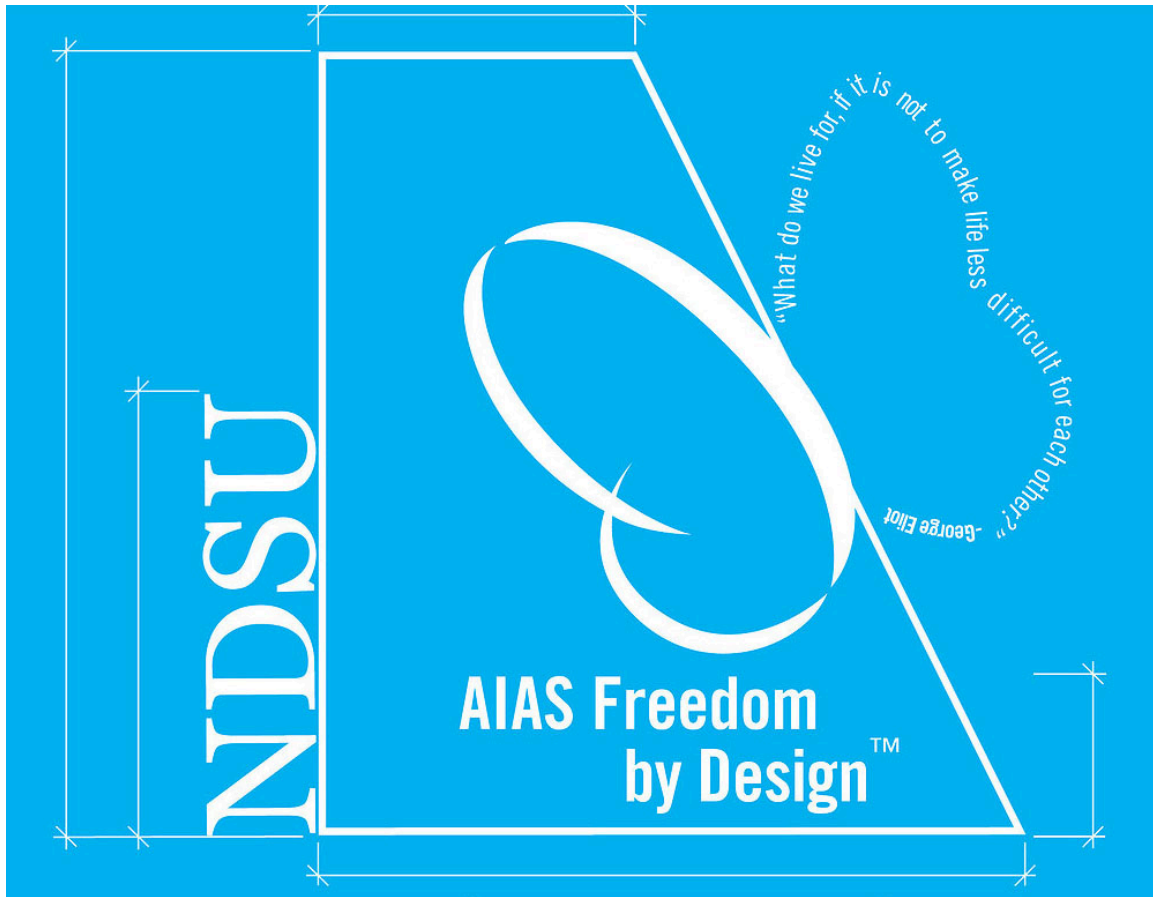


# PROJECT BINDER: PATRICK COLES



By: Elizabeth Rae and Benjamin Johnson  
Freedom by Design, NDSU Chapter 2016-2017

## TABLE OF CONTEXT

Project Information	Page 3
Contact Information	Page 4
Design Concept (design Charette)	Page 5
Design Process (Drawings)	Page 8
Meeting Minutes – Client, Contractor, Architect	Page 12
Before Pictures	Page 16
Build Days	Page 17
Final Thoughts	Page 34
After Pictures	Page 35
Donations and Sponsors	Page 36
Legal Contracts, Waivers, and Permits	Page 37

## PROJECT INFORMATION

**AIAS Chapter:** Freedom by Design North Dakota State University Chapter

**Project Name:** Patrick Coles Patio and Ramp

**Client Name:** Patrick Coles

**Project Address:** 3251 30<sup>th</sup> Avenue Southwest  
Fargo, ND 58103

**Project Narrative:** Patrick Coles is our selected client because of his accessible need for an outdoor patio and ramp. At age two he was diagnosed with CMT, a disease that affects the nerves and muscles in his body. When Patrick turned thirteen he was permanently placed in a wheelchair, making getting around more difficult. He says; “My condition has slowly progressed over the years, but my spirit always remains strong”. He has learned a great amount of ways to perform everyday tasks in his wheelchair. He can drive his truck using his hands, get into his house using a ramp in his garage, cooking, and bathing by himself. Patrick had approached one of his friends (Alexander Jansen) who happened to be a part of Freedom by Design as a Senior Project Manager, who in turn brought the project to the organizations attention. The goal of the project is to help Patrick to have more access to his yard and increase his outdoor use of his deck. This project will also provide a second exit in case of fires within the house for him to use.

**Estimated Budget:** \$3,000

**Money Raised:** \$4,651.99

**Interview Date:** November 7, 2016

**Design Completed:** April 21, 2017

**Client Approval:** April 21, 2017

**Project Permits:** April 20, 2017

**Building Dates:** April 28, and 29, May 1, 4, 6, 8, 10, 12, 13, 15

**Project Completed:** August 8, 2017

**Binder Completed:** March 3, 2018



## CONTACT INFORMATION

**AIAS FBD Director: Ingrid Fullerton**

Phone: (410) 599-2664

Email: ingrid.fullerton@ndsu.edu

**Project Manager: Elizabeth Rae**

Phone: (406) 425-0898

Email: elizabeth.rae@nsdu.edu

**Project Manager: Benjamin Johnson**

Phone: (218) 590-5081

Email:  
benjamin.johnson.3@ndsu.edu

**Project Fundraiser: Javan Arroyo**

Phone: (701) 302-0892

Email: javahur.arroyo@ndsu.edu

**Project Relations: Ashley Kilzer**

Phone: (701) 202-0357

Email: ashley.kilzer@ndsu.edu

**Volunteer Coordinator: Sarah Watson**

Phone: (612) 219-3779

Email: sarah.watson@ndsu.edu

**Faculty Adviser: Darryl Booker**

Phone: (701) 231-8227

Email: darryl.booker@ndsu.edu

**Construction Consultant: John Gunkelman**

Phone: (701) 219-5000

Email: dakcon@hotmail.com

**Architectural Adviser: Chris Hawley**

Phone: (701) 478-4600

Email:

**Senior Director: Samantha Marihart**

Phone: (301) 849-0369

Email: samantha.mairhart@ndsu.edu

**Senior Project Manager:**

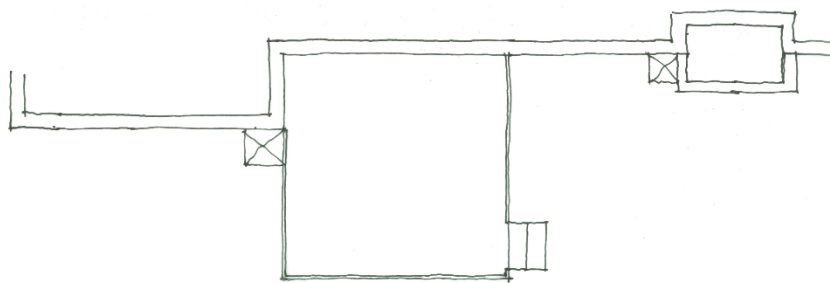
**Alexander Jansen**

Phone: (320) 250-3105

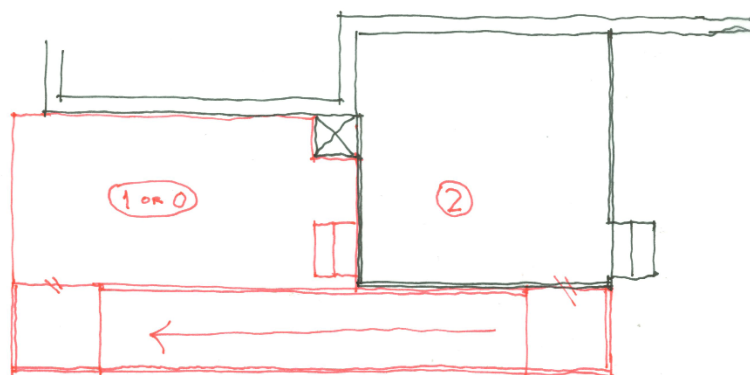
Email: alexander.jansen@ndsu.edu



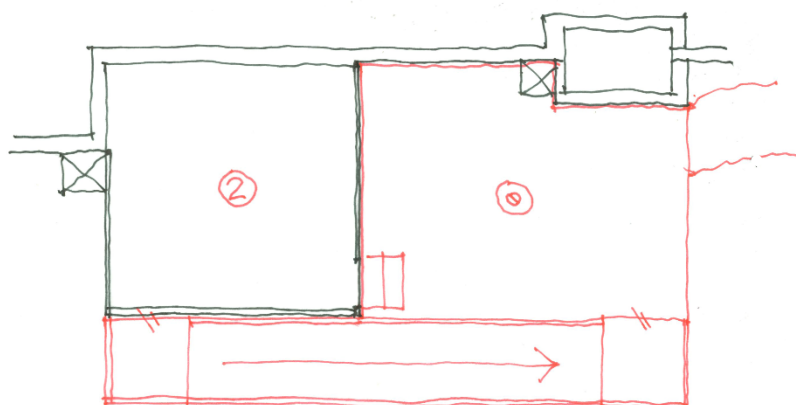
## DESIGN CONCEPT



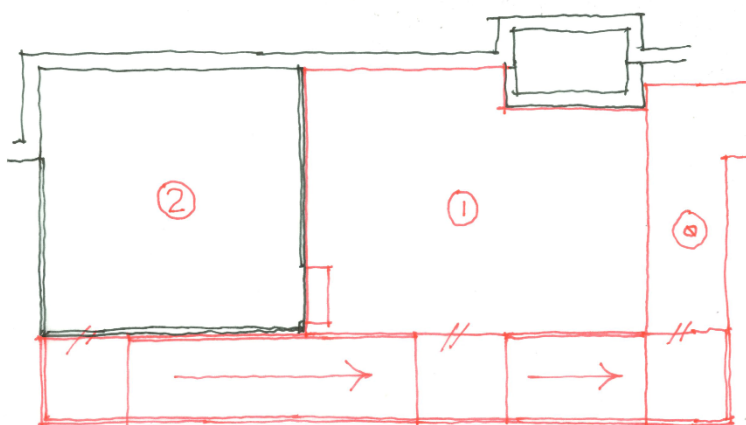
Original sketch of deck



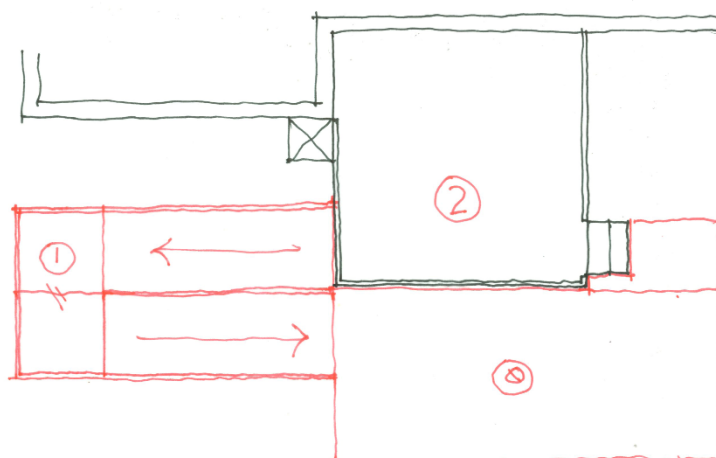
Option one deck going to the North of original deck



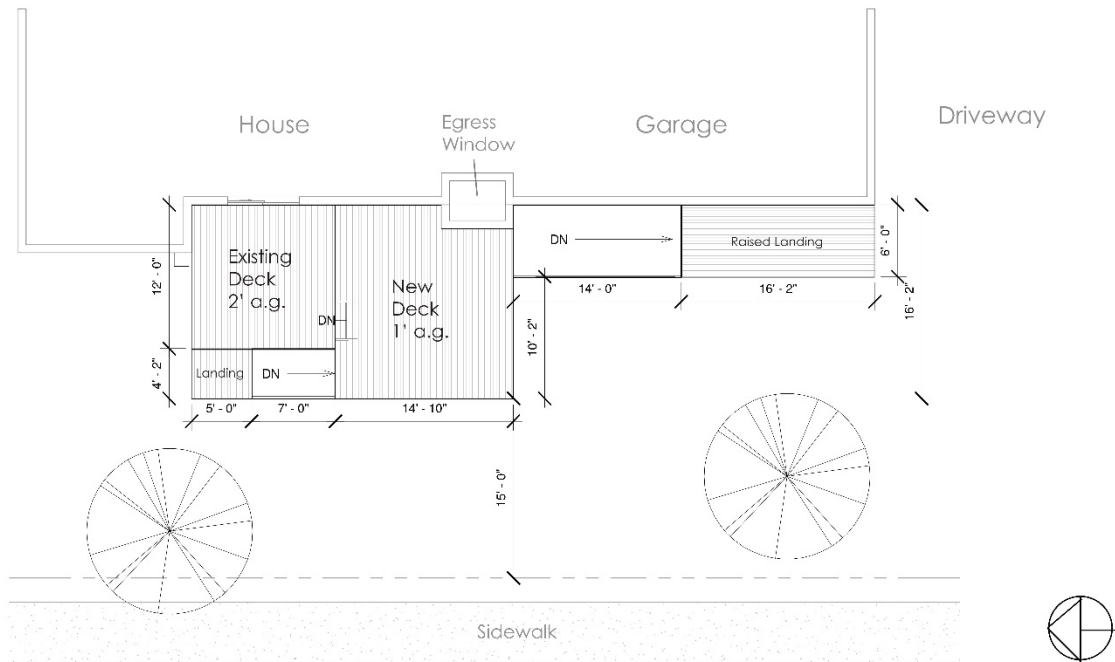
Option two with the deck to the South of original deck



Option three with deck to the South and additional ramp to go to the ground

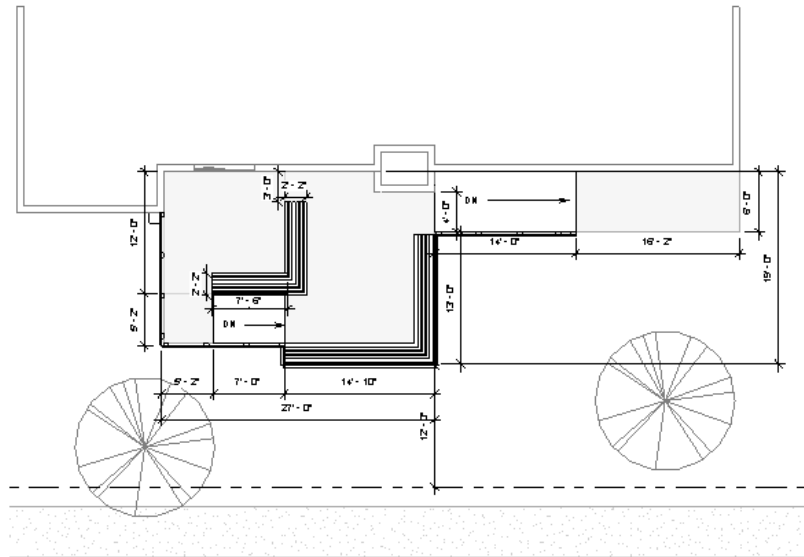


Option four with ramp off to the North and deck on the West

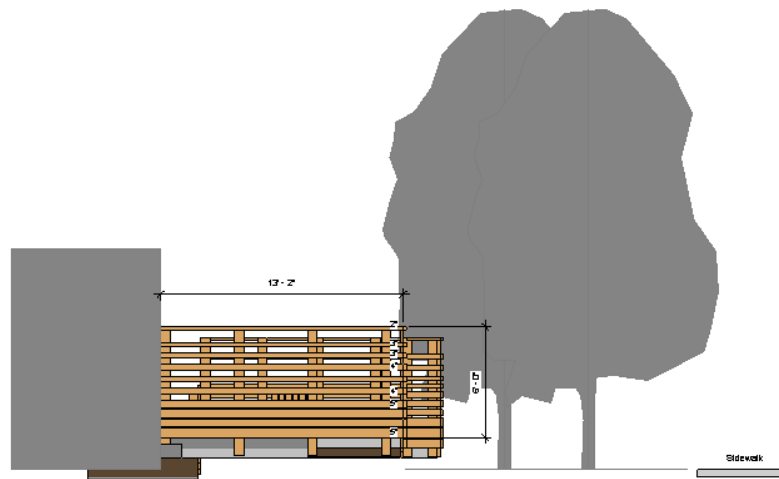


Design sent in for proposal in January

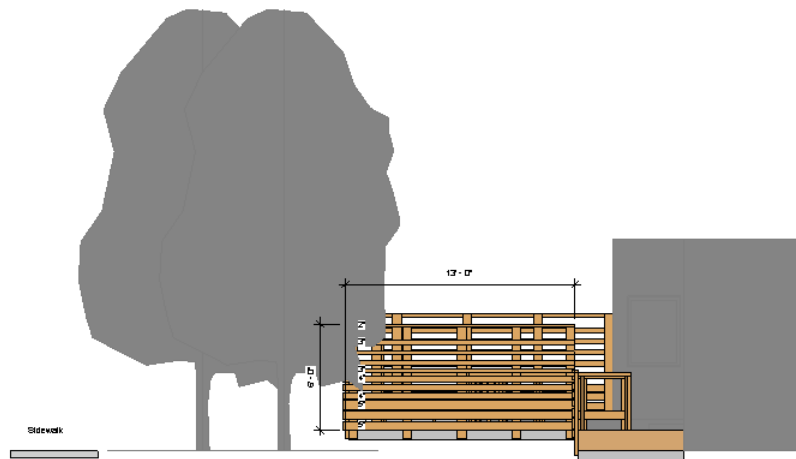
## DESIGN PROCESS



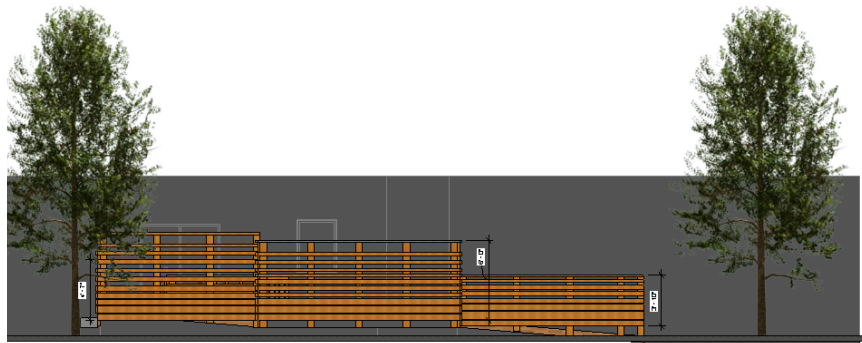
Adding bench seating with the new deck to the South only 7" lower than the original deck



North Elevation showing the Privacy fence



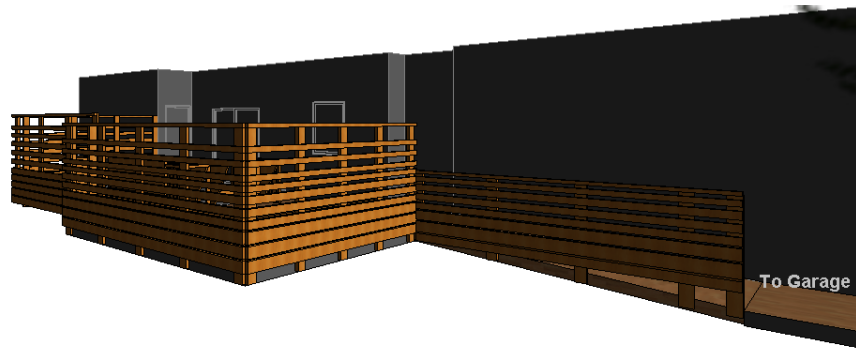
South elevation



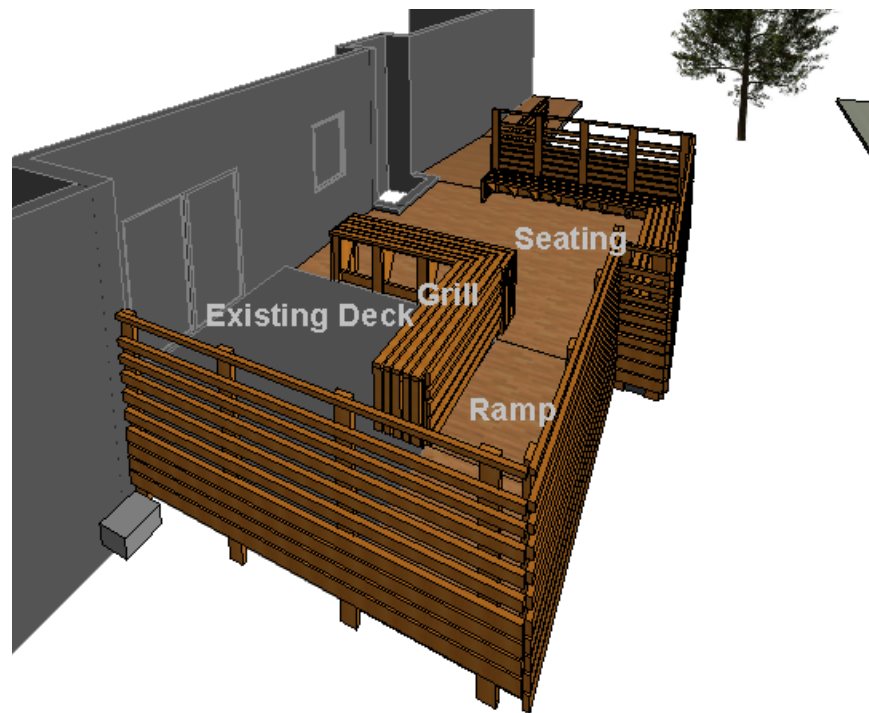
West Elevation



On the deck at client's eye level



View of Deck from the street, showing the privacy received from the fence



Bird's eye view of the deck from the North



Bird's eye view of the deck from the South

## MEETING MINUTES

### Meeting November 7, 2016

At 7:30 p.m. to 8 p.m. at Patrick's home

#### Objective:

Contracts Signed and introduction of deck and ramp design to Patrick

#### Results:

- Better idea about what Patrick wants
- More designs wanted

#### Discussed:

- Reaction; Looks good, fits criteria
- Cost? Materials? Can John get an estimate?
- Determine funding we can come up with and let Patrick know if extra help is needed or items wanted removed
- Initial projection given \$2,000
- Trex or Green treated? Price?
- Concrete or wood for elevated patio?
- Schedule February; have designs permits done
- March; have materials acquired, pre-fab work
- April; pour concrete outside
- May 31<sup>st</sup>; projected deadline for end
- Alex will be Patrick's voice for approval when Patrick is out of town
- Contracts filled out and signed
- Need to double check electrical box perimeter dimensions
- Gave self-addressed envelope to Patrick for monthly income form

#### Attended:

Patrick, Ingrid, Alex, Liz, Ben, and Sam

### Meeting November 11, 2016

At 11:00 a.m. to 12:00 p.m. at Patrick's home

#### Objective:

Site visit with John the contractor

#### Results:

- Idea of scope of work
- Better idea of materials needed
- Different design ideas



- Better understanding of what Patrick wants

**Discussed:**

- Codes for privacy fence
- Two designs waned
- Concrete pads instead of pouring
- Need codes on how close we can build to the sidewalk
- Discussed different ways to do ramps
- Discussed different places to put deck
- Path from garage to deck (as even as possible)
- Steps out of egress window well
- Building ramps alongside the house
- About 18" away from house to provide access to meter

**Attended:**

Alex, Liz, John, and Patrick

## Meeting February 2, 2017

At 5:30 p.m. to 6:30 p.m. at Renaissance Hall

**Objective:**

Talk with John about designs, estimates, materials, and time table

**Results:**

- Designs approved by John
- Estimates
- Material choices
- Idea of how many people needed per day
- Time table confirmed

**Discussed:**

- Review two options of the deck
- Client wants fence yes or no?
- 8' max height for fence
- Panel options for shorter fence 4' or 32"x18"
- Does the ramp itself require a border or railing?
- Half dozen students to help per day
- 2x6 cedar easiest, best, cheapest to work with

**Attended:**

John, Ingrid, Ben, and Liz

## Meeting February 2, 2017

At 7:00 p.m. to 7:45 p.m. at Patrick's home

### Objective:

Showing designs to Patrick, and getting input

### Results:

- More of an idea of what Patrick wants
- Increased work load

### Discussed:

- Yes to privacy fence on South and North side
- Height of fence 4'-6'
- Bench seating on West side
- Built in grill space on South or North side
- Would like to see 3D renderings for the options to get a better idea how the space will look

### Attended:

Patrick, Alex, Ingrid, and Liz

## Meeting February 23, 2017

At 3:00 p.m. to 4:00 p.m. at Chris Hawley's office

### Objective:

Getting design input and making sure codes are met

### Results:

- Great ideas how to do the privacy fence
- Toe boards needed
- Ramp modifications
- Design detail ideas
- Railing ideas and codes

### Discussed:

- Codes
- Design ideas
- Look at projects done by Chris Hawley's firm

### Attended:

Chris, Javan, Ben G., Ingrid, and Liz

## Meeting April 18, 2017

At 6:30 p.m. to 8:00 p.m. at Renaissance Hall

### Objective:

Discussed final designs, pricing for materials, and construction start date

### Results:

- Start date for build set April 27<sup>th</sup> at 6:00 p.m.
- Permit: John is going to sign for it
- Material picked: Brown treated
- Final pricing \$3,000

### Discussed:

- Materials green treated, brown treated, cedar, or composite
- Starting to build the project on April 27<sup>th</sup> at 6:00 p.m.
- Redoing the original deck to match the new deck
- Tools will be provided by John
- ADA rules for border between decks?
- 32" high counter height
- insert might be bad maintenance for combust ability of wood and grill
- instead make it a rolling independent grill
- 1,200 feet running about of material
- brown finish and green sub: \$2,000 for structure and deck
- Patio door: wait? for fall project probably

### Attended:

John, Ingrid, Ben J., Ben G., and Liz

## BEFORE PICTURES



Patrick on Existing Deck



Ben located to the South of the deck



South view of the deck



Ben located to the North of the deck



North view of the deck



## BUILD DAY ONE

Date: April 28, 2017

Comments: Today we prepared the site by clearing items off the deck and removing bullet pavers, and started and completed demolition of the existing deck top. We also precut the framing for the new deck.

Volunteers: Ben G., Alan H., Ben J., Dane V., Ben B., Ingrid F., and Liz R.

Pictures:







## BUILD DAY TWO

Date: April 29, 2017

Comments: Today we assembled the framing, placed posts, and made on site adjustments for seating, and bump out grill space.

Volunteers: Ben G., Alan H., Ben J., Dane V., Javen A., Ingrid F., and Liz R.

Pictures:







## BUILD DAY THREE

Date: May 1, 2017

Comments: Built supports for original deck next to house, started framing of final ramp to the ground.

Volunteers: Chris W., Ingrid F., and Liz R.

Pictures:



## BUILD DAY FOUR

Date: May 4, 2017

Comments: Assembled the last of the frame for the end of the ramp. Found out from the inspector that we need another leg for the new addition of the deck, and to use different bolts in the legs. Added in pieces to the frame to prevent it from bowing. Talked about materials for the privacy fencing, and Patrick wanted to have options of the height of the fencing.

Volunteers: Alex J., Olivia, Ingrid F., and Liz R.

Pictures:



## BUILD DAY FIVE

Date: May 6, 2017

Comments: We finished all needed supports to keep the frame from bowing. Started laying the brown treated for the decking on the original frame work that we had raised. Today we ended with finishing the decking on the original frame, the first landing, and the first ramp down to the new deck. Stated decking on new deck and second ramp.

Volunteers: Ben J., Brady L., Kelsey J., Alan H., Ashley K., Ben G., and Liz R.

Pictures:











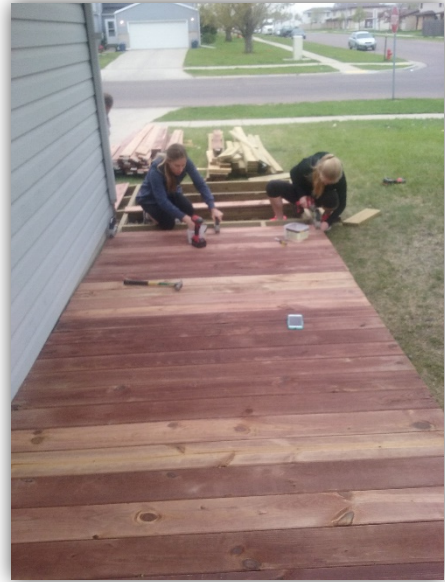
## BUILD DAY SIX

Date: May 8, 2017

Comments: Worked more on the new deck and finished the second ramps decking.

Volunteers: Kelsey J., Ingrid F., and Liz R.

Pictures:







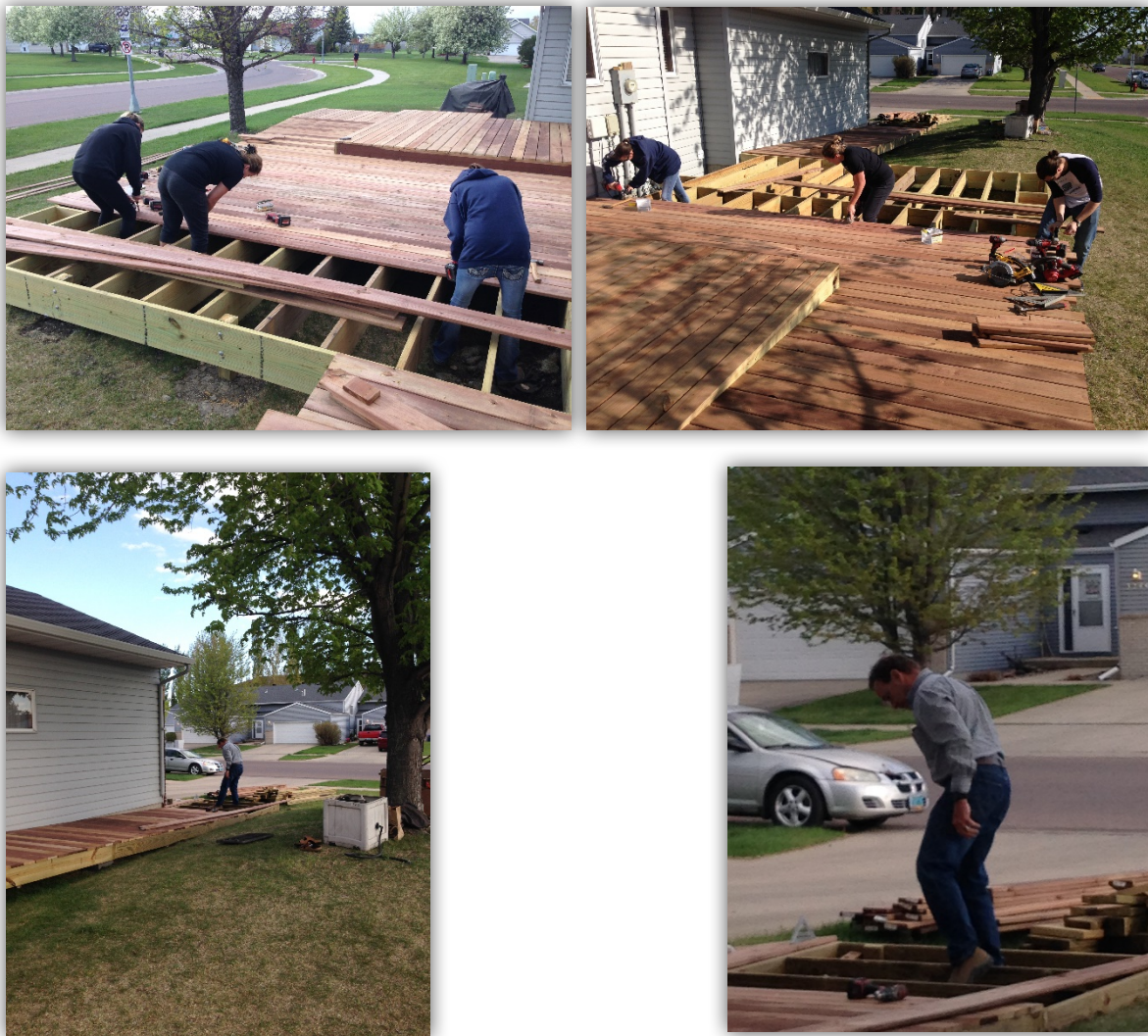
## BUILD DAY SEVEN

Date: May 10, 2017

Comments: We almost finished the decking needed for the new deck just one more piece. The decking for the final landing was started, however, we ran out of screws on site to finish putting down the decking. We discussed with Patrick how tall the privacy fencing will be.

Volunteers: Alex J., Sam M., Ingrid F., and Liz R.

Pictures:









## BUILD DAY EIGHT

Date: May 12, 2017

Comments: Squaring off the ends of the deck. Talk more about the fencing.

Volunteers: Sam M., Ingrid F., and Liz R.

Pictures:







## BUILD DAY NINE

Date: May 13, 2017

Comments: Started the installing the fencing got up to five boards around two sides and decided that the width and spacing needed to be adjusted for the rest of the fencing to allow more light in and views out.

Volunteers: Ingrid F., and Liz R.

Pictures:



## BUILD DAY TEN

Date: May 15, 2017

Comments: Installation of Counter tops and other finishing touches.

Volunteers: Ben J., Liz R., Ingrid F.

Pictures:



## FINAL THOUGHTS

It was a great experience all the way through. We had lots of good weather for build times, and it was lots of fun going to build the deck. We had originally thought that Patrick wouldn't be there for parts of the project, but it was a happy surprise when he showed up. He was super excited to use his new deck and would check in with us regularly. Everyone had a great time and its always a joy to help people in the community.



## AFTER PICTURES



## DONATIONS, SPONSORS, AND FUNDRAISING

North Dakota State University Architectural Faculty: Time, Money, Baked Goods

North Dakota State University Architectural Students: Time, Money, Baked Goods

Bake Sale totaled \$131.43

Shultz + Associates Architects: Money \$150

T.L. Stroh Architects, LTD: \$250

Benjamin Gutowski: Money \$10

Kristi Hanson: Money \$250

Molly Weismantel: Money \$35

2016-2017 AIAS Board of Directors Materials Grant: \$1350

Kilbourne Group, LLC: \$150



# LEGAL CONTRACTS, WAIVERS, AND PERMITS

**FREEDOM BY DESIGN PHOTO/VIDEO RELEASE AGREEMENT**

This RELEASE AGREEMENT is entered into between the American Institute of Architecture Students, Inc. (AIAS), Inc.  
AIAS Chapter at North Dakota State University (the "Chapter")  
and me, \_\_\_\_\_ (the "Client").

I consent to the unrestricted use by the American Institute of Architecture Students (and those acting with its permission and authority), of any and all photographs/video taken, in whole or in part, for all purposes in any form or medium, including, without limitation, its use through or on any electronic media, including the internet.

I waive any right to inspect or approve the finished product or products or the advertising copy or printed matter that may be used with the finished photograph/video(s).

Further, I relinquish all rights, titles and interests I may have in the finished photograph/video(s), negative(s) and reproduction to any responsible business firm or publication. It is understood that the American Institute of Architecture Students retains copyright of images at all times under the express understanding and agreement that the American Institute of Architecture Students shall have exclusive reproduction rights to the images.

I hereby release the American Institute of Architecture Students from and all claims in connection with the photograph/video(s), including any and all claims of libel.

By the Agent Patrick Coles AIAS and AIAS Chapter Acceptance:  
Signature of Client Alex Jensen  
Signature of Chapter, FBD Team Leader, or other Authorized Representative  
Printed Name Alex Jensen  
Date 11-07-16  
Date 11/7/16  
Phone Number 701-367-6205

Release Form C

**CLIENT HOME ASSESSMENT**

**Exterior Needs: Outside Access**

Can they safely get into/out of the house? Yes ☒ No ☐

**Considerations:** Is the client able to access the house with a walker, wheelchair, do they need assistance. Is there enough available light and is it accessible to the client?

Handrails Left ☒ Right ☒ Center ☐

Wider tread/lower rise steps: Yes ☐ No ☒

**Considerations:** A wide tread to accommodate a walker or to allow the person to take more than one step.

Ramp Yes ☒ No ☐

Wheel chair lift: Yes ☐ No ☒

**Considerations:** Is there space for a ramp of at least 1" rise to 12" run? For every 20' of ramp a 3' platform is needed. A 5'x5' platform space at the top and bottom is necessary for a wheelchair lift or ramp. Platform and ramp need to have anti-slip surface and have a 2" curbing on the sides. Minimum 36" clear handrail to handrail for the ramp. Smooth transition is needed at the bottom of the ramp.

**Doorway:**

Threshold Height \_\_\_\_\_

Width of Door \_\_\_\_\_ LIFT \_\_\_\_\_ RH \_\_\_\_\_ Replace \_\_\_\_\_

Lever Handle \_\_\_\_\_ Automatic Door Opener \_\_\_\_\_ Automatic Door Lock \_\_\_\_\_

Motion Lights \_\_\_\_\_ Accessible Peephole \_\_\_\_\_

**Considerations:** A 36" door has a clearance of 32" with regular hinges. Offset hinges must have a 4" clearance on the hinge side to the wall. Note the swing of the door can the client get around it. If the threshold is over a 5/2" high, modification may be needed.

**NOTES:**

## FREEDOM BY DESIGN CLIENT RELEASE AGREEMENT

The RELEASE AGREEMENT is entered into between the American Institute of Architecture Students ("AIAS"), the AIAS Chapter at North Dakota State University (the "Client") and me, \_\_\_\_\_ (the "Client").

I also enter into this RELEASE AGREEMENT on behalf of the following person(s) under my care:

**The Work and the Property.** The AIAS and the Chapter are sponsoring a project that will be providing services and materials to me under the Freedom by Design Program ("FBD"). All the services and materials that will be provided to me will be known here as the Work.

The Work will be performed on the physical property located at:

Street Address: 3251 30th Ave SW  
City, State, Zip: Fargo, ND 58103

I hereby represent and warrant that I either own the property on which the Work will be done, or that I have permission from the owner of that property for the Work to be done and the property to be modified.

**My Understanding.** I have been told about the Work, and authorize the AIAS and the Chapter (and the people working through AIAS) to do the Work. I have been advised and understand that I, as well as the person(s) under my care, may have some risk of personal injury and of damage to my property in connection with the Work.

**Assumption of Risk and Release.** Except to the extent I (or the person(s) under my care) may experience personal injury or incur property damage as a direct result of gross negligence or intentional misconduct by AIAS, I (for myself and for the person(s) under my care)

- agree to assume all risk of personal injury or property damage in connection with the Work; and
- hereby release AIAS and the Chapter, together with their respective officers, directors, members, employees, contractors, agents, and all other people connected with the Work in any way from all liabilities, claims, demands, and causes of action that I (or a third party, including the person(s) under my care) might have as a result of any personal injury or property damage that I may experience in connection with the Work.

**Limits on Liability.** In no event will the AIAS, its Chapter, or their respective officers, directors, members, employees, contractors, agents or other people connected with the Work in any way be liable for any incidental, indirect, consequential, special or punitive damages that I (or a third party, including the person(s) under my care) might be able to claim in connection with injury or damage resulting from the Work.

**Benefit of the Work.** In consideration of this Release, I understand that I (as well as the person(s) under my care) will be entitled to the benefit I receive from the Work.

By the AIAS:  
Patrick Coles  
Signature of Client

Patrick Coles  
Printed Name

11-07-16  
Date

707-267-4295  
Phone Number

AIAS and AIAS Chapter Acceptance:  
Alex Johnson  
Signature of Chapter AIAS Team Leader, or other Authorized Representative

ALEX JOHNSON  
Printed Name

11/2/16  
Date

(Please Print Full Name)

## Volunteer Services Agreement

Dear Ben Bernard:

Thank you for your willingness to volunteer your services to North Dakota State University and specifically the Department of Architecture and Landscape Architecture. As a volunteer, you are not considered an employee (except as stated below under the State Tort Claims Act) of NDSU and you agree to provide services to NDSU without the benefits or compensation normally provided to employees of the institution.

Your services and activities at NDSU will be to:

**AIAS - Freedom by Design project located at 3251 30th Ave SW Fargo, ND 58103**

The volunteer work includes but not limited to demolition of existing deck, building of new decks and ramps, and building of privacy fence. There might be a bonus at the end of learning about and helping to install a sliding glass door.

The effective date for your beginning volunteer services for NDSU will be **April 27, 2017**, and the ending date will be **no later than May 31, 2017**. Please note that receipt of this letter makes you an official volunteer of North Dakota State University and that you as a volunteer will be covered by the State's liability protection program so long as you perform your duties within the scope of the description provided above. Since volunteers are not covered by the state's worker compensation program, however, you are encouraged to maintain your own health insurance. If you should be injured during the course of your activities and the injury results from the negligence of a University employee or agent, you would have the same legal rights to seek compensation as would any visitor to the campus.

Please sign both copies of this letter and return one copy to Freedom by Design Senior Director, Ingrid Fullerton.

I, Ben Bernard, have read this entire letter of agreement, understanding its contents, accept the terms and conditions of this agreement, and agree to comply with all the rules and regulations established by North Dakota State University in working as a volunteer.

Sincerely,  
Ingrid Fullerton

4-26-17

Freedom by Design Senior Director

Date

Ben Bernard  
Volunteer

4/25/17  
Date

## Volunteer Services Agreement

Dear Ben Johnson:

Thank you for your willingness to volunteer your services to North Dakota State University and specifically the Department of Architecture and Landscape Architecture. As a volunteer, you are not considered an employee (except as stated below under the State Tort Claims Act) of NDSU and you agree to provide services to NDSU without the benefits or compensation normally provided to employees of the institution.

Your services and activities at NDSU will be to:

**AIAS - Freedom by Design project located at 3251 30th Ave SW Fargo, ND 58103**

The volunteer work includes but not limited to demolition of existing deck, building of new decks and ramps, and building of privacy fence. There might be a bonus at the end of learning about and helping to install a sliding glass door.

The effective date for your beginning volunteer services for NDSU will be **April 27, 2017**, and the ending date will be **no later than May 31, 2017**. Please note that receipt of this letter makes you an official volunteer of North Dakota State University and that you as a volunteer will be covered by the State's liability protection program so long as you perform your duties within the scope of the description provided above. Since volunteers are not covered by the state's worker compensation program, however, you are encouraged to maintain your own health insurance. If you should be injured during the course of your activities and the injury results from the negligence of a University employee or agent, you would have the same legal rights to seek compensation as would any visitor to the campus.

Please sign both copies of this letter and return one copy to Freedom by Design Senior Director, Ingrid Fullerton.

I, Ben Johnson, have read this entire letter of agreement, understanding its contents, accept the terms and conditions of this agreement, and agree to comply with all the rules and regulations established by North Dakota State University in working as a volunteer.

Sincerely,  
Ingrid Fullerton

4-26-17

Freedom by Design Senior Director

Date

Ben Johnson  
Volunteer

4/25/17  
Date

## Volunteer Waiver

Unless covered under the North Dakota Tort Claims Act, N.D.C. ch. 22-12-2, I hereby voluntarily waive any actions, demands, or claims against the State of North Dakota, North Dakota State University, or any of its officers or employees, that may result from any personal injury to me or damage to personal property occurring during such time that I perform volunteer services for the University under the direction and control of the Architecture and Landscape Architecture Office. I certify that I have health insurance coverage (or am covered under Medicare or Medicaid), and that my status will be as a volunteer and not as an employee, and that I acknowledge that I am not entitled to any employment compensation, including pay, Workers Compensation coverages or any other benefits.

Dated this 28th day of April, 2017.

Ben Johnson  
Signature

Ben Johnson  
Printed Name

Co-signature of Parent or Guardian

If individual is under 18 years of age

## AIAS Freedom by Design™

## Project Construction Liability and Photo Release Form

Name Ben Johnson

Emergency Contact Laurie Johnson Phone Number 281-519-6426

I hereby release and hold harmless AIAS Freedom by Design™, and the organizers, sponsors and supervisors of all its activities, from any and all liability in connection with any injury (including any injury caused by negligence) received in conjunction with the construction of the project held in the months of **April and May of 2017**. In addition, AIAS Freedom by Design™ has permission to use my name and/or any photographs or videos taken for publicity purposes.

Ben Johnson  
Signature

4/25/17  
Date

# Volunteer Waiver

Unless covered under the North Dakota Tort Claims Act, N.D.C.C. ch. 32-12-2, I hereby voluntarily waive any actions, demands, or claims against the State of North Dakota, North Dakota State University, or any of its officers or employees, that may result from any personal injury to me or damage to personal property occurring during such time that I perform volunteer services for the University under the direction and control of the Architecture and Landscape Architecture Office. I certify that I have health insurance coverage (or am covered under Medicare or Medicaid), and that my status will be as a volunteer and not as an employee, and that I acknowledge that I am not entitled to any employment compensation, including pay, Workers Compensation coverage or any other benefits.

Dated this 27 day of April, 2017.

Rogaine E. Gutschick

Signature

Rogaine E. Gutschick

Printed Name

Co-signature of Parent or Guardian

If individual is under 18 years of age

## AIAS Freedom by Design™

### Project Construction Liability and Photo Release Form

Name: Don Gutschick

Emergency Contact: Sharon Gutschick Phone Number: 715-854-0032

I hereby release and hold harmless AIAS, Freedom by Design™, and the organizers, sponsors and supervisors of all its activities, from any and all liability in connection with any injury (including any injury caused by negligence) received in conjunction with the construction of the project held in the months of April and May of 2017. In addition, AIAS Freedom by Design™ has permission to use my name and/or any photographs or videos taken for publicity purposes.

Rogaine E. Gutschick

Signature

4-27-17

Date

# Volunteer Services Agreement

Dear \_\_\_\_\_

Thank you for your willingness to volunteer your services to North Dakota State University and specifically the Department of Architecture and Landscape Architecture. As a volunteer, you are not considered an employee (except as stated below under the State Tort Claims Act) of NDSU and you agree to provide services to NDSU without the benefits or compensation normally provided to employees of the institution.

Your services and activities at NDSU will be to:

**AIAS - Freedom by Design project located at 3251 30<sup>th</sup> Ave SW Fargo, ND 58103**

The volunteer work includes but not limited to demolition of existing deck, building of new decks and ramps, and building of privacy fence. There might be a bonus at the end of learning about and helping to install a sliding glass door.

The effective date for your beginning volunteer services for NDSU will be **April 27, 2017**, and the ending date will be **no later than May 31, 2017**. Please note that receipt of this letter makes you an official volunteer of North Dakota State University and that you as a volunteer will be covered by the State's liability protection program so long as you perform your duties within the scope of the description provided above. Since volunteers are not covered by the state's worker compensation program, however, you are encouraged to maintain your own health insurance. If you should be injured during the course or your activities and the injury results from the negligence of a University employee or agent, you would have the same legal rights to seek compensation as would any visitor to the campus.

**Please sign both copies of this letter and return one copy to Freedom by Design Senior Director, Ingrid Fullerton.**

I, Rogaine Gutschick, have read this entire letter of agreement, understanding its contents, accept the terms and conditions of this agreement, and agree to comply with all the rules and regulations established by North Dakota State University in working as a volunteer.

Sincerely,

Ingrid Fullerton

Freedom by Design Senior Director

Date

Rogaine Gutschick

Volunteer

Date

# Volunteer Services Agreement

Dear \_\_\_\_\_

Thank you for your willingness to volunteer your services to North Dakota State University and specifically the Department of Architecture and Landscape Architecture. As a volunteer, you are not considered an employee (except as stated below under the State Tort Claims Act) of NDSU and you agree to provide services to NDSU without the benefits or compensation normally provided to employees of the institution.

Your services and activities at NDSU will be to:

**AIAS - Freedom by Design project located at 3251 30<sup>th</sup> Ave SW Fargo, ND 58103**

The volunteer work includes but not limited to demolition of existing deck, building of new decks and ramps, and building of privacy fence. There might be a bonus at the end of learning about and helping to install a sliding glass door.

The effective date for your beginning volunteer services for NDSU will be **April 27, 2017**, and the ending date will be **no later than May 31, 2017**. Please note that receipt of this letter makes you an official volunteer of North Dakota State University and that you as a volunteer will be covered by the State's liability protection program so long as you perform your duties within the scope of the description provided above. Since volunteers are not covered by the state's worker compensation program, however, you are encouraged to maintain your own health insurance. If you should be injured during the course or your activities and the injury results from the negligence of a University employee or agent, you would have the same legal rights to seek compensation as would any visitor to the campus.

**Please sign both copies of this letter and return one copy to Freedom by Design Senior Director, Ingrid Fullerton.**

I, Alan Haataja, have read this entire letter of agreement, understanding its contents, accept the terms and conditions of this agreement, and agree to comply with all the rules and regulations established by North Dakota State University in working as a volunteer.

Sincerely,

Ingrid Fullerton

Freedom by Design Senior Director

Date

Alan Haataja

Volunteer

Date

# Volunteer Waiver

Unless covered under the North Dakota Tort Claims Act, N.D.C.C. ch. 32-12-2, I hereby voluntarily waive any actions, demands, or claims against the State of North Dakota, North Dakota State University, or any of its officers or employees, that may result from any personal injury to me or damage to personal property occurring during such time that I perform volunteer services for the University under the direction and control of the Architecture and Landscape Architecture Office. I certify that I have health insurance coverage (or am covered under Medicare or Medicaid), and that my status will be as a volunteer and not as an employee, and that I acknowledge that I am not entitled to any employment compensation, including pay, Workers Compensation coverage or any other benefits.

Dated this 27 day of April, 2017.

Alan Haataja

Signature

Alan Haataja

Printed Name

Co-signature of Parent or Guardian

If individual is under 18 years of age

## AIAS Freedom by Design™

### Project Construction Liability and Photo Release Form

Name: Alan Haataja

Emergency Contact: Parent (605-660-0331) Phone Number: 605-660-5556

I hereby release and hold harmless AIAS, Freedom by Design™, and the organizers, sponsors and supervisors of all its activities, from any and all liability in connection with any injury (including any injury caused by negligence) received in conjunction with the construction of the project held in the months of April and May of 2017. In addition, AIAS Freedom by Design™ has permission to use my name and/or any photographs or videos taken for publicity purposes.

Alan Haataja

Signature

4-27-17

Date

**Volunteer Services Agreement**

Dear FRED:

Thank you for your willingness to volunteer your services to North Dakota State University and specifically the Department of Architecture and Landscape Architecture. As a volunteer, you are not considered an employee (except as stated below under the State Tort Claims Act of NDSU) and you agree to provide services to NDSU without the benefits or compensation normally provided to employees of the institution. Your services and activities at NDSU will be to:

**AIAS - Freedom by Design project located at 3251 30<sup>th</sup> Ave SW Fargo, ND 58103**

The volunteer work includes but not limited to demolition of existing deck, building of new decks and ramps, and building of privacy fence. There might be a bonus at the end of learning about and helping to install a sliding glass door.

The effective date for your beginning volunteer services for NDSU will be **April 27, 2017**, and the ending date will be **no later than May 31, 2017**. Please note that receipt of this letter makes you an official volunteer of North Dakota State University and that you as a volunteer will be covered by the State's liability protection program so long as you perform your duties within the scope of the description provided above. Since volunteers are not covered by the state's worker compensation program, however, you are encouraged to maintain your own health insurance. If you should be injured during the course of your activities and the injury results from the negligence of a University employee or agent, you would have the same legal rights to seek compensation as would any visitor to the campus.

**Please sign both copies of this letter and return one copy to Freedom by Design Senior Director, Ingrid Fulkerson.**

I, DAVE VANDER, have read this entire letter of agreement, understanding its contents, accept the terms and conditions of this agreement, and agree to comply with all the rules and regulations established by North Dakota State University in working as a volunteer.

Sincerely, Ingrid Fulkerson  
Freedom by Design Senior Director Date 4-26-17

Volunteer Dave Vander Date 4/28/17

**Volunteer Waiver**

Unless covered under the North Dakota Tort Claims Act, N.D.C.C. ch. 32-12.2, I hereby voluntarily waive any actions, demands, or claims against the State of North Dakota, North Dakota State University, or any of its officers or employees, that may result from any personal injury to me or damage to personal property occurring during such time that I perform volunteer services for the University under the direction and control of the Architecture and Landscape Architecture Office. I certify that I have health insurance coverage for an covered under Medicare or Medicaid, and that my status will be as a volunteer and not as an employee, and that I acknowledge that I am not entitled to any employment compensation, including pay, Workers Compensation coverage or any other benefits.

Dated this 4/28 day of April, 2017.

Signature Dave Vander

Printed Name DAVE VANDER

\* Co-signature of Parent or Guardian  
If individual is under 18 years of age

**AIAS Freedom by Design™  
Project Construction Liability and Photo Release Form**

Name: DAVE VANDER  
Emergency Contact: EMILY - DAVIS VANDER Phone Number: 862-888-860-553

I hereby release and hold harmless AIAS, Freedom by Design™, and the organizers, sponsors and supervisors of all its activities, from any and all liability in connection with any injury (including any injury caused by negligence) received in conjunction with the construction of the project held in the months of April and May of 2017. In addition, AIAS, Freedom by Design™ has permission to use my name and/or any photographs or videos taken for publicity purposes.

Signature Dave Vander  
Date 4/28

**Volunteer Waiver**

PLEASE SEND TO LIBRARY, 2ND FLOOR, 1000 S. DAKOTA AVE.

Unless covered under the North Dakota Tort Claims Act, N.D.C.C. ch. 32-12.2, I hereby voluntarily waive any actions, demands, or claims against the State of North Dakota, North Dakota State University, or any of its officers or employees, that may result from any personal injury to me or damage to personal property occurring during such time that I perform volunteer services for the University under the direction and control of the Architecture and Landscape Architecture Office. I certify that I have health insurance coverage for an covered under Medicare or Medicaid, and that my status will be as a volunteer and not as an employee, and that I acknowledge that I am not entitled to any employment compensation, including pay, Workers Compensation coverage or any other benefits.

Dated this April day of 2017.

Signature JAVIN ABOYO

Printed Name JAVIN

Co-signature of Parent or Guardian N/A  
If individual is under 18 years of age

**AIAS Freedom by Design™  
Project Construction Liability and Photo Release Form**

Name: JAVIN ABOYO  
Emergency Contact: JAVIN ABOYO Phone Number: 301 302 0720

I hereby release and hold harmless AIAS, Freedom by Design™, and the organizers, sponsors and supervisors of all its activities, from any and all liability in connection with any injury (including any injury caused by negligence) received in conjunction with the construction of the project held in the months of April and May of 2017. In addition, AIAS, Freedom by Design™ has permission to use my name and/or any photographs or videos taken for publicity purposes.

Signature JAVIN ABOYO  
Date April 20th 2017

**Volunteer Services Agreement**

Dear JAVIN ABOYO:

Thank you for your willingness to volunteer your services to North Dakota State University and specifically the Department of Architecture and Landscape Architecture. As a volunteer, you are not considered an employee (except as stated below under the State Tort Claims Act of NDSU) and you agree to provide services to NDSU without the benefits or compensation normally provided to employees of the institution. Your services and activities at NDSU will be to:

**AIAS - Freedom by Design project located at 3251 30<sup>th</sup> Ave SW Fargo, ND 58103**

The volunteer work includes but not limited to demolition of existing deck, building of new decks and ramps, and building of privacy fence. There might be a bonus at the end of learning about and helping to install a sliding glass door.

The effective date for your beginning volunteer services for NDSU will be **April 27, 2017**, and the ending date will be **no later than May 31, 2017**. Please note that receipt of this letter makes you an official volunteer of North Dakota State University and that you as a volunteer will be covered by the State's liability protection program so long as you perform your duties within the scope of the description provided above. Since volunteers are not covered by the state's worker compensation program, however, you are encouraged to maintain your own health insurance. If you should be injured during the course of your activities and the injury results from the negligence of a University employee or agent, you would have the same legal rights to seek compensation as would any visitor to the campus.

**Please sign both copies of this letter and return one copy to Freedom by Design Senior Director, Ingrid Fulkerson.**

I, JAVIN ABOYO, have read this entire letter of agreement, understanding its contents, accept the terms and conditions of this agreement, and agree to comply with all the rules and regulations established by North Dakota State University in working as a volunteer.

Sincerely, Ingrid Fulkerson  
Freedom by Design Senior Director Date 4-26-17

Volunteer JAVIN ABOYO Date 4-28-17

**Volunteer Services Agreement**

Dear Zach Meyer:

Thank you for your willingness to volunteer your services to North Dakota State University and specifically the Department of Architecture and Landscape Architecture. As a volunteer, you are not considered an employee (except as stated below under the State Tort Claims Act of NDSU) and you agree to provide services to NDSU without the benefits or compensation normally provided to employees of the institution.

Your services and activities at NDSU will be to:

**AIAS - Freedom by Design project located at 3251 30<sup>th</sup> Ave SW Fargo, ND 58103**

The volunteer work includes but not limited to demolition of existing deck, building of new decks and ramps, and building of privacy fence. There might be a bonus at the end of learning about and helping to install a sliding glass door.

The effective date for your beginning volunteer services for NDSU will be **April 27, 2017**, and the ending date will be **no later than May 31, 2017**. Please note: that receipt of this letter makes you an official volunteer of North Dakota State University and that you as a volunteer will be covered by the State's liability protection program so long as you perform your duties within the scope of the description provided above. Since volunteers are not covered by the state's worker compensation program, however, you are encouraged to maintain your own health insurance. If you should be injured during the course or your activities and the injury results from the negligence of a University employee or agent, you would have the same legal rights to seek compensation as would any visitor to the campus.

Please sign both copies of this letter and return one copy to Freedom by Design Senior Director, Ingrid Fullerton.

I, Zach Meyer, have read this entire letter of agreement, understanding its contents, accept the terms and conditions of this agreement, and agree to comply with all the rules and regulations established by North Dakota State University in working as a volunteer.

Sincerely, Ingrid Fullerton  
 Freedom by Design Senior Director Date 4-26-17

Volunteer Zach Meyer Date 28 April 2017

**Volunteer Waiver**

Unless covered under the North Dakota Tort Claims Act, N.D.C.C. ch. 32-12-2, I hereby voluntarily waive any actions, demands, or claims against the State of North Dakota, North Dakota State University, or any of its officers or employees, that may result from any personal injury to me or damage to personal property occurring during such time that I perform volunteer services for the University under the direction and control of the Architecture and Landscape Architecture Office. I certify that I have health insurance coverage (or am covered under Medicare or Medicaid), and that my status will be as a volunteer and not as an employee, and that I acknowledge that I am not entitled to any employment compensation, including pay, Workers Compensation coverage or any other benefits.

Dated this 28 day of April, 2017.

Zach Meyer  
 Signature  
Zach Meyer  
 Printed Name

Co-signature of Parent or Guardian  
 If individual is under 18 years of age

**AIAS Freedom by Design™**  
**Project Construction Liability and Photo Release Form**

Name: Zach Meyer Emergency Contact: Ingrid Fullerton Phone Number: 605.799.6267

I hereby release and hold harmless AIAS Freedom by Design™, and the organizers, sponsors and supervisors of all its activities, from any and all liability in connection with any injury (including any injury caused by negligence) received in conjunction with the construction of the project held in the month of **April and May of 2017**. In addition, AIAS Freedom by Design™ has permission to use my name and/or any photographs or videos taken for publicity purposes.

Zach Meyer  
 Signature  
28 April 2017  
 Date