



3520 River Road Columbus GA 31904 Phone 706-653-6003 Fax 706-653-0050

**All volunteers 16+ (minimum age required) and 17 years old will need to turn in a completed "Minors Waiver Release" form to our site manager when you arrive before any work begins. Also, please set up an online account at [www.columbusareahabitat.volunteerhub.com](http://www.columbusareahabitat.volunteerhub.com) for access to the volunteer calendar of events.**

**Click "sign in" at the top right hand corner and register for your internet access to reserve daily assignments in advance and in/out record keeping. You must sign in and out each time for your hours to record for tracking. Each day fills up quickly and there is a limit to the number of spots available in order to keep the sites a safe working environment. Reserved slots are required to be allowed on site. Please do not reserve spots and be a no-show. Please cancel in the system prior to the service day if you cannot make a date so that someone else can get the spot. Do not call the office to cancel. This does not count against you. Please use your first name and last name for "user name" and then your password should be something else you can remember. **Also your "group membership" will be "Volunteers Servant Leadership Pre-trial Other." THIS STEP IS REQUIRED FOR EVERYONE. Please sign-up for any events with this same title.** Always check the online service for construction location address information as our sites do vary and sometimes daily. Allow a minimum of 4 hours at each visit. Please see the online schedule for shift times.**

- Dress according to the weather outside because our work areas are not climate controlled
- Wear closed toe shoes like sneakers or work boots
- Pants and shorts must be worn around waist at all times
- Check in with the manager of the department where you are assigned as soon as a task is complete
- Work safely at all times and pay attention to your surroundings
- Do not leave the premises without signing-out.
- Do not wear tank tops, tube tops, short shorts, sheer clothing, low cut, bare midriffs, pajama pants or leggings
- No clothing advertising drugs, alcohol, sex or violence.
- No flip flops, sandals or house shoes.
- No hair caps including do- rags, bonnets, stocking caps, shower, etc.
- No phones, iPods, iPads, ear pods or other personal electrical devices. Please let the manager of the department where you are assigned know if you must make an emergency call using your own phone so you can be directed out of harm's way
- No personal calls incoming or outgoing using CAHFH business phones
- No lewd or provocative language
- No sexual harassment of any kind including physical, verbal, etc.
- No tobacco use at all on CAHFH properties. This includes cigarettes, cigars, pipes, chew, snuff and E-cigarettes, etc.

I have read and fully understand the CAHFH guidelines for volunteer service. Any violation of the above stated guidelines will result in my immediate release and termination from the service program at CAHFH.

**Our home page: [www.columbusareahabitat.com](http://www.columbusareahabitat.com) and  
Facebook <https://www.facebook.com/columbusareahabitat>**

**ReStore - Tuesday-Saturday 9am-1pm or 1pm-5pm unless otherwise noted with a scheduled holiday closing.  
Construction site - Tuesday-Saturday 8am-12pm or 1pm-5pm unless otherwise noted with a scheduled holiday closing.**