

Volunteer Handbook

updated February 2026



Habitat for Humanity[®]

of the Greater La Crosse Region

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A note from our Executive Director:

Dear Volunteer:

I would like to be one of the first people to welcome you to Habitat for Humanity of the Greater La Crosse Region and into its incredible mission of building houses with families in need all over the world. The time that you so generously give to our organization will be transformational, not only for our neighbors who need a decent place to live, but for entire communities. I am excited that you will be joining in and contributing to that transformation.

I invite you to review this handbook carefully as it explains the benefits and responsibilities of your role as a volunteer. As a volunteer of Habitat for Humanity of the Greater La Crosse Region, you will serve as an ambassador of our mission. As such, please feel free to stop into my office at any time should you have any questions or wish to talk. My door is always open to you; you can reach me at kahya@habitatlacrosse.org.

I am grateful that you have chosen to join us. I'm also confident you will find your time with us personally and professionally challenging, stimulating, enjoyable and rewarding. Thank you so much for sharing your time, energy, and talents with us! Welcome to Team Habitat!

Very sincerely,

Kahya Fox, Executive Director
Habitat for Humanity of the Greater La Crosse Region

Handbook Introduction:

The purpose of the handbook is to provide a basic overview of the policies and procedures that provide all of us with guidance and direction. As a volunteer, you are provided with a safe work environment, necessary job training, supervision, evaluation, and recognition. In return we expect you to honor your commitment to Habitat for Humanity of the Greater La Crosse Region, respect other volunteers and staff, and perform your assigned duties to the best of your abilities.

As our organization grows and changes, there will be a need to modify policies, practices, and other information in this handbook. When such changes occur, you will be notified by an announcement or update. It is our responsibility to keep you informed. You can also opt into receiving weekly communications on upcoming volunteer opportunities. If you have any questions or need any clarification of the information contained in this handbook, please contact the Volunteer Coordinator at 608-785-2373 ext 103 or by emailing volunteer@habitatlacrosse.org

Our Mission

Bring people together to provide and preserve affordable housing opportunities and create a community where all feel they belong.

Our Vision

A Coulee Region with ample, quality housing options and healthy, sustainable communities for all.

Our Values

- Committed to equity and justice: We recognize the historical and contemporary injustices that exclude countless individuals from homeownership, and we dedicate ourselves to addressing and repairing these harms.
- Rooted in faith in community: We honor the traditions and values of our founders, and we respect the needs and challenges of our local community as we together seek solutions for affordable housing.
- Driven to innovate: We believe our mission calls us to be creative in our work. We look for fresh solutions and partnerships to solve the problems facing our community.
- Called to advocate: We demand forward-thinking from our elected officials and work to keep the critical need for quality, affordable housing at the forefront of policy makers' minds.
- Committed to reuse and environmental sustainability: We believe healthy land and water are essential to a sense of home and belonging. Sustainable practices are embedded in our programs.
- Committed to equitable and just housing access: We draw inspiration from Habitat for Humanity's roots on Koinonia Farm, where racial and economic equity formed the bedrock of a thriving community. In that tradition, we seek solutions to the ongoing injustices that exclude countless individuals from homeownership. The lack of access to safe, affordable housing overwhelmingly affects communities of color and those with limited resources. We strive to dismantle these barriers through equitable housing opportunities, inclusive partnerships, and advocacy for systemic change.

Non-Proselytizing Policy:

Habitat for Humanity International (HFHI) and its affiliated organizations will not proselytize. Nor will Habitat for Humanity work with entities or individuals who insist on proselytizing as part of their work with Habitat for Humanity. This means that Habitat for Humanity will not offer assistance on the expressed or implied condition that people must adhere to or convert to a particular faith or listen and respond to messaging designed to induce conversion to a particular faith. To put it simply, we welcome all individuals from all walks of faith, and belief systems; and we are not in the business of changing anyone's faith or beliefs!

History of Habitat for Humanity



Linda and Millard Fuller (left) Koinonia Farm historical photo (right)

The idea that became Habitat for Humanity first grew from the fertile soil of Koinonia Farm, a community farm outside of Americus, Georgia, founded by farmer and biblical scholar Clarence Jordan.

On the farm, Jordan and Habitat's eventual founders Millard and Linda Fuller developed the concept of "partnership housing." The concept centered on those in need of adequate shelter working side by side with volunteers to build decent, affordable houses. The houses would be built at no profit. New homeowners' house payments would be combined with no-interest loans provided by supporters and money earned by fundraising to create "The Fund for Humanity," which would then be used to build more homes.

Beau and Emma were the owners of the first home built by Koinonia's Partnership Housing Program. They and their five children moved into a concrete-block home with a modern kitchen, indoor bathroom and heating system, replacing the unpainted, uninsulated shack with no plumbing where they had previously lived.

In 1973, the Fullers decided to take the Fund for Humanity concept to Zaire, now the Democratic Republic of Congo. After three years of hard work to launch a successful house building program there, the Fullers then returned to the United States and called together a group of supporters to discuss the future of their dream: Habitat for Humanity International, founded in 1976.

The times have changed, the build site locations have grown in number, but the very real change that Beau and Emma's family experienced is shared by families today who partner with Habitat to build or improve a place they can call home. Thanks in no small part to the personal involvement of U.S. President Jimmy Carter and his wife Rosalynn and the awareness they have raised, Habitat now works in all 50 states in the U.S. and in more than 70 countries.

Affiliate Programs

For more information including a list of our staff and Board of Directors, please visit our website at www.habitatlacrosse.org/who-we-are/about-us/meet-our-team

Building Homes

- Habitat for Humanity of the Greater La Crosse Region builds and rehabilitates homes in partnership with income-qualified families in our service region. We do not give houses away for free. Instead, homes are sold to selected households and financed through affordable mortgages that may contain a below market interest rate. Applicant(s) must live in Wisconsin or Minnesota to be eligible.
- Selection criteria includes a willingness to partner: a partner family must commit to at least 150 hours of sweat equity, working alongside volunteers on Habitat projects. You must take homeowner education and credit counseling classes prior to purchasing your house, and you must turn in all application materials on time.

RePair

- Need help with a home improvement project? Our RePair Program offers general handyman and contracting services for any homeowner in our service area, regardless of income. We specialize in small repairs under \$7,500, and all proceeds support Habitat's mission. Get your to-do list done while giving back to your community.
- Projects that require 100% of the work to be completed by a licensed electrician, plumber, or HVAC technician are not eligible, as our Habitat contractors are not certified for specialized trade work. We evaluate each request to determine what tasks fall within our safe and legal scope.

ReStore

- The ReStore is open to the public Tuesday - Saturday 10:00am - 6:00pm. We sell new and gently used furniture, appliances, building supplies, home goods, and more. Habitat uses 100% of ReStore profits to build and repair homes in the Greater La Crosse Region.
- Looking to donate? Visit our website to see a list of items we can and cannot take. The ReStore also offers standard free pick-up; current availability is usually within 2 weeks. All donated items must be outside of the home or in a garage, easily accessible and protected from adverse weather.

ReClaim

- When a building is about to be demolished or renovated, our ReClaim crew can carefully remove materials from homes and businesses and use them to support Habitat's mission, rather than sending them to the landfill.
- This is a free service! Items are sold at the ReStore; we also install many ReClaim items in our current construction and rehab projects. This approach exemplifies the idea of a circular economy, where products are reused rather than replaced with something new.

ReNew the Block

- Habitat's first ReNew the Block location is the block at Avon Street in La Crosse between Sill and Clinton Streets, incorporating 29 city parcels, Logan Middle School, and city boulevards and sidewalks. Our work is tailored to the unique opportunities and challenges of the neighborhood. Designed in partnership with residents and students, ReNew transforms a portion of the Logan Northside Neighborhood into a sustainable oasis our entire community can enjoy.

Volunteer Opportunities

Volunteer with Habitat for Humanity of the Greater La Crosse Region and you will play a vital role in our mission to create a community where all feel they belong. Along the way, you'll meet new friends and get connected to the community. You will see tangible results and work alongside our partner families. It's a rewarding and fun opportunity to make a real difference!

After submitting the online application, folks are asked to schedule a brief orientation conversation in the office or over the phone to review this handbook and safety videos before registering on the volunteer calendar. Volunteers can also opt into a weekly newsletter that includes updates on various opportunities to lend a hand. Dates and times vary; some of these include:

Construction

- Want to swing a hammer to help build a home for a family in need? You don't need any construction experience - we'll teach you everything you need to know and provide you with all the tools to get the job done safely.

ReStore

- Help out at the La Crosse Region's go-to discount home improvement store. Volunteers work as cashiers, receiving assistants, merchandisers, material recyclers, and donation pick-up drivers.

ReClaim

- If you like salvage, reuse, historic materials, and taking things apart, this is the role for you! Our hands-on ReClaim crews safely remove materials like kitchen cabinets, appliances, doors, windows, and flooring from homes and buildings. ReClaim projects are always interesting and never in the same place for very long.

Sustainability

- Get outside! Join us at the ReStore to help with lawncare, gardening, and harvesting our fruits and vegetables. Our ReStore property features a beautiful native landscape, and we need your help to keep it in good shape. Other sustainability projects (like ReNew the Block) are variable; volunteer shifts will be shared as they are scheduled.

Advocacy

- We believe everyone has a right to safe, affordable housing. But right now, the average Wisconsinite cannot afford the average Wisconsin home. Get involved and help us build a community where all feel they belong! Habitat advocates for legislation and policy changes on the local, state, and federal level. To get started, review resources from [La Crosse Housing Week](#) linked here.

Office/ Events

- Do you have a skill that would help us stay organized and promote Habitat's mission? Volunteering at our office (located at the ReStore) is a great way to be involved in our efforts and participate in events, committees, fundraising, and advocacy work.
- Annual events we loop volunteers into include Women Build (March), Neighbors Day (April), community tabling opportunities like Artspire (June) and Pride (September), and ReNew the Block.

Expectations & Responsibilities

It is Habitat for Humanity La Crosse's aim to encourage people to work together to achieve Habitat's mission by creating an environment that supports the diversity of people and their ideas. Habitat La Crosse is committed to supporting high standards of business ethics in every aspect of its operation. Habitat La Crosse recognizes that people work best when they know what is expected of them and, in turn, expect volunteers to follow rules of conduct that will protect the interests and safety of all Habitat La Crosse volunteers and staff.

- Volunteers are expected to fully support the mission of Habitat for Humanity La Crosse and embrace the core values.
- Volunteers must always remain respectful and courteous when interacting with the public, Habitat staff, fellow volunteers, and partner families.
- Volunteers must be on time for their shift – if you are going to be late or unable to volunteer for your shift, contact the Volunteer Coordinator as soon as possible.
- Volunteers must register online beforehand using the Giveffect calendar. Hardcopy sign in sheets are provided on jobsites for documentation of hours, as well. Closed-toed shoes are required at all times.
- Do not divulge confidential information on fellow volunteers, staff, or partner families.
- Habitat for Humanity La Crosse is not responsible for any lost or stolen items. Please keep your valuables safe. A safe location will be offered for your valuables upon request.
- Volunteers must not promote any commercial products, religious doctrines or beliefs, or political candidates/ parties during their volunteer assignment.
- If at any time you encounter a problem or have a question during your volunteer assignment, please notify the supervisor overseeing the particular project that you are involved with. They will take the necessary steps to correct the issue/problem. If you still have further questions, please contact the Volunteer Coordinator.
- Volunteers wishing to terminate their assignments at Habitat must notify their supervisor as soon as possible.
- Comply with the policies and procedures of the organization.

Policies & Procedures

Anti-Harassment Policy

Habitat for Humanity of the Greater La Crosse Region is committed to providing an environment free of unlawful harassment, which includes harassment based on race, color, religion, sex, national origin, age, disability, and any other basis of discrimination covered by applicable federal, state, or local law.

Habitat for Humanity of the Greater La Crosse Region strongly disapproves of and will not tolerate unlawful harassment of volunteers by other volunteers, and staff members. Similarly, the organization will not tolerate unlawful harassment of its volunteers by non-volunteers and non-staff members with whom the volunteers are in contact with. (For example, customers at the ReStore, or neighbors near construction sites).

Habitat for Humanity of the Greater La Crosse Region's policy is that any form of unlawful harassment (including, but not limited to, verbal, physical, sexual, and visual harassment) is unacceptable and will not be tolerated. Any staff member who harasses another staff member or volunteer will be subject to disciplinary action up to and including termination of employment/volunteer position. It is the obligation of all directors, managers, supervisors, staff members, and volunteers of the organization to provide a work environment free of unlawful harassment.

Definition of Harassment

Harassment includes verbal, physical or visual conduct that creates an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance. Additionally, sexual harassment includes any request or demand for sexual favors that is implicitly or expressly a condition of employment or continued employment. Harassment also includes offensive sexual, racial, or ethnic slurs, jokes, or other similar conduct.

Examples of inappropriate and prohibited workplace behavior are as follows:

- Any conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made a term or condition of employment or service or is used as the basis for decisions affecting an individual's employment or service.
- Displaying or distributing sexually suggestive objects, pictures, magazines, cartoons, or posters.
- Offensive comments, jokes, innuendoes, gestures or other conduct regarding an individual's sex, age, race, color, creed, religion, disability, sexual orientation, citizenship status, national origin, marital status, veteran status or any other characteristics protected by applicable federal, state, or local law.
- Inappropriate written communication, such as offensive letters, posters, notes, through e-mail or otherwise.
- Inappropriate or unwelcome physical conduct, such as unwanted touching, grabbing, or groping, leering or sexual gestures.

These examples are not intended to be exhaustive and are not meant to exemplify what may or may not be deemed illegal or discriminatory conduct. Rather, they are examples of some of the types of conduct Habitat for Humanity of the Greater La Crosse Region deems inappropriate for the organization and will not tolerate.

Scope of Policy

This policy covers all Habitat for Humanity of the Greater La Crosse Region staff members, volunteers, and other individuals with whom staff members have business, service, or professional contact through their employment with Habitat. Managers and supervisors are also covered by this policy and are prohibited from engaging in any form of harassing conduct as defined in this policy.

Further, no manager or supervisor has the authority to suggest to any other staff member or volunteer that any staff member's or volunteer's employment/volunteer position, continued employment/volunteer position, future advancement, or other term or condition of employment/volunteering will be affected in any way by any staff member's or volunteer's acceptance of a hostile or offensive work environment as described in this policy, or by any staff member's or volunteer's entering into (or refusing to enter into) any form of personal relationship with a supervisor or member of management. Such conduct on the part of any member of management is a direct violation of this policy.

As part of this obligation, all staff members and volunteers are encouraged to report incidents of harassment, using the complaint procedure below.

Complaint Procedure

It is the desire of the Affiliate to maintain an atmosphere of mutual respect. Therefore, you have the responsibility and opportunity to explain to your fellow staff member(s) that you find a particular language or action offensive, or to report any such behavior that you may witness.

Habitat for Humanity of the Greater La Crosse Region cannot correct harassment problems of which it is unaware. Therefore, if you believe that you have been harassed by another volunteer, staff member, supervisor, manager, or other individual at the organization (whether employed by Habitat or not) or believe that your employment/volunteer experience is being adversely affected by such conduct, you should immediately report such concerns to your Supervisor, Volunteer Coordinator, or Executive Director.

You should make a complaint of harassment in writing. A copy of your complaint will be signed by the person to whom the complaint is made (Supervisor, Volunteer Coordinator, or Executive Director).

After a complaint of harassment is received, Habitat for Humanity of the Greater La Crosse Region will conduct a prompt and impartial investigation. The prompt and impartial investigation of any harassment complaint may include interviews of individuals believed to have information regarding the alleged harassment.

All complaints of harassment will be handled in a discreet manner, and information will be limited to those personnel with a need to know. The results of the investigation will be communicated to the staff member or volunteer who made the complaint, to the alleged harasser and, if appropriate, to others directly concerned promptly after the organization's determination.

If a complaint of harassment is found to have merit, prompt, appropriate disciplinary action calculated to end the problem and prevent its recurrence will be taken, up to and including termination of the harasser. Appropriate action will be taken to remedy the injury, if any, to the staff member or volunteer subjected to the harassment.

Supervisors and the Volunteer Coordinator who receive complaints or who observe harassing conduct are required to inform the Executive Director, no matter how insignificant it may seem.

It is the obligation of all staff members to cooperate fully in the investigation process. In addition, disciplinary action will be taken against any staff member(s) or volunteer(s) who attempt to discourage or prevent any harassment victim from using the Affiliate's complaint procedure to report harassing conduct.

Prohibition Against Retaliation

Habitat for Humanity of the Greater La Crosse Region will not tolerate retaliation against any staff member or volunteer for cooperating in an investigation or for making a complaint of harassment. If you believe you have been retaliated against for reporting harassment, or for making a complaint of harassment, or for participating in an investigation related to harassment, you should immediately report the alleged retaliatory action to either your Supervisor, Volunteer Coordinator, or Executive Director.

Organization Violence Policy

The Affiliate will not tolerate any type of violence committed by or against anyone in the organization. Any acts of violence or threats of violence, verbal or implied, are strictly prohibited. Anyone who ignores these policies is subject to disciplinary action, up to and including termination of employment or service.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited. Any potentially dangerous situations should be immediately reported to the Executive Director.

- Causing physical injury to another person.
- Making threatening or harassing remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging Affiliate property or property of another co-worker.
- Possession of a firearm or any other weapon while on Affiliate property, unless otherwise permitted by state law, or while on Affiliate business.
- Committing acts motivated by, or related to, harassment.

Alcohol and Other Drugs Policy

Habitat for Humanity of the Greater La Crosse Region is committed to maintaining a safe and productive work/volunteer environment. An employee or volunteer who is under the influence of drugs or alcohol poses a serious threat to individual safety, productivity, and quality. As such, employees or volunteers are prohibited from being at work while under the influence of alcohol, illegal drugs, or controlled substances.

Habitat for Humanity of the Greater La Crosse Region intends to preserve its professional standards of excellence and will not allow substance use to impede its ability to provide our partner families with a premium product and service.

Community Service Policy

Habitat for Humanity of the Greater La Crosse Region (HFHGLR) is pleased to accept volunteer applications from individuals who have been required to perform court-ordered community service hours. We also recognize that the safety and well-being of our partner families, volunteers, customers, and employees is paramount to the acceptance of criminal offenders needing to perform community service. With that in mind, Habitat for Humanity-La Crosse Area has implemented the following guidelines. *Individuals charged or convicted with the following offenses may not be able to volunteer with the HFHGLR:*

- Offenses with a violent nature or causing great bodily harm to others
- Theft or burglary offenses of any kind
- Offenses that restrict contact with minors
- Offenses that require an individual to register with the Wisconsin or National Sex Registry

Community Service Requirements

- Volunteers must complete an application with a background check and sign a volunteer waiver/release of liability prior to starting community service. These can be obtained from the Volunteer Coordinator.
- The court, probation officer, or Justice Sanctions representative must submit a written referral stating the number of community service hours to be completed and that the individual has not been convicted of an offense as stated above.
- A minimum of 30 hours of community service is required. Community service volunteers will be scheduled to work one shift per week (up to 4 hours), but may work up to two shifts per week (8 hours). Additional hours may be available based on performance and must be approved in advanced by the Volunteer Coordinator.
- Volunteers must sign in at the beginning of the shift and sign out when their shift is done. Hours will be tracked by the Volunteer Coordinator, and only the Volunteer Coordinator will be able to provide verification of completed hours.
- The Volunteer Coordinator must be informed at least a week in advance of any documentation required for a court date.

Volunteer Code of Conduct

Becoming a Habitat volunteer comes with great rewards and responsibilities. Volunteers like you are representatives of Habitat for Humanity and its ministry. When you accept a volunteer role with Habitat for Humanity, you are committing to act in a way that promotes Habitat's mission, respects the local community, and ensures the safety of all participants. In addition to complying with all laws, regulations and Habitat for Humanity policies, all volunteers are expected to follow the volunteer code of conduct outlined below.

1. **Promote a respectful community:** Treat all volunteers, employees and community members with respect, courtesy, and dignity. This includes avoiding the use of insensitive or offensive language. Volunteers are also expected to refrain from engaging in physical or emotional violence toward others. Another key way volunteers can promote a welcoming, respectful environment is to make efforts to understand and honor the local culture and by following all rules and policies set forth by a program staff member or supervising volunteer.
2. **Prioritize site safety:** Safety rules and guidelines on the volunteer site have been created to keep you and others safe as you volunteer and must be followed. Activities that pose a safety risk to yourself or others should be avoided. Report any unsafe working conditions to the onsite supervisor.
3. **Uphold a zero-tolerance policy for alcohol, drugs, and weapons:** The purchase or possession of drugs or weapons is strictly prohibited on Habitat for Humanity property and volunteer sites. The purchase or possession of alcohol is also strictly prohibited on Habitat for Humanity volunteer sites, even if permitted by local laws or by the laws of the volunteer's home country.
4. **Model behavior that respects the human rights of all people and protects beneficiaries and children from exploitation and abuse.** Habitat for Humanity has adopted the standards established by the United Nations to respect the human rights of all people and especially beneficiaries and children. Help model acceptable behavior by making sure your actions reflect the standards Habitat for Humanity has adopted. Inappropriate physical or sexual relationships with other volunteers, staff, and community members should be avoided. And, at no time may volunteers engage in sexual activity with a child (a person under the age of 18 regardless of the legal age of consent) or any Habitat beneficiaries.
5. **Follow the gift giving policy:** To avoid potential misunderstandings, embarrassment, injured feelings or jealousy, volunteers are asked not to exchange gifts with Habitat beneficiaries, staff members or community members without consulting Habitat staff. Volunteers may speak with a staff member about appropriate ways to exchange gifts and our staff is happy to suggest gifts that will benefit the entire community.
6. **Safeguard assets:** Use reasonable care to protect and safeguard all Habitat for Humanity assets. Stealing, misappropriation or diversion of Habitat for Humanity funds, property, or other assets for personal benefit is not permitted nor is otherwise engaging in fraudulent activity regarding Habitat for Humanity's assets, operations, or beneficiaries.
7. **Maintain confidentiality:** Build trust with other volunteers and Habitat for Humanity by respecting the confidentiality of volunteers, staff, Habitat beneficiaries, and community members. Unless you receive prior written approval from HFHI, you will not disclose confidential HFHI information or confidential information given to you by others.

Volunteer Rights

1. The right to feel safe; one of the benefits of volunteering is that we can decide to intentionally leave our comfort zones in order to experience new and challenging situations, environments, or roles. There is a big difference between feeling off-center or uncomfortable and feeling at risk or unsafe. As a volunteer, you have the right to be apprised of any potential risks as well as have precautionary measures and safety procedures in place to ensure your physical and emotional well-being.
2. The right to information about your volunteer role or project; whether it's questions about the application process (why do I need to have a background check? when will I find out if I've been accepted?) or the volunteer role or project itself (who will I be working with? how will my efforts make a difference?), you have the right to know the who, what, when, why, and how of your volunteer position.
3. The right to feel valued; volunteering – whether for two hours or two years – is a significant commitment that you choose to make. In return, you have the right to feel that your time and contribution – however long you've volunteered and whatever your task – is valued. Similarly, you have the right to feel that an organization or volunteer effort is using your skills and talents well (keeping in mind that Habitat may not always have the capacity to take on some or all of your ideas or proposed projects) and that the work you do has meaning and makes a difference.
4. The right to negotiate your volunteer role; find yourself in a volunteer position that just isn't working for you? You have the right to talk to the Volunteer Coordinator to discuss ways you might be able to shift your role or take on another project or position.
5. The right to leave; you have the right to leave. This isn't a decision that should be made hastily but, if after talking to and working with the Volunteer Coordinator, you still don't feel like Habitat for Humanity is the best fit for you. You have every right to leave the organization! We want to support all of our volunteers in making the best decision for themselves.

Grievance Policy

While Habitat La Crosse desires every volunteer to receive fair and impartial treatment, it does recognize that conflicts, misunderstandings, and problems arise from time to time. Problems or concerns may arise among volunteers or between volunteers and Habitat La Crosse staff. Although most misunderstandings can and should be solved on an informal basis, more formal provisions have been made in order to resolve difficult problems. The procedure for raising a problem or concern is as follows:

1. The volunteer should directly inform the person who is the source or cause of the problem/concern that a problem/concern exists. Those involved should attempt to resolve the issue informally and independently.
2. If the volunteer does not wish to communicate directly with the person who is the source or cause of the issue or fails to satisfactorily resolve the issue after discussing it with the other party, the volunteer should then contact their Supervisor or the Volunteer Coordinator.
3. If the matter involves a volunteer's Supervisor or Volunteer Coordinator, the volunteer should contact the Executive Director.

Volunteer Termination Policy

Any conduct that is not in line with the mission and core values of Habitat La Crosse or the above stated expectations, responsibilities, and Volunteer Code of Conduct, may result in the termination of a Volunteer.

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Acknowledgement of Receipt of Volunteer Handbook

I have received a copy of the Habitat for Humanity of the Greater La Crosse Region Volunteer Handbook and understand I should consult with the Habitat for Humanity of the Greater La Crosse Region Volunteer Coordinator or the Executive Director if I have any questions about the policies or procedures contained therein.

I understand that from time to time there may be revisions to the Volunteer Handbook. Such revisions will require the prior approval of the Executive Director and will be communicated to volunteers.

I have entered into my volunteer relationship with Habitat for Humanity of the Greater La Crosse Region voluntarily and acknowledge there is no specified length of volunteering. Accordingly, either Habitat for Humanity of the Greater La Crosse Region or I can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this handbook is neither a contract of employment or volunteering, nor a legal document. Although some or all of the policies and procedures may have been explained to me verbally, I understand that it is my responsibility to fully read and comply with the policies contained in this handbook and any revisions made to it.

Volunteer's Signature

Date

Volunteer's Name (print)