

Volunteer Agreement

As a volunteer, I understand and agree that:

- I am signing this agreement in order to have the opportunity to volunteer with GNRC in an unpaid role.
- I have a copy of the Volunteer Handbook. I will follow its policies and instructions and ask if I have questions.
- I may be subject to a background check to volunteer, and I will fill out any necessary forms.
- I will follow the directions of GNRC staff. I will only undertake duties I am authorized and qualified to perform and will perform those activities to the best of my abilities.
- I will inform my supervisor in advance if I am unable to keep my assigned schedule or if I wish to change the nature of my volunteer contribution (for example, a change in hours or a change in role).
- I will accurately track my time and submit documentation of my activities to the Volunteer Coordinator.
- My position may require training. I will attend and complete all required trainings.
- GNRC is active on social media and appreciates volunteer interaction. If I choose to post online or via social media and tag or discuss GNRC, I will disclose my relationship as a volunteer, I will be mindful of protecting confidential information, and I will use common sense to avoid posting disrespectful content.
- I may have access to information that is protected under the Health Insurance Portability and Accountability Act (HIPAA) or access to other sensitive or confidential information. I will protect confidential materials under all circumstances, and I understand that my non-compliance with confidentiality requirements may violate the law. I will uphold client privacy and conduct conversations involving confidential or sensitive information in private areas.
- GNRC has non-discrimination policies that apply to staff, volunteers, clients, and partner organizations. I will review and uphold all GNRC non-discrimination policies including the policies related to Title VI of the Civil Rights Act of 1964. I will promptly report any violations of the nondiscrimination policies to the Volunteer Coordinator or to GNRC's Title VI coordinator.
- I have read and understand the Drug Free Facility Policy and will abide by it.
- I will promptly notify the Volunteer Coordinator, my supervisor, or other GNRC staff of any health and safety issues or potentially hazardous situations that may pose a risk to me or others, and I will report any accidents or incidents.
- I have read the conflict-of-interest policy and will report any conflicts to the Volunteer Coordinator immediately.
- I will engage courteously with all staff, clients, partner organizations, and the public during my volunteer role.
- I will use any property or equipment given to me in my volunteer role safely and only for purpose of the role.
- GNRC may use my name, likeness, image, and recordings of me taken during my volunteer service in publications, news releases, online, and in other communications related to the mission of GNRC.
- I will inform the Volunteer Coordinator immediately if I am arrested or if any criminal charges whatsoever are brought against me, including but not limited to, any charges related to sexual misconduct or abuse. (Parking tickets and moving violations do not count as criminal charges.)
- I release and will hold harmless GNRC and its employees, agents, and partners ("the GNRC Parties") from any claim arising from my participation as a Volunteer.
- GNRC may make changes to its volunteer requirements or this agreement, and those changes will apply to me upon notice from GNRC.

Volunteer Name: _____ Volunteer Date of Birth: _____

Volunteer Signature: _____ Date: _____

If Volunteer is under the age 18, this form must be signed below by a parent or legal guardian.

I am the parent or legal guardian of the Volunteer named above. I consent for the Volunteer to participate as a Volunteer, I adopt and ratify my child's agreement to the terms above, and I release and will hold harmless the GNRC Parties from any claim arising from my child's participation as a Volunteer.

Print Parent/Legal Guardian Name

Signature

Date