



House Captain

&

Skill Captain

Handbook

Rebuilding Together Baltimore

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www.RebuildingTogetherBaltimore.org

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Welcome To Rebuilding Together!

Dear Volunteer,

I want to thank you for giving your time and talents to Rebuilding Together. Volunteers are our greatest asset and we consider our organization fortunate to have great people like you on board!

Rebuilding Together was founded in 1989 as a response to the growing needs of low-income homeowners in the Baltimore area. We are part of a national network of 255 Rebuilding Together affiliates. As the nation's largest volunteer organization dedicated to preserving and revitalizing low-income houses and communities, Rebuilding Together is proud of its role in preserving America's housing stock and providing vital assistance to the people who have no place else to turn.

Since our first Rebuilding Day in 1990, our organization has refurbished over 875 homes of low-income, elderly, and disabled homeowners in the greater Baltimore area. This effort represents over \$4.9 million in value. Our program, which is planned and run almost exclusively by volunteers, is able to significantly leverage the donations of our sponsors.

Our primary activity each year is Rebuilding Day which occurs the last Saturday of every April. On that day, we mobilize over 800 volunteers to repair approximately 50 homes in two neighborhoods – one in Baltimore City and one in Baltimore County. In addition to the home renovations, we also undertake one or more community projects in each location. Our neighborhood focus allows us to not only impact individual homeowners, but also provide a significant, noticeable improvement to the community at large.

By choosing to volunteer for Rebuilding Together, you have become part of a national movement dedicated to improving the lives of low-income homeowners and revitalizing our local communities.

Thank you for being a part of Rebuilding Together, and for caring about your neighbors in need!

Sincerely,

Bonnie R. Bessor
Executive Director

House Captains & Skill Captains: Who Are You?

The House Captain is responsible for initiating and maintaining contact with the homeowner and volunteers and for coordinating with the homeowner and volunteers to ensure a successful Rebuilding Day. The House and Skill Captains should plan to meet the homeowner and inspect the home to determine the scope of work to be accomplished.

The Skill Captain is responsible for providing the technical pre-planning expertise, coordinating the materials estimate and labor requirements, and sequencing of activities on Rebuilding Day.

A good working relationship between the House and Skill Captains is important. Both should feel comfortable in sharing ideas and responsibilities as required to guarantee a team success.

Why Do You Need This Handbook?

The purpose of this handbook is to provide a resource to assist you in your role as House and/or Skill Captain. Use it as a reference and checklist.

Your first job as House or Skill Captain is to review this handbook to get an overview of your duties. The handbook contains a complete synopsis of your role as a Captain and the tools necessary to fulfill this role. It contains descriptions, procedures, checklists, and useful forms arranged chronologically in the order in which you will be doing various tasks.

Questions, Comments and Suggestions?

We welcome your questions, comments, suggestions, complaints, or just plain good news. Please call and let us know what you are thinking. Our Executive Director, Bonnie Bessor, will take your calls and/or faxes and/or email messages at:

Phone: (410) 889-2710
Fax: (443) 586-0785
or bonnie@RebuildingTogetherBaltimore.org

How is Rebuilding Together Baltimore Funded?

Rebuilding Together Baltimore provides all materials and labor for repairs through our donors and volunteers. Homeowners are not expected to pay for any material or services provided.

We receive funds from corporations, churches and synagogues, businesses, schools, civic organizations, foundations, associations, the government, and individuals. All donations are fully tax deductible and go directly to Rebuilding Together Baltimore.

Donations

If you or anyone you know wishes to make a donation, please make it payable to:

**Rebuilding Together Baltimore
1014 W. 36th Street
Baltimore, MD 21211**

Labor donations are also gladly accepted. Please contact our Executive Director, Bonnie Bessor, at 410-889-2710 for more information about our volunteer program.

Thank You for Your Generous Support!

GETTING READY FOR REBUILDING DAY

This section describes the things you need to do before Rebuilding Day and it provides some guidance in how to complete them. Please take the time to prepare yourself, your homeowner(s) and your crew for the day's activities, in order to assure the best possible results on your project.

Visiting Your Assigned House & Reviewing the Work

As soon as you receive your house assignment, you should do the following:

- 1) **Review the Home Inspection**—The home inspection is an overview of the needed work that has been observed by a Rebuilding Together volunteer. It will give you a good idea of what work is needed and what the priorities are.
- 2) **Meet with the Homeowner(s)** – House Captains and Skill Captains should make arrangements with the homeowner(s) to visit the home and introduce yourselves to the homeowner and their family.
- 3) **Inspect the Home** -Assess and/or review the work to be done. Your review of the initial inspection will have given you a good idea of the work that is needed. However, you should review everything thoroughly as well.
 - a. Make a complete list of tasks to be done.
 - b. You should take with you a flashlight, tape measure, paper and clipboard.
 - c. You may also want to take pictures of the work that needs to be done.
 - d. As a result of this review, you should be able to estimate not only the materials and supplies required, but also the number of volunteers needed.
 - e. Make sure you accurately estimate work that can be completed in 8 hours.
 - f. List all the prep work that needs to be done.
- 3) **HOME WORK SCOPE SUMMARY SHEET** – You must complete this form and return it to our office before you will be authorized to purchase materials.

Please submit this form NO LATER THAN April 3rd.

Send completed forms by email to: bonnie@RebuildingTogetherBaltimore.org

or

by fax: 443-586-0785

Developing a Relationship with the Homeowner

During your initial visit with the homeowner(s) and their family you should:

- 1) **EXPLAIN** - Summarize what Rebuilding Together Baltimore is all about and explain what Rebuilding Day will be like (a little chaotic and a lot of people!).
- 2) **WORK** - Describe work to be done on Rebuilding Day. Make NO promises! Describe how most of the volunteers will be unskilled and that skilled workers will be doing the more intricate tasks.
- 3) **PRIORITIZE** - Discuss with the homeowner their priorities and identify the areas that the Rebuilding Together program has identified as priorities based on the program's mission.
- 4) **LIMITATIONS** - Identify things that you will not be able to do.
- 5) **FAMILY** - Get the homeowner's family involved. This is a family and community spirited program. All able-bodied residents of the home are expected to work along with us. Also as the homeowner to have a neighbor, friend, or relative care for any young children and pets on Rebuilding Day.
- 6) **PREPARE** - Ask the homeowner to take down wall hangings, remove breakables, and put away valuables before Rebuilding Day. (Use your discretion if you feel the homeowner is unable to do this.)
- 7) **COMMITMENT** -Our commitment to the homeowner is to make their home a better place as best we can with the resources we have. The homeowner's commitment is to graciously allow our volunteers into their home, accept our work, and have all able-bodied persons work with us.

Planning the Work & Coordinating Volunteers

Once you have been assigned a home, you need to determine how many unskilled and skilled volunteers you will need. It is recommended that you have one volunteer identified to act as a secondary support person for the homeowner on Rebuilding Day. Also, make sure at least one Captain or volunteer has a truck or van to initially pick up materials, move them, and later remove excess materials and/or trash.

- 1) **SCOPE OF WORK**—Use the SCOPE OF WORK form to plan the tasks you hope to accomplish and estimate the amount of time, number of volunteers and prep work needed to be successful with the task. In addition to repair work, consider other things such as yard work, cleaning, trash removal, etc. that can be done by unskilled (or extra) volunteers.

Consider the following tips while you plan your scope of work:

- **TIME** - Do the jobs that will require waiting time first so you can finish them towards the end of the day.
- **VOLUNTEERS** - Plan to spread the volunteers around the home so that people are not tripping over each other. Also, identify other areas you could work in if you have volunteers with free time (i.e. yard work, washing windows, general cleaning, etc.).
- **TRASH** - If there is a large amount of trash to be hauled away, plan to get it out to the street early. You may not know exactly when a trash truck will be by your house. You will be notified by the Street Captain of the last pick up of the day.
- **SKILLED WORKERS** - Maximize your use of skilled volunteers. Make sure all the materials are ready. Clear out areas where they need to work so time is not wasted.

2) **SKILLED VOLUNTEERS/SKILLED TRADES PEOPLE** - Determine the number of skilled volunteers required based on the type of work. You must also decide whether one or more than one person with a particular skill is necessary, and you as House and/or Skill Captain, recruit the skilled persons needed. If you are unsuccessful or cannot obtain your own skilled volunteers, we will be glad to try and assist. Use the SCOPE OF WORK form to indicate to Rebuilding Together staff your need for skilled people. If a skilled person cannot be found, the repair cannot be done.

3) **COMMUNICATE**

- a. The week before Rebuilding Day (if not sooner), call or email all the volunteers on your team to inform them of the planned tasks for Rebuilding Day. During this phone call you should: Remind them of the day/date and make sure they're coming.
Start time 7:30-8:00 am / Finish time ~4:00-5:00 PM
- b. Briefly describe the work to be done and what task or tasks they will be assigned to.
- c. Share any important information about the homeowner, the home, or the family (i.e. medical conditions, individuals, potential problems, etc.).
- d. Ask them to bring needed tools and ladders (Rebuilding Together Baltimore does not provide these). Put names on them all.
- e. Identify any special skills the volunteer may have.
- f. Give directions to the home and parking instructions. Maps will be provided to House & Skill Captains.

We realize that the bulk of your work takes place before Rebuilding Day. It is important to prepare and plan so that Rebuilding Day goes smoothly and so that we provide what we have promised to the homeowner. PLEASE feel free to call us if you have any questions. That's what we're here for!

ON REBUILDING DAY

This section provides some guidance for Rebuilding Day. At the end, there is a checklist of important things you need to do on Rebuilding Day so that you can check each item off as it is completed. Remember that Quality Matters! Our job on Rebuilding Day is more than repairing a staircase, painting a wall, or fixing a broken light fixture. We are providing the homeowner(s) with a sense of renewal and dignity about a very important part of their lives - their home; a place where they have raised children, broken bread, and seen the joys and difficulties of life. Therefore, doing a quality job means leaving the home better than we found it!

Interacting with Volunteers

In the previous section, “Getting Ready for Rebuilding Day”, coordinating volunteers and planning the day were discussed. This section contains some specific considerations concerning volunteers on Rebuilding Day.

- 1) VOLUNTEER RELEASE FROM LIABILITY FORMS** -ALL volunteers MUST sign a waiver form. Have each volunteer sign one as soon as he/she arrives (or have it signed before Rebuilding Day). A sample of this form is provided. Please make as many copies as needed.
- 2) TOO MANY VOLUNTEERS** - Try to find unplanned work for them. If this is not possible, please call Headquarters. Perhaps they can be used elsewhere. **We strongly recommend that you minimize any time when volunteers are “just standing around”. It affects the morale of the homeowner, their family, and other volunteers on site.**
- 3) UNDER AGE VOLUNTEERS** - A portion of your volunteers may be between the ages of 14 (MINIMUM) and 18. A Parental Consent Release From Liability Form is required for anyone under the age of eighteen. If you have young people, try to pair them with older volunteers as opposed to them working as a group on a single project. Also, make sure they feel involved - ALL volunteers are equally valuable to the program!
- 4) DANGEROUS WORK** - It is very important that you do not allow volunteers to get into any dangerous situations. We do not want anyone hurt. For example, we cannot allow anyone to do any roof work or allow anyone to climb on a ladder past a second story.

Interacting with Homeowner(s)

During Rebuilding Day, it is important to take some time to talk with the homeowner(s). Give him/her a feeling that they are involved and that this day is as important to you as it is to them.

1) BEGINNING OF THE DAY

- a) As Captain(s), get to the home FIRST before your volunteers.
- b) Prepare the homeowner. Let him/her know where work will begin.
- c) Answer any questions the homeowner may have.
- d) Repeat the desire to “get the whole family involved”.
- e) **Have the homeowner sign the Homeowner’s Agreement and Release from Liability if it has not yet been signed. THIS IS VERY IMPORTANT!!!**

2) DURING THE DAY

- a) Keep in contact with the homeowner throughout the day. You may want to assign an additional volunteer other than the Captain(s) to assist with this effort.
- b) Keep the homeowner apprised of the progress being made.
- c) At your discretion, involve the homeowner in certain decisions.
- d) Ask the homeowner’s permission if anything unusual needs to be done.
- e) If a media crew arrives, prior to any interview, ask the homeowner’s permission to show or discuss the work being done. (See “Dealing with the Press”)

3) END OF THE DAY

- a) Take a few minutes to walk through the home with the homeowner to show him/her what has been accomplished.
- b) Provide any necessary instructions.
- c) **Have the Homeowner’s Waiver signed. THIS IS VERY IMPORTANT!!!**

Dealing With The Press

During the course of the day, the Press may visit your project. As the House Captain and/or Skill Captain, you are responsible for interacting with journalists, reporters and photographers. Be a good host. **The Press is our friend!** Good press relations can mean more support for Rebuilding Together Baltimore in the future. However, please remember that you are working on someone's home, and **get the homeowner's permission before doing an interview!**

When the Press arrives on your project, as House Captain and/or Skill Captain you should:

- 1) **STOP YOUR WORK** - Stop what you are doing as soon as possible and have someone else take your place at the task at hand so work can continue without interruption. PLEASE take time to talk with reporters and/or photographers.
- 2) **INTRODUCE** - Introduce yourself and the homeowner, spell names (so they'll be written correctly in the paper or on the screen!), and speak clearly.
- 3) **DISCUSS** - Be honest in answering questions. Suggested topics:
 - a) What you are doing.
 - b) How many volunteers are there. Background - ages, where from, etc.
 - c) Recognize the help of skilled trades people and any other labor, material, and/or supplies donations of which you may be aware.
 - d) Explain "neighbor helping neighbor" aspect and the good that comes from this project each year.
 - e) Know the history of Rebuilding Together Baltimore (see page 2 of this handbook).
 - f) Be proud of your group of volunteers and Rebuilding Together Baltimore!
- 4) **ACKNOWLEDGE THE SPONSOR** - Mention the name of your house sponsor. A sponsor is an organization, association, school, business, foundation, social group or religious group that supports Rebuilding Together Baltimore with a monetary donation.
- 5) **COOPERATE** -If they ask you to move a certain way for a better camera angle, please try to accommodate them unless doing so might lead to a dangerous situation.
- 6) **GET INFORMATION**—PLEASE get the name of the reporter, his or her affiliation, a phone number for follow-up and relay this information to us by phone at 410-889-2710 or by email to bonnie@RebuildingTogetherBaltimore.org.

REMEMBER: Good press means more support for next year!!!

Incidental Supplies

In more cases than not, you will find the need for additional materials and/or unanticipated supplies on Rebuilding Day. **It is going to happen no matter how hard we all work to plan ahead! Be prepared.**

If you find you need something else, here are a couple of rules to remember:

- 1) **CAPTAINS DO NOT GO** - Send another volunteer. It is important that you stay at the home at all times. You're the fearless leader(s)!
- 2) **GET AND SAVE RECEIPTS** –In the rush to get extra supplies, it's easy to forget this!

Clean Up

It is important that we leave the home better than we found it. Making the repairs or painting the room is not enough. We must clean all traces of our labors.

Make sure you leave time to clean up toward the end of the day. Trash should be placed in trash bags and disposed of continuously throughout the day. Leave any leftover paint with the homeowner for their future use. Hazardous waste should be disposed of properly - call Headquarters if you have any questions.

Any unused materials are to be returned to the store where they were purchased so as to minimize costs.

Unexpected Problems - BE PREPARED!

Let's face it, no matter how hard we all try; it is inevitable that unexpected difficulties will occur on Rebuilding Day. So, plan ahead and be ready to deal with the unexpected. It is hard to say what problems you may encounter, as each house is different and every project is unique. Some of the more commonly experienced "hurdles" are briefly discussed below:

- 1) **MORE EXTENSIVE REPAIRS** - Sometimes, when plaster, drywall, paneling or other materials are removed, hidden damage is discovered and decisions will need to be made:
 - a) Can you still make the repairs in one day?
 - b) If you cannot make the repairs in one day, perhaps some volunteers can return with you at another time.
 - c) Do you have the necessary supplies and materials to do the work?
 - d) If you do not have the necessary supplies, see if you can get them (See "Incidental Supplies"). Maybe the homeowner has useable materials in the basement? Maybe another team of volunteers has extra supplies? (Ask your Street Captain)
 - e) Do you have the skilled volunteers to do the work?
 - f) If you don't have the necessary volunteers for the additional project, contact Headquarters to see if others are available.
- 2) **MISSING MATERIALS** - See "Incidental Supplies" section above. Hopefully, this will not be a problem since you checked your materials and supplies before rebuilding Day. Also, another house near your home may have what you need!
- 3) **NO SHOWS** - Sometimes volunteers fail to show up. If you can get by without them, please do so. If not, Call Headquarters as soon as possible and every effort will be made to get you more warm bodies.

USE YOUR IMAGINATION -Though there are a variety of resources designed to assist you, the nature of Rebuilding Together Baltimore does not lend itself to taking a long time to solve problems. At times, you will need to be.

PLEASE do not open up a can of worms! As you work on Rebuilding Day, you may run into problems that become more serious. You must be careful not to create problems for which the homeowner is unprepared. If you leave a homeowner with more work than when you arrived, the resources to deal with it may not be available. This may cause bad feelings all around. You must balance what you do and try not to create problems. If you have a specific concern about the long-term safety or well-being of the homeowner or other residents, please pass it onto our Executive Director. She will do her best to connect the person with the right resources.

If you can get more extensive repairs completed, please do so. If some volunteers can help at a later date, please try to do this. Hopefully, if the original review was carefully planned, you should not encounter a problem.

AFTER REBUILDING DAY

Once Rebuilding Day is over, you have just one more small task that **only you** can do. You are the individual who is closest to **ALL** aspects of Rebuilding Together Baltimore. Your prime responsibility after Rebuilding Day is to evaluate the whole process so that we may improve the program and the quality of service that we provide to the community. Then you may sit back and bask in the warmth of the accomplishments **you and your team** have made!!!

The “**REBUILDING DAY 2004 HOUSE/SKILL CAPTAIN EVALUATION**” form will be sent to you following Rebuilding Day. Please complete it as soon as you can and return it to us.

THANK YOU!

THANK YOU ALL!

Rebuilding Together Baltimore is only possible through the efforts of dedicated volunteers and generous sponsors. Without all of you, Rebuilding Day could not happen. Please know that your time, effort, patience, cooperation, knowledge, compassion, hard work, and good will are all very much appreciated by the homeowners that you help.

Thank you very much for truly making a difference in your community!

APPENDIX: CHECKLISTS & FORMS

GETTING READY FOR REBUILDING DAY CHECKLIST

REBUILDING DAY CHECKLIST

SCOPE OF WORK (2 pages)

VOLUNTEER'S AGREEMENT AND RELEASE FROM LIABILITY

PARENTAL CONSENT AND RELEASE FROM LIABILITY FOR MINOR

HOMEOWNER'S AGREEMENT AND RELEASE FROM LIABILITY

HOMEOWNER'S WAIVER

GETTING READY FOR REBUILDING DAY CHECKLIST

- ___ Visit assigned home and meet the homeowner(s)
- ___ Inspect the work that needs to be done and tell them what you can and cannot do
- ___ Inspect the home for unsafe or unhealthy conditions that may not be on the home inspection form, such as loose steps or handrails, tripping hazards inside and outside, water leaks, poor lighting, dirty furnace filters, faulty wiring, broken locks, missing weather stripping.
- ___ Check for smoke detectors on each floor and see if they are in working order
- ___ Take pictures and/or measurements of existing conditions in order to plan the work, prepare an estimate, and order materials and supplies for Rebuilding Day
- ___ DO NOT MAKE ANY PROMISES about how much work you will be able to complete
- ___ Ask homeowner(s) to take down wall hangings and remove breakables in work areas, put away valuables, and remove or restrain pets before you arrive on Rebuilding Day
- ___ Complete and submit the "SCOPE OF WORK FORM"
- ___ Plan Rebuilding Day activities and assign tasks to volunteers
- ___ Purchase supplies and materials and make arrangements to get them to the jobsite
- ___ Perform any preliminary work that may be required before Rebuilding Day
- ___ Call the homeowner(s) the night before Rebuilding Day as a last minute reminder

REBUILDING DAY CHECKLIST

- ___ Collect signed "VOLUNTEER'S AGREEMENT AND RELEASE FROM LIABILITY" forms from all volunteers working on your project
- ___ Collect signed "PARENTAL CONSENT AND RELEASE FROM LIABILITY FOR MINOR" forms from parents or legal guardians of all minor volunteers
- ___ Have homeowner sign "HOMEOWNER'S AGREEMENT AND RELEASE FROM LIABILITY" form before work begins
- ___ Collect trash and place it in the designated area for collection as early in the day as possible
- ___ Have fun and try to get the homeowner(s) and family members involved in the work
- ___ Ask the homeowner's permission if anything unusual needs to be done
- ___ Take pictures: before and after photos, pictures of people in action, and be sure to ask a Street Captain to get a shot of the entire crew, behind your sign, in front of your project
- ___ Review the progress of the work and keep homeowner(s) informed throughout the day
- ___ Clean up all trash and remove all unwanted traces of your work
- ___ Return borrowed, unused, and/or extra materials
- ___ Do a walk-through with the homeowner(s) to show him and/or her what has been accomplished, answer questions and provide any necessary instructions
- ___ Have homeowner(s) sign "HOMEOWNERS WAIVER" form
- ___ Have all signed forms delivered to Headquarters, advise of incomplete work and sign-out
- ___ If work was started but not finished by the end of the day, please call 410-889-2710 on the following Monday to report your plans for completing the work that remains

SCOPE OF WORK



Homeowner's Name: _____ House #: _____

Team Name: _____

House Captain's Name: _____ Phone #: _____

Skill Captain's Name: _____ Phone #: _____

I will purchase the materials I need and submit receipts to you for reimbursement

I will need an advance

Please check one:

I will provide my own skilled trades people (Electricians, Plumbers, Carpenters)

I need help from Rebuilding Together staff finding skilled trades

Please list tasks you need skilled trades for: _____

Please list the tasks, materials needed, your estimate of time and volunteers needed to complete the task, and any prep work needed from your team or the homeowner. Feel free to type directly into this form (the cells will expand as you type), then e-mail or fax it to the Rebuilding Together office.

Task (LOCATION AND BRIEF DESCRIPTION)	Materials Needed	Time required	Number of volunteers needed	Prep work (needed including tasks you need the homeowner to do to help prepare)	Purpose W = Warmth S = Safety D = Drier I = Independence CR=Community Revitalization C = Cosmetic

Task (brief description)	Materials Needed	Time required	Number of volunteers needed	Prep work needed	Purpose W = Warmth S = Safety D = Drier I = Independence CR=Community Revitalization C = Cosmetic

Please submit to Rebuilding Together Baltimore NO LATER THAN April 3rd 2006

By fax: 443-586-0785

By email: bonnie@RebuildingTogetherBaltimore.org

**By U.S. Mail: 1014 W. 36th Street
Baltimore, MD 21211**

Rebuilding Together Baltimore
VOLUNTEER'S AGREEMENT AND RELEASE FROM LIABILITY

1. **Voluntary Participation:** I acknowledge that I have voluntarily applied to assist in the Rebuilding Together Baltimore Home Repair Project ("Project"), a project in which volunteers repair the homes of disadvantaged persons. I understand as a volunteer that I will not be paid for my services, that I will not be covered by any medical or other insurance coverage provided by Rebuilding Together Baltimore, and that I will not be eligible for any Workers Compensation benefits.

2. **Release:** In consideration of the opportunity afforded me to assist in this Project, I hereby agree that I, my assignees, heirs, guardians, and legal representatives, will not make a claim against Rebuilding Together Baltimore, or any of its affiliated organizations, or either of their officers or directors collectively or individually, or the supplier of any materials or equipment that is used by the Project, or any of the volunteer workers, for the injury or death to me or damage to my property, however caused, arising from my participation in the Project. Without limiting the generality of the foregoing, I hereby waive and release any rights, actions, or causes of action resulting from personal injury or death to me, or damage to my property, sustained in connection with my participation in the Project. I further consent to the unrestricted use by Rebuilding Together Baltimore, Inc. and/or person(s) authorized by them of any photographs, recordings, interviews, videotapes, motion pictures, or similar visual recording of me.

SIGNED this _____ day of April, 200__, in Baltimore, Maryland

House Number

Volunteer (Signature)

Witness (Signature)

Name (Please print)

Name (Please print)

Address

City / State / Zip

Telephone

Rebuilding Together Baltimore
PARENTAL CONSENT AND RELEASE FROM LIABILITY FOR MINOR

1. **Voluntary Participation:** I acknowledge that my child _____ is at least fourteen (14) years of age and has voluntarily applied to assist in Rebuilding Together Baltimore Home Repair Project (“Project”), a project in which volunteers repair the homes of disadvantaged persons. I understand as a volunteer that my child will not be paid for his/her services, that he/she will not be covered by any medical or other insurance coverage provided by Rebuilding Together Baltimore, and that he/she will not be eligible for any Workers Compensation benefits.

2. **Release:** In consideration of the opportunity afforded my child to assist in this Project, I hereby agree that I, my child, my assignees, heirs, guardians, and legal representatives, will not make a claim against Rebuilding Together Baltimore, or any of its affiliated organizations, or either of their officers or directors collectively or individually, or the supplier of any materials or equipment that is used by the Project, or any of the volunteer workers, for the injury or death of my child or damage to his/her property, however caused, arising from his/her participation in the Project. Without limiting the generality of the foregoing, I hereby waive and release any rights, actions, or causes of action resulting from personal injury or death to my child, or damage to his/her property, sustained in connection with my participation in the Project. I further consent to the unrestricted use by Rebuilding Together Baltimore, Inc., and/or person(s) authorized by them of any photographs, recordings, interviews, videotapes, motion pictures, or similar visual recording of my child.

SIGNED this _____ day of April, 200____, in Baltimore, Maryland

Parent / Guardian (Signature)

Witness (Signature)

Name (Please print)

Name (Please print)

Address

City / State / Zip

IN CASE OF EMERGENCY, PLEASE CONTACT ME AT: _____

HOME ASSIGNMENT and/or VOLUNTEER GROUP: _____

Rebuilding Together Baltimore

HOMEOWNER’S AGREEMENT AND RELEASE FROM LIABILITY

1. **Voluntary Participation:** I acknowledge that I have voluntarily applied to the Rebuilding Together Baltimore Home Repair Project (“Project”) for repairs to my home to be performed by volunteers.

2. **Release:** In consideration of the opportunity afforded me to participate in this Project, I hereby agree that I, my assignees, heirs, guardians, and legal representatives, will not make a claim against Rebuilding Together Baltimore, or any of its affiliated organizations, or either of their officers or directors collectively or individually, or the supplier of any materials or equipment that is used by the Project, or any of the volunteer workers, for the injury or death to me or damage to my property, however caused, arising from my participation in the Project. Without limiting the generality of the foregoing, I hereby waive and release any rights, actions, or causes of action resulting from personal injury or death to me, or damage to my property, sustained in connection with my participation in the Project. I further consent to the unrestricted use by Rebuilding Together Baltimore and/or person(s) authorized by them of any photographs, recordings, interviews, videotapes, motion pictures, or similar visual recordings of me, my family, and/or my home.

3. **Knowing and Voluntary Execution:** I HAVE READ THIS AGREEMENT AND I FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF ALL LIABILITY AND A CONTRACT BETWEEN MYSELF AND REBUILDING TOGETHER BALTIMORE, AND I SIGN IT OF MY OWN FREE WILL.

SIGNED this ___ day of April, 200___, in Baltimore, Maryland

Homeowner (Signature)

Witness (Signature)

Name (Please print)

Name (Please print)

Address

City / State / Zip

Telephone

**Rebuilding Together Baltimore
HOMEOWNER'S WAIVER**

DATE: _____ HOUSE # _____

I (we) acknowledge my (our) complete satisfaction with the repair work performed today on my (our) home by volunteers organized by Rebuilding Together Baltimore, Inc. I understand there will be no charge to me for materials and/or services rendered.

Homeowner(s) Signature(s)

Name (Please print)

Address

City / State / Zip

Telephone