



## VAPA Volunteer Agreement

Entered into between

**the VAPA Center**

(Hereinafter referred to as "the Organization")

**and**

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Printed Name

(Hereinafter referred to as "the Volunteer")

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### **1. Nature of Agreement**

The position of Volunteer at the Organization is a volunteer position. This means that, if you accept the role, you perform all duties voluntarily and you will not receive payment for your work. Neither the Organization nor the Volunteer intends any employment or contractual relationship to be created, i.e., you are not an employee, independent contractor, tenant, or consultant at the Organization. If this changes at any time, and there is a possibility that you might undertake paid work for the Organization or be involved in vocational training, the Organization will discuss this with you and document the arrangement in a formal employment contract, contract for services, or other arrangement.

### **2. What You Can Expect When Volunteering at the Organization**

The Organization values its volunteers and will endeavor to provide you with:

- A verbal description of your position, so you understand your role and the tasks you're authorized to do.
- Orientation and all the training necessary for the volunteer position, including Slack access to the #vapa-volunteers channel.
- A safe environment in which to perform your role.
- Respect for your privacy, including keeping your private information confidential.
- A volunteer coordinator, so that you have the opportunity to ask questions and get feedback.

### **3. What the Organization Expects from Its Volunteers**

The Organization expects that all Volunteers will:

- Support the Organization's goals and mission and promote and achieve them.
- Participate in all orientation and training programs.
- Only undertake duties you're authorized to carry out and always operate under the direction and supervision of nominated staff, obeying reasonable directions and instructions.
- Behave appropriately and courteously to all staff, visitors, tenants, and any other parties the Organization has relations with.
- Notify the organization in due time if you wish to step down from volunteerism.

- Be open and honest in all dealings with the organization.
- Comply with local laws at all times.
- Wear a volunteer tag when volunteering.
- Adhere to codes of conduct, building, and county regulations.

#### **4. Contact Person or Supervisor**

Your volunteer coordinator at the Organization will be George Martin. If you have any questions or require assistance regarding your role in the Organization, please contact this person as soon as possible via Slack or email.

#### **5. Duration of Volunteer Agreement**

After three (3) months of inactivity, you will be removed from our volunteer list.

#### **6. Training**

The Organization is committed to providing suitable training in support of the Organization's mission. All volunteers must attend a quarterly VAPA Volunteers meeting before or as soon as possible after the start of their volunteer position.

#### **7. Volunteer Expenses**

The Organization will not reimburse the Volunteer for any out-of-pocket expenses incurred to carry out any tasks related to the Volunteer position. The Volunteer agrees to take on all financial responsibilities related to the position.

#### **8. Media Agreement**

At the discretion of the Executive Director or Volunteer Coordinator, any violation of the expectations outlined below may lead to the termination of your volunteer position with the Organization.

- a. I agree to maintain the confidential information of the organization.
- b. I understand that all activities and reporting conducted while volunteering are associated with the Organization and must be mentioned and credited in all media presentations, including but not limited to written articles, television, social media, or film.
- c. Any publicity associated with this Organization must be approved directly through the Executive Director. Do not speak with the media unless authorized first by the Executive Director.
- d. I agree to provide the Organization with a copy of any pictures taken at Organization-related events.
- e. I agree not to post any photos, videos, or writing on the internet that is Organization-related (including Facebook, and personal blogs). This does not include sharing or linking media content that originated from the Organization (e.g., sharing the Organization's Facebook post/photo).

#### **9. Background Check**

As a condition of volunteering, I permit the Organization to conduct a background check on me, which may include a review of sex offender registries, child abuse, and criminal activity records. I understand that, if appointed, my position is conditional upon the Organization receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the Organization, its employees and volunteers, or any person or organization that may provide such information.

Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.

I hereby grant to the Organization and its authorized agents, vendors, officers, directors, employees, licensees, affiliates, successors, and assigns the non-exclusive, irrevocable, perpetual, worldwide right and license to use, reproduce, display, perform, edit, create derivative works of, and distribute, in whole or in part, any photographs and/or recordings taken by me during activities sponsored by the Organization, for any purpose, in any manner or media now known or hereinafter developed.

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Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Date: \_\_\_\_\_