



# 2019 Entrepreneurs House

## Volunteer Group Information Package



Twin Cities Habitat for Humanity's mission is to eliminate poverty housing from the Twin Cities and to make decent, affordable shelter for all people a matter of conscience.



# 2019 Entrepreneurs House Steering Committee

John Bergstrom, RiverPoint Investments

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Mik Gusenius, Cherry Tree Companies

Clarke Porter, Credly

Karen VanDerBosch, Ergodyne

[www.tc-house.org](http://www.tc-house.org)

## **Contact**

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## **Volunteer Coordinator**

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### Welcome

Thank you for being a part of the 2019 Entrepreneurs House. This build has been organized in support of Twin Cities Habitat for Humanity. During this experience we will bring together 40 to 50 entrepreneurial companies, investors and advisors to build a home in partnership with a low-income family.

Twin Cities Habitat for Humanity is committed to building the quality of life, health and prosperity of the 7 - county metro region through the preservation of homeownership – because homes and families are the foundation of successful communities. Twin Cities Habitat is best known for its homeownership program that builds and rehabs simple, quality homes in partnership with low-income families and the community. The homes are sold with affordable mortgages, making a 30-year commitment to each new homeowner and to the community in which they live.

### Volunteer Waivers, Dates and Location

Each volunteer needs to sign an online waiver prior to participating in a Habitat build project. To facilitate this Habitat has an online waiver system.

**Please see instructions further down in document for waiver details.**

**Location:** 581/583 Whitall Street, Saint Paul



# Entrepreneurs House History

## Wayne Atkins

Entrepreneurs House co-founder Wayne Atkins passed away on March 11, 2014, after a long battle with cancer. Wayne was an extraordinary leader who also served on Twin Cities Habitat for Humanity's board of directors and finance committee, among other civic contributions. Entrepreneurs House was very dear to Wayne as he watched it grow from inception to a program that has raised more than \$1 million for Habitat for Humanity. In memory of Wayne, the eHouse Steering Committee and Twin Cities Habitat for Humanity dedicated 2014's home: ***"The Wayne Atkins Entrepreneurs House."***



## Habitat for Humanity International

Since its founding in 1976, Habitat for Humanity has built or improved a stronger, more stable place to live for 13.2 million people worldwide. Habitat for Humanity International is a nonprofit, nondenominational Christian housing ministry. Habitat welcomes all people--regardless of race, religion, ethnicity or any other difference--to build simple, decent, affordable houses with those who lack adequate shelter. Habitat affiliates work locally in communities and in 70 countries around the world to select and support homeowners, organize volunteers and coordinate homebuilding. Homeowners are selected based on their need for housing, their ability to repay a mortgage and their willingness to work in partnership with Habitat. It is estimated that a new Habitat house is completed somewhere in the world every 21 minutes.

## Volunteer Groups

We hope to involve 40-50 companies and 750 individual volunteers on our 2019 build.

Each company can bring anywhere from 12-18 employees for either a single or multiple day commitment. In some cases, we may have companies with fewer volunteers team up with another smaller volunteer company. An important aspect and benefit of Entrepreneurs House is the opportunity for co-workers, as well as employees from other companies, to work together in a unique team building environment.

## Work Times

The workday is scheduled **8:30 AM - 4:00 PM** with a lunch break at approximately noon.

## Arriving at Work Site

Volunteers for each workday should plan to arrive at the site at **8:15 AM - 8:20 AM**. Our steering committee will have a representative on site to greet you.

Coffee will be available on most days.

Beginning at 8:30 a.m., the Habitat supervisor will officially address the group with information about work for the day, safety and logistics.

## Parking

The worksite is in a residential neighborhood. Street parking is available on nearby streets, but groups should try to carpool from their offices or other convenient locations to reduce congestion on site.



## Beverages & Lunch Break

Twin Cities Habitat does not provide lunch.

Volunteer groups should provide their own lunch as well as beverages for the day.

Many companies choose to have lunches delivered to them for convenience.

## Variety of Skills and Abilities

It is understood that volunteers will have a wide range of skills and abilities when building with Habitat for Humanity. Appropriate activities will be determined for each volunteer daily. Everyone is qualified to do something valuable for Habitat! An effort will be made at the beginning of each day to identify volunteers with relevant skills or background who will serve as leaders and coordinators among volunteers.

A paid site supervisor will be on site and will provide overall direction and supervision to volunteers.

## Age Requirements

For safety reasons, youth under the age of 16 are not allowed on site. All volunteers under the age of 18 must have adult supervision. Youth ages 16–17 are required to have one adult (21 years of age or older) for up to four youth.

## Safety, Insurance, and Waiver

You will be asked to sign a release and waiver of liability **prior** to working on the site. Please review the attachments for safety rules, insurance information, and a sample of the waiver form.

## Thank You

The Entrepreneurs House organizing committee and Twin Cities Habitat for Humanity greatly appreciate your involvement and **thank you** and your employer for your efforts.

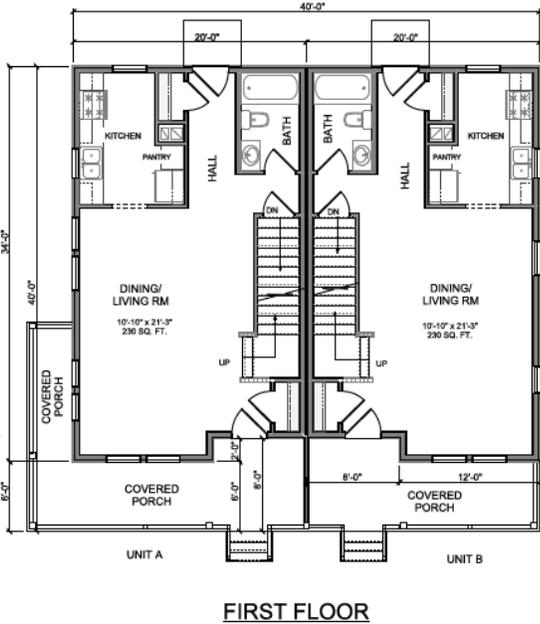
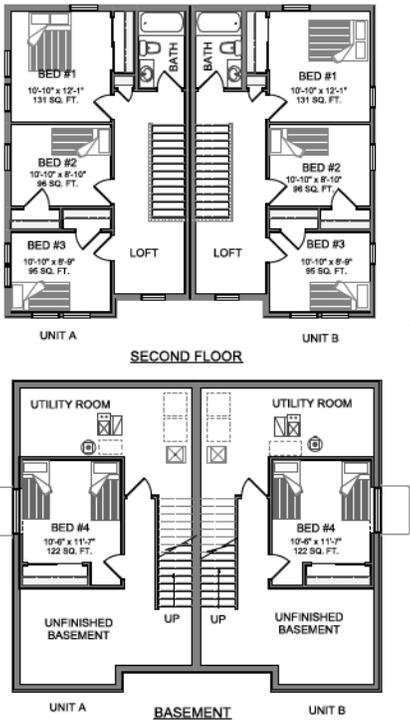
# 2019 Entrepreneurs House

581/583 Whitall Street, Saint Paul



- Project**
- New, multi-family twin homes
  - 4 bedrooms
  - 2 bathrooms
  - 2 stall detached garage
  - 1480 total finished square feet per unit
  - Covered porch

- Community**
- Over 350 Habitat homes build in Saint Paul since 1985

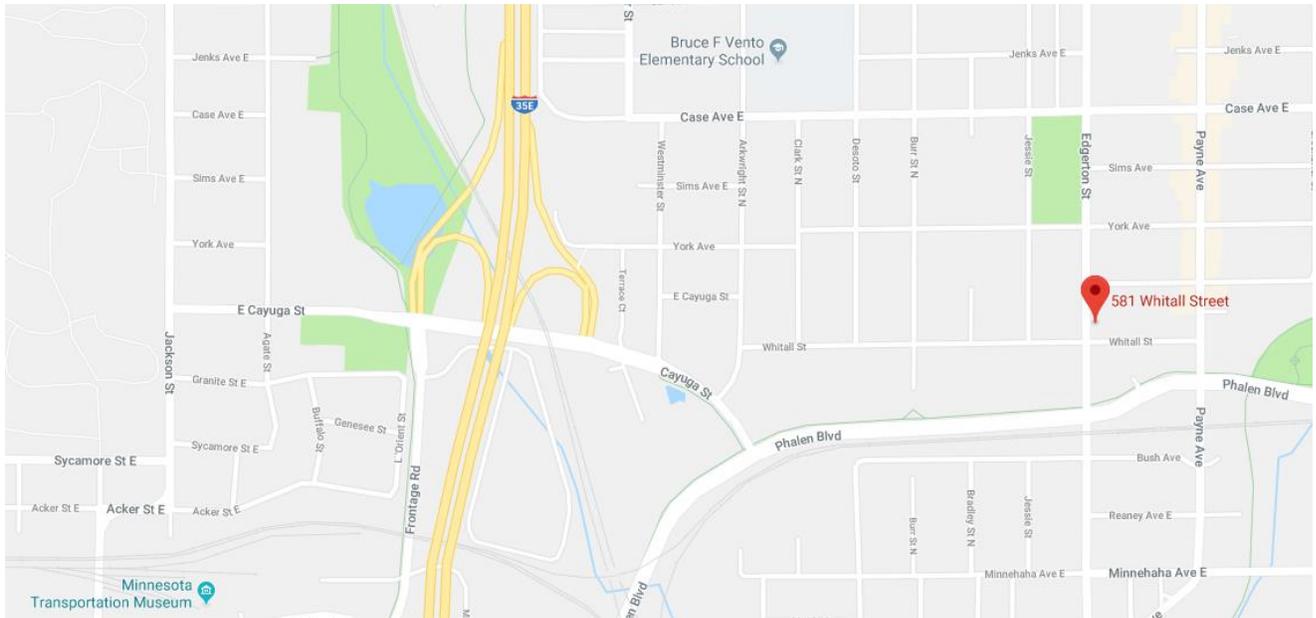


- Need for Affordable Housing**
- In Ramsey County, over 31% of families pay more than 30% of their income on housing. This can force families to forego other basic needs, such as food or medicine.
  - In Minnesota, more than 1 in 4 families sacrifice other needs like food and medicine to pay for rising housing costs.

# Driving Directions

## 581/583 Whitall Street, Saint Paul

The general direction of the home is pictured below



**Directions:** From the core cities take I94E to St. Paul. Then merge onto I35N. Continue for one mile before taking exit 108 for Cayuga Street. Turn left to take Cayuga West. Turn left onto Arkwright St N. After about 300 ft, turn right onto Whitall St. The site will be on the left.

***Please carpool if at all possible and have a great day on site!***



You can see a Google Map at the following link: <https://goo.gl/maps/y5fn654rXTn>

# Guidelines for Work Sites

## Tools:

- Tools are available on the worksite.
- If you choose to bring your own tools please label your them.
- Don't allow others to use your power tools without the site supervisor's permission.

## What to wear:

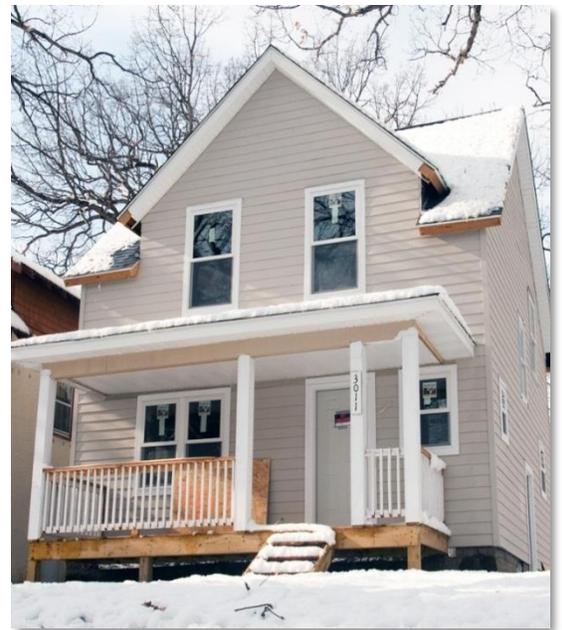
- Work boots or sneakers that are slip resistant and fully enclose the foot.  
\*Open-toe and open-heeled shoes are not allowed on site.
- Wear a hat and clothes that you won't mind tearing or staining.
- Dress in layers so that you can add or subtract depending on weather. We work rain, shine, or snow.
- Goggles and hard hats are provided, but you may want to bring your own.
- Bandanas and hats are encouraged to wear under hard hat.
- Please bring your own gloves if you would like them.
- Please bring your own refillable water bottle.
- Please bring your own sunscreen and sunglasses.

## Medical:

- Get a tetanus shot if necessary. Adults need a booster every ten years.
- Let the site supervisor and the people you are working with know if you have a medical condition of which Habitat should be aware of (e.g. allergies, asthma, heart problems).
- A first aid kit will be available on site as well as a telephone for emergency use.
- Should you need to be reached in case of an emergency our office can forward any information to the work site.  
Please call 612-331-4090.

## Age Requirements:

- For safety reasons, children under the age of 16 are not allowed on site.
- All volunteers under the age of 18 must have adult supervision.
- Youth ages 16-17 are required to have one adult (21 years of age or older) for up to four youth.



# Volunteer Insurance Coverage

Twin Cities Habitat for Humanity carries two types of insurance coverage for volunteers:

## Volunteer Accident Medical Insurance

This type of insurance is designed to cover volunteer workers participating in a Habitat sponsored activity in the event of accidental bodily injury or death. The policy is written on an excess basis if the injured volunteer has primary coverage. If the volunteer does not have primary coverage, then this program becomes the primary coverage.

## Volunteer Total Disability Insurance

This type of insurance is designed to cover volunteer workers participating in a Habitat sponsored activity in the event of an accident and they are out of their regular employment for a period of one week up to one year regardless of any other insurance. It provides a lost wage benefit for the volunteer.

**Twin Cities Habitat for Humanity requires that all volunteers sign a “Release and Waiver of Liability” form before participating in a Habitat sponsored activity.**



## Safety Rules for Volunteer Workers

1. Report any condition that looks unsafe to the site supervisor or construction assistant.
2. Wear a hard hat when someone is working above you, or if instructed to by a site supervisor.
3. Wear earplugs in high noise areas, or when operating power tools.
4. Wear safety glasses or other eye protection when operating power saws or other equipment that may throw off small hard particles.
5. Make sure blade guards are in place when operating power saws.
6. Use a dust mask when working in dusty atmospheres.
7. Wear leather gloves when handling wood or metal products.
8. Try to keep electrical power cords off the ground.
9. Avoid stepping on electrical power cords if they are on the ground, especially in wet areas.
10. Make sure that GFCI is in place before plugging in electrical power cords.
11. Do not use broken or malfunctioning tools, especially those with electrical problems. Please report any problems with tools to the site supervisor.
12. Do not use ladders as work platforms. Use scaffolding instead.
13. Do not use aluminum ladders around electrical power lines.
14. Make sure that guard rails and toe boards are in place when working on scaffolding platforms more than 10' high.
15. If you injure yourself, report to your supervisor immediately for first aid.
16. If someone else injures him/herself and is bleeding, report this immediately to your supervisor.
17. Do not enter a trench more than 5' in depth unless a co-worker is present on ground level to sound an alarm and render assistance in case of emergency.
18. If asbestos is present, avoid touching, handling, or disturbing it. Let specialists handle it.
19. If working with lead-based paint use extra precautions- wear a dust mask and wash hands before eating.
20. When lifting heavy objects, be careful not to strain your back. ASK FOR ASSISTANCE!

## Online Volunteer Liability Waiver Form

Twin Cities Habitat for Humanity requires that **all volunteers** sign a “Release and Waiver of Liability” form **before** participating in a Habitat sponsored activity.

The online process is designed to speed up on-site registration and completion of the required waiver.

Please complete the following steps before you arrive at the house for your scheduled volunteer day:

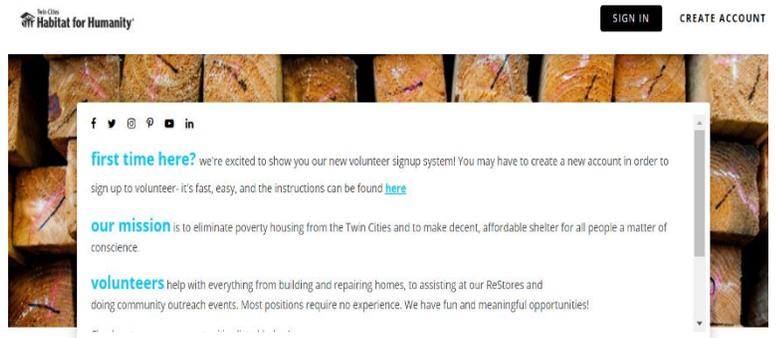
Go to: <http://entrepreneurs.tchabitat.volunteerhub.com/>

### Step One – sign in/create an account:

If you are an **Existing User** click on “sign in” at the top right corner, and then log in to your account.

If you are a **New User**:

- Click “Sign in”
- Choose 'Create an Account' to create a new profile
- Choose a username and password
- Leave the Join Code field blank (unless given a specific code) and click “Next”
- Identify skills or interests you have
- Fill out the required information including your emergency contact



### Step Two – sign up:

- Find the date of the opportunity that your company has selected.
- You will then be prompted to sign the volunteer liability waiver.
  - If the latest waiver is already on file in our system for you, you will not be prompted to sign another one.
- You will receive a confirmation email, confirming that you have registered for the event. This email will have any specific instructions as well as volunteer guidelines!
- Shortly before your volunteer day, you will receive a reminder email,
- If you have questions please contact our volunteer coordinator at [volunteer@tchabitat.org](mailto:volunteer@tchabitat.org) or call 612-305-7114

EXAMPLE ONLY

RELEASE AND WAIVER OF LIABILITY

PLEASE READ THIS RELEASE CAREFULLY,

IT IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

The undersigned volunteer has executed on the date below this Release and Waiver of Liability in favor of Habitat for Humanity International, Inc., and Twin Cities Habitat for Humanity, Inc., and their respective directors, officers, employees, and agents (collectively, "Habitat").

The Volunteer hereby freely and voluntarily executes this Release under the following terms:

**Activities.** I understand that my activities may include construction of and/or rehabilitating residential buildings, working in Habitat's offices, and or other related activities (the "Activities").

**Safety Rules.** I am required to follow all safety rules and procedures established at Habitat's sites.

**Release and Waiver.** I hereby release, forever discharge and hold harmless Habitat, and its successors and assigns, from any and all liability, claims and demands of whatever kind or nature, which arise or may hereafter arise from or in connection with my Activities with Habitat or my presence at a Habitat site. It is the policy of Habitat for Humanity that children under the age of 16 are not allowed to perform construction on worksites. It is further the policy of Habitat for Humanity that, while minors between the ages of 16 & 18 may be allowed to participate in construction work, using power tools, excavation, demolition, working on rooftops and similar activities are not permitted for anyone under the age of 18.

**Medical Treatment.** I hereby release and forever discharge Habitat from any claim whatsoever which arises on account of negligence of Habitat, or its officers, directors, employees, other volunteers, agents or otherwise in connection with any first aid, treatment, or service rendered in connection with my Activities with Habitat or my presence at a Habitat site.

**Assumption of Risk.** I hereby expressly and specifically assume any and all risk associated with my presence at any Habitat site and my Activities.

**Insurance.** I understand that Habitat does carry Volunteer Accident Medical and Disability insurance, but such insurance is secondary to my own insurance coverage. **Each volunteer is expected to obtain his/her own medical, health, travel, disability and other applicable insurance coverage.**

**Photographic Release.** I hereby grant and convey unto Habitat all right, title, and interest in any and all such photographic images, video or audio recordings made by Habitat during my Activities, including but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

**Other.** This Release is intended to be as broad as permitted by Minnesota law. If any clause or provision is 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.

\_\_\_\_\_  
Minor's Name (printed)

\_\_\_\_\_  
Parent or Guardian's Name (printed)

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Witness's Name (printed)