



Rebuilding Together Montgomery County Volunteer Policies, Procedures & Waiver

On behalf of everyone at Rebuilding Together Montgomery County (RTMC), welcome and thank you for joining our volunteer team! This document was created to give you some essential information about the policies and expectations of RTMC. RTMC reserves the right to modify the policies in this handbook without prior notice, so we encourage you to take the time to read through it and refer back to it as questions arise. Please don't hesitate to contact a RTMC staff member if you have questions.

We want each and every volunteer to have a safe, healthy and fulfilling experience when serving our clients and our broader community and we look forward to serving with you!

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A. GENERAL POLICIES & PROCEDURES

NOTIFICATION OF ABSENCE: Please contact us as soon as possible if you are not able to fulfill your volunteer service for any reason - illness, scheduling conflict, etc.

VALUABLES: Please try to avoid bringing valuables with you as Rebuilding Together Montgomery County cannot be responsible for any damage or loss. If you need to bring a purse (etc.), discuss safe storage with your House Captain or RT program manager.

VOLUNTEER HOURS: When you arrive, check in with RTMC staff so they know you have arrived. Document your arrival by signing in and be sure to appropriately log your volunteer hours. Please ask your House Captain and/or volunteer coordinator what procedure you are to use as it varies from project to project.

ORIENTATION AND TRAINING: Orientation and training will be provided to volunteer-leaders only (e.g., House Captains, House Ambassadors, Area Coordinators). A general orientation to RTMC and direction specific to the project or volunteer job will be provided on-site by RTMC staff.

SAFE ENVIRONMENT FOR CHILDREN, YOUTH AND VULNERABLE ADULTS: RTMC takes the safety of children, youth and vulnerable adults very seriously and conducts background checks on handymen to insure their safety. One-time volunteers who will be working on projects with children, youth or vulnerable adults are asked to judiciously conduct themselves while in their environment. Engagement with the household members that fall into these categories should be limited to the volunteer leaders.

CHILD ABUSE, SEXUAL ABUSE, PHYSICAL, MENTAL, OR SEXUAL HARASSMENT: Volunteers witnessing child abuse, sexual abuse, physical, mental or sexual harassment (by anyone, including but not limited to household members and peer volunteers) must report it immediately to their volunteer leader or RTMC staff. RTMC does not condone any such incidents. If you have questions regarding what constitutes abuse or harassment, please contact RTMC staff.

CONFIDENTIALITY is a right guaranteed to our clients, donors and our volunteers. Clients' and donors' needs, concerns, personal problems and financial status are not to be discussed with anyone other than the appropriate staff member.

NON-DISCRIMINATION POLICY: It is an RTMC policy that there will be no discrimination or harassment in its programs, activities or employment. Paid staff and volunteers alike must treat all people with dignity, compassion and respect.

RTMC REPRESENTATION: All actions or statements that reflect on, cause obligation to, or financially affect RTMC must have prior approval by organization staff. These may include, but are not limited to, lobby government or other organizations, statements to the press, the signing of contracts or assuming financial obligations. No volunteers take on such responsibilities unless specifically approved and noted in writing by the Executive Director.

MONEY: A RTMC volunteer, acting in an official capacity, shall not take any action that would result in the volunteer's financial benefit. They will not ask for or receive for themselves or for a member of their household, directly or indirectly, any monies or gifts from clients. A RTMC volunteer cannot give any of his/her personal money to a client under any circumstance.

ACCIDENTS AND INSURANCE COVERAGE: You are important to us and we strive to keep all environments safe for everyone. However, if an accident occurs involving clients, staff or you in a volunteer capacity, report all the information to an RTMC staff member immediately. Registered volunteers have an accident/medical policy for injuries due to an accident while performing volunteer duties. Please contact RTMC staff to learn more about our volunteer insurance.

VEHICLE USE: If your volunteer position requires the use of a RTMC vehicle, you will need to complete a motor vehicle report check and provide proof of a valid driver's license.

DRUG AND ALCOHOL USE: Volunteers may not bring drugs or alcohol onto a RTMC project site or facility, under any circumstances. Volunteers are also not permitted to purchase alcohol, drugs or cigarettes for or from any of the clients. Volunteers are subject to immediate dismissal if they are under the influence of drugs or alcohol while performing their volunteer duties and/or if they violate any aspect of this policy.

SMOKING is not permitted in RTMC facilities or at RTMC project sites.

PROHIBITED WEAPONS: RTMC policy prohibits all persons (including employees, volunteers, customers, invitees, guests or other visitors) from carrying a prohibited weapon of any kind onto RTMC property or project sites, regardless whether the person is licensed to carry the weapon or not. Prohibited weapons include any form of firearm, explosive device, or other device that is generally considered to be a weapon.

THEFT: Theft or pilferage of cash or merchandise by a client, volunteer or paid staff member is a serious offense and should be reported to an RTMC staff member. Losses of this type affect us. Theft negatively affects not only our ability to deliver services, but also the trust upon which our staff structure is based. Theft is cause for immediate dismissal.

MINORS: For some volunteer positions, minors are welcome to volunteer with RTMC. There are other volunteer positions where children are not allowed for safety reasons. Please check with RTMC program managers for specific details.

DRESS: RTMC requires volunteers to be respectfully dressed, and to refrain from wearing attire that could be deemed offensive, such as advertising alcohol products. You should dress appropriately for your volunteer role with proper footwear. Note that for most projects, a RTMC t-shirt will be provided for your volunteer assignment. Please feel free to contact us if you have any questions regarding appropriate dress.

REFERENCES: References are always gladly provided for volunteers upon request. Position descriptions, sign-in sheets and time cards serve as tools for preparing references.

VOLUNTEER PROFILE: As a RTMC volunteer, we will record the contact information you provide and the hours you volunteer in our volunteer database. You may review this information by logging into our volunteer portal. RTMC recommends that you keep your contact information up to date in your volunteer profile.

DISMISSAL: Dismissal of a volunteer is a serious consideration. A meeting between staff, the volunteer and, if applicable, the sponsor group's volunteer leader will occur before dismissal in an effort to reach a resolution. Dismissal of a volunteer may take place if a volunteer is unreliable, irresponsible, disruptive, demonstrating inappropriate behavior or failing to adhere to the policies and procedures of RTMC and it's programs.

B. VOLUNTEER RELEASE AND WAIVER OF LIABILITY

This Release and Waiver of Liability ("Release") is executed by the Volunteer, whose name and signature appear below, in favor of Rebuilding Together Montgomery County, a nonprofit corporation organized and existing under the laws of the State of Maryland, its directors, officers, trustees, employees, volunteers, and agents (collectively, "RTMC").

The Volunteer desires to work as a volunteer for RTMC and engage in activities related to being a volunteer ("Activities"). I understand that the Activities may include, but are not limited to, working in RTMC's offices; traveling to and from RTMC worksites and other locations; consuming food provided or otherwise available; rehabilitating residential and/or commercial properties and public spaces; utilizing tools, ladders, power tools, devices and materials; and, engaging in painting, landscaping, carpentry and other construction-related activities.

I, the Volunteer, hereby freely, voluntarily, and without duress execute this Release under the terms and conditions set forth below:

RELEASE AND WAIVER: I hereby release, forever discharge, and hold harmless RTMC and its successors and assigns from any and all liability, loss, costs, damages, expenses, claims, suits, actions, and demands of any kind or nature that arise from or are directly or indirectly related to the Activities engaged in with RTMC.

I understand, acknowledge, and agree that this Release discharges RTMC from any and all liability or claim that I may have against RTMC with respect to any bodily or mental injury, emotional distress, illness, death, property damage or loss that results from or is in any way related to my Activities with RTMC, whether caused by RTMC's negligence, the actions or inactions of other volunteers or third parties, or otherwise. I also understand, acknowledge, and agree that RTMC does not assume any responsibility for or obligation to provide financial or other assistance, including but not limited to medical, health, or disability insurance in the event of injury, illness, death, or property damage or loss.

It is the policy of RTMC not to permit children under the age of 14 to volunteer on an RTMC worksite. It is further the policy of RTMC that, while children between the ages of 14 and 17 may be allowed on an RTMC worksite and to volunteer with RTMC, they are not under any circumstances permitted to engage in hazardous activities such as the use of power tools, excavation, demolition, roof repairs, or any activity requiring the use of a ladder or requiring access to spaces high above the ground.

MEDICAL TREATMENT/FIRST AID: I hereby release, forever discharge, and hold harmless RTMC from any and all liability, loss, costs, damages, expenses, claims, suits, actions, and demands of any kind or nature that arise from or are directly or indirectly related to any first aid, treatment, or service rendered in connection with my Activities with RTMC.

ASSUMPTION OF RISK: I understand that the Activities may include work that may be hazardous to me including, but not limited to, construction-related and similar activities; loading and unloading of materials and other items; travel to and from worksites and other locations; using tools, ladders, power tools, and other dangerous tools and devices; exposure to lead, asbestos, mold, and other hazardous materials which may cause or worsen certain illnesses, especially if I do not wear or properly use protective equipment, am exposed for extended periods or time, or have a preexisting immune system deficiency.

With full knowledge, awareness, and understanding of these risks, I hereby expressly and specifically assume the risk of injury, illness, or harm to myself or my property arising from or directly or indirectly related to the Activities.

VOLUNTARY PARTICIPATION: I hereby acknowledge that I have voluntarily applied to participate in the Activities as a volunteer with RTMC. I understand that as a volunteer I will not be paid for my services. I further agree that my participation in the Activities may be terminated at any time by RTMC.

INSURANCE: I understand, acknowledge, and agree that, except as otherwise agreed to by RTMC in writing, RTMC is under no obligation to provide, carry, or maintain health, medical, travel, disability, or other insurance coverage for any Volunteer.

PHOTOGRAPHIC RELEASE: I hereby grant and convey to RTMC all right, title, and interest in any and all photographic images, video, or audio recordings made by RTMC or its agent during my Activities with RTMC including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs, videos, or recordings.

INCLUSIVITY/GOVERNING LAW/SEVERABILITY: I understand, acknowledge, and agree that this Release is intended to be as broad and as inclusive as permitted under the laws of the State of Maryland. I agree that this Release shall be governed by and interpreted in accordance with the laws of the State of Maryland without regard to the conflicts of laws provisions thereof, and I agree to the exclusive jurisdiction of the courts in Montgomery County, Maryland. I further agree that in the event any clause or provision of this Release shall be held invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining clauses or provisions of this Release, which shall continue in full force and effect.

KNOWING AND VOLUNTARY EXECUTION: I have carefully read this policies, procedures and waiver document fully, and understand its contents. I am aware that this is a contract and a release of liability between myself and RTMC and I sign it of my own free will. By reading this and completing this through the volunteer center, I certify that I am 18 years of age or older or, if I am under 18 years of age, that I have the consent, waiver, and agreement of my parent or guardian as evidenced by his/her signature below to participate pursuant to the terms of this Release.

Executed in (city) _____ Maryland, on (date) _____

Volunteer Name: _____ Volunteer Signature: _____

Age (if under 18): _____

Address: _____
Street City State Zip

Phone: _____ Email: _____

IF VOLUNTEER IS A MINOR, PARENT/GUARDIAN SIGNATURE IS REQUIRED

I represent and warrant to RTMC that I am the parent or legal guardian of _____, the minor named above. The above named minor has my permission to participate in the Project. I have read and understand the terms and conditions of the Volunteer Policies , Procedures & Waiver. On behalf of such minor and myself, I agree to all of the terms and conditions of the Volunteer Policies , Procedures & Waiver.

Parent/Guardian Signature: _____ Date: _____

Emergency Contact Information:

Name: _____ Phone number: _____

Relationship to you: _____