence, profanity, drugs, etc) are not allowed. No long scarves or dangly jewelry.
- Clean-up after yourself, especially after lunch or a break. Return all tools to their correct location after use. Keep cell phones or electronic devises turned off or on silent.
- **Track your own hours!** Obtain HFHLC site supervisor signature every time you volunteer.
- Any questions or concerns contact HFHLC Volunteer Coordinator, Cassie Bertke 847-623-1020. cassie@habitatlc.org

I, _____, have read the above and agree to follow Habitat for Humanity Lake County's requirements in order to complete my required _____ hours.

School: _____ Class: _____

Teacher/Academic Advisor: _____

Student Signature

Date

Email

Phone

Parent Signature (if volunteer is under 18)

Date

HFHLC Volunteer Coordinator or Authorized Staff

Date