Wittenberg Fuller Center for Housing
Service Immersion Spring Break Trip Application

When:
The week of Wittenberg’s spring break (March 7-11). Groups will depart during the first weekend of spring break and will return during the last weekend of spring break. Exact times will depend on the length of the drive to each location.

Where:
To Be Determined (mostly likely located at various affiliates around Americus, GA)

Transportation:
Witt vans!!!

Notification:
The participants for all Fuller Center trips will be announced by December 4, 2015.

Cost:
$175—This will be due Friday, January 16, 2016. The cost includes transportation, housing and most meals. In addition, students will be responsible for some meals while on the trip.

Applications are due by Friday, November 20, 2015 to Box 2320

Name: _______________________________ Class Year: ______________
Age you will be when the trips depart: ______________
Cell Phone #: _______________________________ Box #: __________________
Email Address: ______________________________________________
Current Residence Hall (if applicable): ______________________________

T-Shirt Size: (Circle one) Small Medium Large XL XXL

Are you going on a spring break trip to fulfill the community service requirement?
(Circle one) YES NO
(If so, you must register for CMSV 100 for Spring 2016 by January 15, 2016)
Service Immersion Spring Break Trip Application Continued

Would you prefer to go with people you already know? (Circle one)

Yes  No Preference

If you would like to go with friends, please list their names (no more than 2 please):

________________________________________________________________________

Would you be interested in being a trip leader?  YES  NO
(Leaders must be upperclassman who have attended previous immersion trips)

Would you be interested in being a driver?  YES  NO
(Drivers must be 20 years old as of the dates of the trip and be driver certified by Motor Pool)

________________________________________________________________________

Please respond to the follow questions on a separate piece of paper; attach your responses to your application.

1. If you were to set a goal for what you would like to accomplish or experience on this trip, what would it be and why?

2. Please describe your experience with Fuller Center for Housing and groups like it such as Habitat for Humanity (not having any is okay!). What draws you to the Fuller Center mission?

3. If applicable, why would you be a good trip leader? (only applicable to upperclassman who have been on a service immersion trip prior to this year)

As a part of the application process, please read and sign the attached waivers. Also be aware that further information (medical, allergy, emergency, etc.) will be collected at a later date. If you are planning to use this trip towards your CMSV100 credit, register for the course in preparation for the trip. Fuller Center will arrange an opportunity for you to build in Springfield as a part of your CMSV100 experience. We can’t wait!!!
Waivers and Forms for Service Immersion Trips (Domestic) without a faculty/staff advisor

Student Name____________________________________________________________

Service Immersion Trip_____________________________________________________

Substance Free Waiver  
Trips are substance free because doing so allows participants to focus on the purpose and learning goals of the program, and contributes to the safety and well-being of all participants, the group, and the community in which they are serving. It also expresses respect for the community and the host organizations with whom service immersion trip participants serve and interact.

I understand that the Service Immersion Trip is a substance free trip and I understand that by signing this waiver I agree to remain substance free (free of alcohol and illegal drugs) for the duration of my individual trip. If I choose to break this pledge, I understand that I will be held liable under Wittenberg’s Code of Conduct, and may be asked to leave the trip at my own expense.

I have read this Waiver in its entirety and I fully understand it. If I am under 18 at the time of signing this Waiver, I attest that a parent or legal guardian has also read and signed it on my behalf.

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<tr>
<th>Print Name</th>
<th>Date</th>
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<tr>
<td>Signature of Student</td>
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<th>Signature of Parent or Guardian</th>
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<td>(If student is under the age of 18 as of date of this signature)</td>
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Consent to Disclosure of Education Records

I hereby authorize and direct Wittenberg University to disclose to the Community Service Program (“CSP”) my education records as described below. The purposes of this disclosure are for CSP to determine whether I will be accepted as a participant in a service immersion trip.

The records I authorize and direct to be disclosed to CSP and by CSP to the faculty/administrator trip leader:

1. Records reflecting disciplinary or misconduct proceedings and/or sanctions taken against me by my home institution.

I understand that by signing this consent I am waiving certain rights granted to me by the Family Educational Rights and Privacy Act, 20 USC Section 1232g, and I waive those rights voluntarily by signing this consent. I further understand that I have the right to revoke this consent at any time by notifying Wittenberg University and CSP of my revocation of this consent. To ensure proper notification of revocation of this consent, I understand that I should submit my request in writing to Wittenberg University and CSP.

Signature of Student Date
Waiver, Release, Indemnification

I fully recognize and hereby acknowledge that there are dangers and risks to which I may be exposed by virtue of my participation in a Service Immersion Trip, or travel to and from one of the designated sites for this program. I have had the opportunity to discuss those risks and any concerns that I may have had about them. I understand that Wittenberg University does not require me to participate in this activity, and I voluntarily choose to do so despite the possible dangers and risks.

I therefore agree to assume and take on myself all of the risks and responsibilities in any way associated with this activity. In considerations of any services, facilities, or other things provided to me by Wittenberg University in connection with, and of their permission to participate in, this activity, I, acting on behalf of myself and my heirs, executors, administrators, and assigns, hereby waive and release Wittenberg University, the Community Service program, and their respected trustees, officers, employees, and agents (collectively, the University) from any and all liability, claims, actions, or damages caused in whole or in failure to supervise on the part of the University, that may arise in connection with this activity. I further agree to indemnify the University and to hold them harmless from and against any and all claims brought by others, including spectators, arising as a result of my participation in the above mentioned event.

I recognize that by signing this Waiver means that I am giving up, among other things, my right to sue the University for injuries, damages, or losses that I may incur by virtue of my participation in the Service Immersion Trip.

I have read this Waiver in its entirety. I fully understand it and agree to be legally bound by it. If I am under 18 at the time of signing this Waiver, I attest that a parent or legal guardian has also read and signed it on my behalf.

Signature of Student

Signature of Parent or Guardian

(If student is under the age of 18 as of date of this signature)

Photograph and Publicity Release

I hereby grant to Wittenberg University the right to publish, broadcast, webcast, or disseminate in any other form or medium any or all of the following:

- Stories and/or information about me that I have provided to them for use in news stories, publications, promotional materials, web features and/or any other university purposes.
- Photographs, video, audio, and other images or likenesses of me for use in news stories, publications, promotional materials, web features and/or any other university purposes.

All photographs, video, audio, images, likenesses, stories and other materials will remain the property of Wittenberg University.

Signature of Student

Signature of Parent or Guardian

(If student is under the age of 18 as of date of this signature)
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<thead>
<tr>
<th>Contact Information</th>
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<tr>
<td>* First Name</td>
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<td>* Gender</td>
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<td>* City</td>
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<td>Home Phone</td>
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<td>* Email</td>
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<td>College</td>
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<th>Volunteer Information</th>
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<tr>
<td>* Emergency Contact (first and last name of someone not going on trip):</td>
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<td>* Emergency contact email:</td>
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<td>* Best phone # to reach emergency contact:</td>
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<td>* What is the date of your last tetanus shot?</td>
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<td>* Insurance Company</td>
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<td>* Phone Number (xxx-xxx-xxxx)</td>
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<td>*Please list any allergies or dietary restrictions:</td>
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*Please list any medical/physical conditions to assure you stay healthy and safe during your trip

Any additional information?
* I have read and agree to the Volunteer Conduct Agreement (listed below) (please sign if you agree)

* I have read and agree to follow the Safety Policy (listed below) (please sign if you agree)

* I agree to allow The Fuller Center to share my information with staff and relevant team leaders: (please sign if you agree)
Volunteer Conduct Agreement

We know our volunteers arrive with an eagerness to work with us and to serve our community. Being part of this project is a great opportunity for you to interact with the homeowners, partner families, and neighbors. In order to set a proper example for our community, and to help nurture our relationship with our neighbors, we ask that you uphold the following conduct agreement during your stay. Failure to do so may result in you and/or your team being asked to leave.

* Obey The Fuller Center Safety Policy
* Follow the directions and/or instructions of The Fuller Center staff members
* Do not use improper and/or threatening language of any kind. This includes, but is not limited to, profanity, racial slurs, and sexually explicit or suggestive conversations.
* Treat all neighbors, homeowners, partner families, volunteers, employees, and visitors to the site with respect and courtesy.
* Discrimination of any kind will not be tolerated.
* There will be no horseplay or roughhousing on site.
* Keep the site and surrounding areas clean.
* Alcohol or illegal drugs are not allowed on the worksite or in volunteer host facilities. Drunkenness, use of drugs, and other illicit behavior will not be tolerated and may result in your team being asked to leave, immediately.
* Leave every space, especially the host facility, in as good or better shape than you found it.

Following the Volunteer Conduct Agreement will help make your experience with The Fuller Center as successful as possible. We want to foster a supportive atmosphere for all our volunteers as you work together in the spirit of Christian partnership. The Volunteer Conduct Agreement is meant to outline the behavior that is expected of you, and that you should expect from every other volunteer, during your time with us at The Fuller Center.

The Fuller Center for Housing Guidelines for a Safe Workplace

* In Addition to this form, all volunteers and staff will have read and signed a Release and Waiver of Liability Form, Sharing of Information Form, and Parental Authorization Form (where applicable) prior to working
* Each Work crew should Identify one volunteer to be a safety officer - responsible for having emergency contact information for each crew and volunteer and to be aware of the location of the first-aid kit.
* Everyone is responsible for the safety of fellow workers.
* If you are uncertain about how to do a task or how to operate a power tool or perform a task - ask a supervisor.
* Concentrate on your task and eliminate distractions such as horseplay.
* Inspect all power tools, hand tools, ladders, and scaffolding on a daily basis.
* Advise your supervisor IMMEDIATELY of any unsafe or hazardous tool or condition.
* An accident investigation and report need to be completed on all accidents even if the volunteer or staff member determines that they are not in need of medical attention.
* The local covenant partner is responsible for setting any age restriction guidelines for types of tools that can be used and tasks that can be performed.

Good Practices for Avoiding Accidents or Injury

Proper Attire
* No Sandals or open-toed shoes may be worn on site; boots are recommended.
* Wear a shirt at all times
* Long pants are preferred; shorts may be worn depending on the job to be performed.
* Do not wear jewelry that might get caught in tools.
* Do not wear loose clothing when operating power tools.

Lifting/Carrying
* Lift with legs, bend knees and keep a straight back.
* Have the appropriate number of people to lift/carry an object.
* Do not lift more than you can handle alone; have a partner help if needed.
* When carrying an object, watch for others to avoid hitting them.
* Watch for tripping hazards.

Allow Time for End of Day Clean-up
* Pick up/straighten up site at the end of each day (i.e. tools, scrap materials, etc.)
* Return and secure all tools to prevent risk of theft.
* Stack building materials in a safe manner.
* Stack materials out of main traffic flow areas.
* Remove all nails from boards that will not be used again or are scrap.
Personal Protective Equipment
* Wear a hard hat when appropriate, or when directed by a leader/supervisor
* Wear goggles or safety glasses when operating any type of power nailer or saw (table saw, roto-zip, skill saw, etc.) to prevent dust, debris, or flying objects from entering eye.
* Wear gloves, long-sleeved shirts, dust masks and safety glasses when installing insulation, carrying building materials, etc.
* Wear dust mask when sanding drywall or when someone is sweeping causing heavy airborne dust.
* Ear plugs or ear covers should be used when operating table saws, pneumatic nailers, roto-zips, etc., in a confined area.

Ladders
* Use ladders for the purposes for which they were designed. Do not use ladders for skids, braces or workbenches, etc.
* Provide a stairway or ladder for any point of access where there is a break in elevation of 19 inches or more.
* Make sure ladder size meets job demands.
* Do not use step ladders as straight ladders, always open all four feet and lock spreaders in place on a step ladder and place in a level condition.
* Use proper angles when using straight and extension ladders. When using a non-self-supporting ladder use the "four-to-one" rule: for every four feet of height, move the bottom of the ladder one foot from the wall.
* Secure straight and extension ladders by tying off the top or securing the base.
* Top of extension ladders must extend a minimum of three feet beyond the supporting object when used as an access to an elevated work area.
* Before climbing extension ladders, make sure latches are properly engaged.
* Extension ladders must be overlapped a minimum of three rungs.
* Keep body near the middle of the ladder. Avoid leaning off the edge of a ladder. Move the ladder frequently so as not to be tempted to lean too far.
* Do not step on the top rung or platform on a step ladder.
* Do not carry anything that will prevent holding on with both hands while ascending or descending the ladder. Use a tool belt, bucket, or a tool bag to lift tools.
* Only one person on a ladder at a time.
* If it becomes necessary to place a ladder in or over a doorway, barricade the door.
* Do not use metal ladders on job site. Fiberglass or wood are the only acceptable ladders, because of conductivity of electricity with metal.
* When climbing, always face the ladder.
* Place your ladder on solid footing. If there is a danger of the ladder moving while you work, tie it down. If there is a danger that the ladder will be hit, barricade it. If the feet of the ladder are not level, dig the ground out under one foot with the claw of a hammer, rather than raising one foot with blocks.