



2014-2015

## Volunteer Handbook

1933 Hope Street

New Orleans, LA 70119

(504)264-3344

Website: [www.YRNO.com](http://www.YRNO.com)

Facebook: [www.facebook.com/YouthRebuildingNOLA](http://www.facebook.com/YouthRebuildingNOLA)

Twitter: @YRNOla

Instagram: @YRNO\_la



Dear Volunteer(s):

Thank you for your interest in volunteering! Youth Rebuilding New Orleans is very excited that you have decided to dedicate time to helping us fulfill our mission of:

*Reducing blight by rebuilding distressed and foreclosed homes while engaging local youth in the recovery and rebirth of the New Orleans area.*

I hope that you find this guide informative as you plan your volunteer day(s) with us. If you have any further questions please do not hesitate to contact me. I am here to ensure you (and your group) has a phenomenal volunteer experience!

Sincerely,

William Stoudt,

Executive Director

Youth Rebuilding New Orleans (YRNO)



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## **The YRNO Team Contact List**

**Office Phone: (504) 264-3344**

**William Stoudt** - Executive Director - [yrno@yrno.com](mailto:yrno@yrno.com)

**Sam Stephens** - Program Manager - [sstephens@yrno.com](mailto:sstephens@yrno.com)

**Jack Styczynski** - Tulane AmeriCorps VISTA - [jacks@yrno.com](mailto:jacks@yrno.com)

**Joe Robert** - Construction Manager

**Prince Holmes** - Assistant Construction Manager - [youngworld27@yahoo.com](mailto:youngworld27@yahoo.com)



## **Volunteer Requirements, Expectations, and Information**

**Age:** Children under the age of 15 are not permitted at a worksite while construction is ongoing without being accompanied by an adult that is at least 21 years of age. Volunteers ages 16 and 17 are allowed to participate in construction work, including general carpentry, but will not be allowed to participate in excavation, demolition, use of power tools, or work at heights above 12 feet.

**Liability Waivers:** Waivers must be completed by all volunteers prior to beginning any tasks at a worksite. Volunteers under the age of 18 must have the waiver signed by a parent or guardian. A copy of this waiver can be found at the end of this Volunteer Handbook.

**Work Day:** Volunteers are expected to be at the worksite no later than 8:45am and stay until at least 3:15pm for each day that they are scheduled.

**Food and Beverages:** Lunch break will be from 11:30-12:30. You must provide your own lunch. While water coolers will be provided, we also suggest bringing additional water and sports drinks in order to keep your group hydrated.

**Orientation and Training:** All volunteers will receive a short 15-minute orientation and safety talk once they arrive on the work site. In addition, there will be on-site training/tutorials on tasks that you are assigned to for the day.

**Individual Limitations and Medical Conditions:** There are a number of tasks that do not involve strenuous labor on our sites. Please advise the YRNO staff you are working within your limitations. You should take into account the humidity, heat, and abundance of plant life as we build our homes outdoors. Bring your medication with you and be sure to take breaks when necessary.

**Clothing:** *Your clothing may be permanently stained, damaged, or ruined while performing jobs at the worksite, so only wear clothing that you are comfortable getting dirty or damaged.*



Footwear must be a sturdy, closed-toe, and closed-heel shoe. Please keep the weather in mind. Bring a hat, sunglasses, sunscreen, jacket, rain boots, and/or a rain jacket if necessary depending on the weather forecast for the day that you will be at the worksite.

**Safety Equipment:** Gloves, safety goggles, and dust masks (if necessary) will be provided to volunteers at the work site.

**Safety:** Since YRNO work crews often have a high percentage of inexperienced volunteers, safety is of the utmost importance. Please be aware of your surroundings at all times.

**First Aid:** Each YRNO worksite contains a full first aid kit located in the tool storage area to treat any minor construction-related injuries.

**Emergency Situations:** It is important to be aware of your surroundings while working both inside and outside on a residential construction site. Please alert YRNO construction staff of any suspicious behavior, including the presence of strangers around the site. In the case of a potential emergency, calmly bring the group inside the site, lock all doors, and notify the police.



# Youth Rebuilding New Orleans Release Form

**PLEASE PRINT CLEARLY!**

Today's Date: (mm/dd/yyyy) \_\_\_\_\_

Are you volunteering with a company, organization or church today?  Yes  No

If so, what is the name of your company, organization or church? \_\_\_\_\_

**Name** (Hereinafter "Volunteer" or "the Volunteer") \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Emergency Contact Telephone:** \_\_\_\_\_

**Relationship to Emergency Contact:** \_\_\_\_\_

**Where are you volunteering?** *Volunteers doing any type of construction must be at least 15 years of age.*

Build Site  Office  Homeowner Project  Other \_\_\_\_\_

**Please read this information carefully before signing below!**

This release and waiver of liability is in favor of, and shall inure to the benefit of, Youth Rebuilding New Orleans, Inc. ("YRNO") and YRNO's directors, officers, employees, representatives, agents, successors, assigns, and any and all persons or entities on YRNO's behalf who may be liable (collectively, "its representatives") and, further, shall be binding upon the undersigned and his/her heirs, personal representatives, successors and assigns. The Volunteer desires to engage in any and all activities related to being a YRNO volunteer, whether on or within the foregoing described premises or elsewhere. Such activities may include, but not be limited to, participating in the assembly of panels to be used in residential construction, participating in the construction and/or rehabilitation of residential buildings, working in the YRNO office, working at schools or other YRNO related sites, and/or doing committee and/or special event work, (any and all activities related to being a YRNO volunteer hereafter being referred to collectively as the "Volunteer's Activities"). The Volunteer understands that his/her engaging in the Volunteer's Activities may expose the Volunteer to dangers both from known and unanticipated risks.

**Release, Waiver and Assumption of Risk:** Acknowledging that such risks exist, and for and in consideration of the permission granted by YRNO to the Volunteer to engage in the Volunteer's Activities, the Volunteer does hereby FULLY and FINALLY RELEASE and DISCHARGE YRNO and its representatives from, and INDEMNIFY and HOLD HARMLESS YRNO and its representatives from and against, any and all claims, demands, actions, causes of action, suits, whether at law or equity or otherwise, and/or liability of any kind or nature whatsoever, for property damage and/or personal injury, including death, and any and all losses, damages, expenses, costs, fees and/or liabilities of whatsoever kind or nature in connection therewith (including, without limitation, attorneys' fees and court costs that may be incurred by YRNO), arising or resulting from, or in any manner related to, the Volunteer's engaging in the Volunteer's Activities, including, but not limited to, property damage and/or personal injury, including death, caused in whole or in part by the negligence of YRNO or its representatives or otherwise. The Volunteer recognizes, therefore, that if he/she is hurt and/or his/her property is damaged, while engaged in the Volunteer's Activities, the Volunteer will have no right, and hereby waives the right, to make a claim or file a lawsuit against YRNO or any of its representatives, even if YRNO or any of its representatives caused the injury or damage. The Volunteer hereby understands that the Volunteer's Activities include work that may be hazardous to the Volunteer, including, without limitation, construction, loading and unloading and transportation to and from the work sites. The Volunteer hereby expressly and specifically assumes the risk of injury or harm to his/her person, including death, and the risk of damage to personal property during the Volunteer's Activities and hereby releases YRNO and its representatives from any duty or obligation owed to the Volunteer. The Volunteer understands and fully recognizes that this Release discharges YRNO and its representatives from any liability or claim that the Volunteer may have against YRNO with respect to any bodily or personal injury, including death, or property damage that may result from the Volunteer's Activities with YRNO, whether caused by YRNO's negligence or otherwise. The Volunteer hereby releases and forever discharges YRNO and any of its representatives from any claim whatsoever which may arise or result from any first-aid treatment or medical service rendered in connection with the Volunteer's Activities.

**Photographic Release:** Volunteer does hereby grant, transfer and convey to YRNO all of the Volunteer's right, title, and interest in and to all photographic images, video or audio recordings, video or audio reproductions, films or motion pictures, radio or television broadcasts and any other reproductions or depictions (all collectively referred to as the "reproductions") of the Volunteer's Activities, or any part thereof, including, without limitation, pictures and sound of the Volunteer alone or with other persons through any and all media, whether now known or hereafter discovered. Such right, title and interest includes, without limitation, the right to any royalties, proceeds or other benefits derived from the reproductions of the Volunteer's Activities. The Volunteer hereby understands and acknowledges that YRNO shall have and own, in connection with the Volunteer's Activities, the sole and exclusive right to commercially exploit the Volunteer's Activities, and the Volunteer shall not reproduce, sell or otherwise use or exploit any of the reproductions of the Volunteer's Activities, or assist another party in doing any of the foregoing, without YRNO's prior written consent.

**Other:** Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by Louisiana law, and that this Release shall be governed by and interpreted in accordance with Louisiana law. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable. Volunteer consents to the receipt of future newsletters, mailings, and/or notices regarding YRNO via the postal service or electronic means if an email address is provided. YRNO will not knowingly sell or distribute the Volunteer's contact information to any other organization, or entity.

In Witness whereof Volunteer, the undersigned, has executed this Release in New Orleans, La on the date written above.

\_\_\_\_\_  
Volunteer Signature (Signature of parent or legal guardian if minor)

\_\_\_\_\_  
Volunteer Printed Name