



# The Swan House©

## VOLUNTEER & INFORMATION FORM

*Thank you for your interest in helping to build a home for a single parent family! Please provide us with the following information. Please be sure to print all details clearly and legibly.*

Volunteer name: \_\_\_\_\_

Address: \_\_\_\_\_

Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_

Alternate phone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Place of employment: \_\_\_\_\_

NOTE: If you are under 18...Please check here \_\_\_\_\_ you will need to follow our age guidelines for The Swan Group or ECC, Inc. construction sites and we will follow up with more information.

### **Please check the appropriate blanks and fill out the appropriate information:**

\* Have you ever worked with The Swan Group or ECC, Inc. in the past? Y\_\_N\_\_  
*If yes, when/for what build?*

\* Have you attended an orientation for The Swan Group or ECC, Inc.? Y\_\_N\_\_  
*If yes, when/where?*

\* Are you applying to work as part of a group? Y\_\_N\_\_  
*If yes, which group, and for which build?*

### **CONSTRUCTION LEADERSHIP:**

- Do you have some building skill/experience? Y\_\_N\_\_
- Are you willing to work as a Crew Leader/Supervisor? Y\_\_N\_\_

*If so, in what skill area/task would you feel capable of leading?*

Crew Leader/Supervisor - oversee building efforts and safety of the volunteers, mentor and teach basic building skills.

## CONSTRUCTION TASKS:

1-Helper (Willing to learn) 2-Professional (Employed as or can perform without supervision)  
Please circle \_\_\_\_\_

1 2 Lot Maintenance	1 2 Capping Foundation	1 2 Insulation Work
1 2 Drafting/Design	1 2 Electrical	1 2 Painting
1 2 Building Walls	1 2 Roofing	1 2 Vinyl Siding
1 2 Hanging Drywall	1 2 Heating/Cooling	1 2 Install Cabinets
1 2 Framing	1 2 Plaster	1 2 Cement work
1 2 Carpet/Flooring	1 2 Hang Windows/Doors	1 2 Plumbing
1 2 Install Doors/Locks	1 2 Finish Work	1 2 Landscaping

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## NON CONSTRUCTION TASKS: Carpenter, Roofing, Electrical, Plumbing

-clean-up  
-delivery/Pick-up  
-fundraising  
-telephone support

\* Would you, your family, church group, or service group be willing to **provide a meal\*** (see explanation below) for a crew of approximately 10-20 people? Y\_\_N\_\_

\* Do you have some planning/**site support\*** experience (see explanation below)? Y\_\_N\_\_

\* Are you interested in other leadership/supervisory roles within the organization?

\* Can we contact you about helping with **special events\*** (see explanation below)? Y\_\_N\_\_

PLEASE LIST ANY SPECIFIC WAYS THAT YOU WOULD LIKE TO HELP THAT ARE NOT ALREADY LISTED:

### \*\*EXPLANATION OF TERMS AND ROLES:

- \* **Provide a meal** - cook a meal yourself, work with a team, or coordinate with a caterer (crew size varies from 10-40)
- \* **Site Support** - plan for and provide for volunteer relations on the site of a build or special event (food, refreshments, sanitary facilities, etc.)
- \* **Volunteer management** - see that volunteers check in and out, complete necessary paperwork, and enjoy their experience overall
- \* **Special Events** - volunteer recognition efforts, orientations and regularly scheduled events other than build



# RELEASE AND WAIVER OF LIABILITY

## **PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!**

This Release and Waiver of Liability (the "Release"), executed on this \_\_\_\_\_ day of \_\_\_\_\_, by \_\_\_\_\_ (the "Volunteer") in favor of The Swan Group or ECC, Incorporated, a nonprofit corporation, a Wisconsin non-profit corporation, their directors, officers, employees and agents (collectively, The Swan Group or ECC, Inc.).

The Volunteer desires to work as a volunteer for The Swan Group or ECC, Inc. and engage in the activities related to being a volunteer (the "Activities"). The Volunteer understands the activities may include constructing and rehabilitating residential buildings, working in The Swan Group or ECC, Inc. offices, **being transported to and from work locations, consuming food donated for the work**, and living in housing provided for volunteers of The Swan Group or ECC, Inc.

The Volunteer hereby freely, voluntarily, and without duress executes this Release under the following terms:

**1. Waiver and Release.** Volunteer does hereby release and forever discharge and old harmless The Swan Group or ECC, Inc. and its successors and assigns from any and all liability, claims and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with The Swan Group or ECC, Inc.

Volunteer understands that this Release discharges The Swan Group or ECC, Inc. from any liability or claim that the Volunteer may have against The Swan Group or ECC, Inc. with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's Activities with The Swan Group or ECC, Inc., whether caused by the negligence of The Swan Group or ECC, Inc. or its officers, directors, employees, or agents or otherwise. Volunteer also understands that The Swan Group or ECC, Inc. 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.

**2. Assumptions of the Risk.** The Volunteer understands that the Activities may be hazardous to the Volunteer, including, but not limited to, construction, loading and unloading, **the food, accommodations, and medical facilities may be donated to The Swan Group or ECC, Inc.** and transportation to and from work sites.

Volunteer hereby expressly and specifically assumes the risk of injury or harm in these Activities and releases The Swan Group or ECC, Inc. from all liability for injury, illness, death, or property damage resulting from Activities.

**3. Medical Treatment.** Volunteer does hereby release and forever discharge The Swan Group or ECC, Inc. from any 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 The Swan Group or ECC, Inc.

**4. Insurance.** The Volunteer understands that, except as otherwise agreed to by ECC, Inc. in writing, The Swan Group or ECC, Inc. does not carry or maintain health, medical, or disability coverage for any Volunteer. ***I understand that the insurance carried by Green Bay ECC, Inc. or The Swan Group is secondary coverage. If injured on the worksite, I understand that I must file a claim with my primary insurance carrier before filing any claim with ECC, Inc.'s or The Swan Group insurance carrier. Each Volunteer is expected and encouraged to arrive with medical or health insurance coverage in effect.***

### **EACH VOLUNTEER IS EXPECTED AND ENCOURAGED TO OBTAIN HIS OR HER OWN MEDICAL OR HEALTH INSURANCE COVERAGE.**

**5. Photographic Release.** Volunteer does hereby grant and convey unto The Swan Group or ECC, Inc. all right, title and interest in any and all photographic images and video or audio recording made by ECC, Inc. during the Volunteer's Activities with The Swan Group or ECC, Inc., including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

**6. Other.** Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. Volunteer agrees that in the event that any clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.

Witness's signature \_\_\_\_\_ Witness's printed name \_\_\_\_\_

Volunteer's signature \_\_\_\_\_ Volunteer's printed name \_\_\_\_\_