



*Partnering the needs of some with the willing hands of others*

### **Volunteer Information**

*Neighbors Helping Neighbors* connects volunteers, volunteer groups, and organizations with eligible Shawnee residents whose homes require maintenance and/or repair. If you wish to become a volunteer please read this brochure and complete the waiver on the last page.

As a volunteer, you are asked to help residents of Shawnee, who meet certain eligibility requirements, to stay in their home by providing limited occasional services such as:

- Trash removal
- Yard Maintenance
- Snow removal
- Lawn mowing
- Limited plumbing and electrical repair
- Exterior painting
- Raking leaves
- Trimming branches
- Washing windows
- Changing light bulbs
- Changing smoke alarm batteries
- Turning mattresses
- Some city-issued codes violations

## How It Works

- Volunteers must provide their name, email address, phone number, and sign a waiver before they can assist in this program.
- Once an application for help from a resident has been received and vetted by the Volunteer Program, a simplified version of the request will be added to the list of requests and emailed to the volunteers.
- Requests will be emailed once a week. (Unless there are no requests).
  - If you wish to help a resident, simply insert your name beside that request and email back.
  - Or if you have questions or need more information just email back.
- When two volunteers have signed up for a request they will receive additional details about the project, the applicant, and contact information for each other.
  - Some jobs only require a single volunteer (ex. Lawn mowing, snow removal)
- One volunteer will be encouraged to contact the other within two days. Then, between the volunteers, one will call the resident to determine a time for a visit or if the request is simple, to start the work.
- When you arrive at the residence please introduce yourselves to the resident and learn as much as you can about the project. If you determine that the request is different than expected; that it cannot be completed for any reason; or if you feel the situation poses risks or dangers, you have the right to leave. When that happens please contact the Volunteer Coordinator, Elizabeth Griffith (913-742-6244), immediately and tell the resident that someone will make contact soon to make other arrangements.
- When appropriate, supplies such as paint, parts, and lumber, will be provided for the project. However, volunteers are expected to provide their own supplies such as gloves, paintbrush, shovel, basic tools, and so on.
- If you are asked to take on additional tasks (not previously identified) it is your choice whether you complete them. You should always contact the Volunteer Coordinator (913-742-6244) to update the information for the applicant.
- Please make every effort to complete the task within three weeks of your initial contact with the resident. If this is not possible, please contact the Volunteer Coordinator.
- Once the task has been completed please let the Volunteer Coordinator know. A survey will be emailed to you to get your input about what went well and what did not go well.
- And finally, we hope that all volunteers will be able to complete at least two requests each year.

## Weekly Emails

Every Monday please look for an email showing requests that need to be addressed. For most requests, two volunteers must sign up and once a match has been made, the request will be removed from the list. This is what the email with the list of requests will look like:

The request	Location	First Posted on	I want to volunteer
Haul away downed tree limbs	Johnson Dr and Nieman	6/12/2017	Name _____ Name _____
Trimming bushes	Quivira and SMP	6/12/2017	Name _____ Name _____
Lawn mowing	Pflumm and 56 <sup>th</sup> st.	6/5/2017	Name _____ Name _____

Once at least two volunteers have signed up to help, you will receive further details such as the resident's name, phone number, and exact address. Any additional details about the request may be communicated, such as homeowner has an axe or chainsaw that volunteer has permission to use.

If you are a representative of a group, there is no need for a second name on the list- as you will have additional volunteers with you.

If you or anyone you know has a business that would like to occasionally donate their services, please have them contact the Volunteer Coordinator.

# VOLUNTEER CONSENT TO PARTICIPATE WAIVER AND HOLD HARMLESS AGREEMENT

Volunteer wishes to participate in a community service project for the City of Shawnee. As a participant, the Volunteer will be involved in Neighbors Helping Neighbors.

The Volunteer understands that all activities are VOLUNTARY and that the Volunteer does not have to participate.

The Volunteer understands that while volunteering the Volunteer may have access to confidential information and agrees that the Volunteer will never disclose or use such confidential information for any unauthorized purposes.

The Volunteer understands, stipulates and agrees that this document is complete unto itself and there are no other representations, inducements, agreements or promises extended by the City of Shawnee and not stated herein as a term to this Agreement.

## RELEASE OF LIABILITY - READ BEFORE SIGNING BELOW:

By signing this Agreement, I hereby further certify that I have carefully read this Agreement, fully understand its contents, and am aware that I am releasing certain legal rights that I otherwise may have, and that I enter into this Agreement on behalf of myself, my family and heirs, and that I do so of my own free will.

1) I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS the City of Shawnee, its directors, officers, officials, agents, employees, volunteers, other participants ("Releasees"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property incident to my involvement or participation in these programs, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law;

2) I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,

3) I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY INDEMNIFY AND HOLD HARMLESS all the above Releasees from any and all liabilities incident to my involvement or participation in these programs, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent permitted by law.

Volunteer's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Volunteer's Name (PRINT) \_\_\_\_\_

## CONTACT INFORMATION

Telephone Number \_\_\_\_\_ (Cell / Home) Date of Birth (mm/dd/yyyy) \_\_\_\_\_

Email Address \_\_\_\_\_

*For applicants under the age of 18*  
Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this signed waiver to Elizabeth Griffith, 11110 Johnson Dr., Shawnee KS 66203 or email to [egriffith@cityofshawnee.org](mailto:egriffith@cityofshawnee.org) or fax to: 913-631-7351 Attn: Volunteers**