Volunteer Agreement

Thank you for volunteering with A Wider Circle! The success of our programs depends largely upon volunteers like you. As you work today, please keep the following guidelines in mind:

- Please be respectful and courteous to all people at all times. When you are here, remember that you represent A Wider Circle. This means not engaging in potential offensive behavior including cursing, horseplay, and wearing clothes that are potentially offensive.

- Communication should be professional at all times. Everyone is here to serve and help others, and that should be the spirit of every interaction – with donors, clients, and other volunteers.

- Please refrain from using your cell phone while volunteering. It is important to be present for the work you are assisting with.

- Slow down! Rushing to unpack and move items causes injury to people and furniture.

- Volunteers lifting furniture over 30 lbs. need to wear a back brace and be older than 12 years of age. Remember to lift items properly (with your knees, not your back), and to take breaks when you need them.

- Be kind to the floor and walls. Please do not drag furniture as it may scuff or damage the floor. Maneuvering items can be tricky; please be patient and plan accordingly.

- Please do not fill empty shelves with items that don’t belong there. If there is no space in the designated area, please ask a staff member for assistance.

- If a piece of furniture is taken apart, please tape together and label all of the pieces. Disassembled and unlabeled items are not selected by our clients and are eventually trashed.

- If you need to track your volunteer hours, please ensure you always sign in and out on the logs. We can only verify the hours logged in our system.

- All volunteers under the age of fourteen need to be accompanied by an adult chaperone.

- Remember, you are not expected to be an expert. If you are uncertain of anything, please ask a staff member, intern, or an experienced volunteer for help.

Again, thank you for taking your time to help others through A Wider Circle!

I have read these statements and by signing below, I agree to adhere to these guidelines.

______________________  __________________
Signature                  Date
Volunteer Waiver

Please initial next to each of the following statements:

_____ I understand that volunteering with the Neighbor-to-Neighbor Program poses the risk of accident, injury, death, and property damage, and, therefore, volunteers are required to follow the instructions of A Wider Circle staff and interns at all times. Volunteers may be asked to carry heavy items, work in areas with low vertical clearance, operate vehicles, and perform other tasks that can be considered dangerous. By signing this form, I verify that I understand that I am exposing myself or my child to accident, injury, death, and property damage through volunteering with the Neighbor-to-Neighbor Program.

_____ I understand that illegal use of a controlled substance will not be tolerated. Any volunteer possessing or using a controlled substance will be required to immediately leave the premises.

_____ I have disclosed any pertinent information regarding any criminal background, and understand fully that A Wider Circle has a zero tolerance policy for drugs, alcohol, sexual harassment, criminal activity, and unprofessional communication while you are associated with the organization.

_____ I have read and signed the volunteer agreement sheet.

_____ I agree that A Wider Circle may take photographs of myself or my child and use these images to promote the purposes of A Wider Circle with no compensation due to me. (☐ Check here if you would prefer NOT to have you or your child’s photograph taken.)

I shall at all times indemnify, defend, and save A Wider Circle and its agents harmless from, any and all damages, losses, claims, including claims and actions relating to injury to or death of any person or damage to property, demands, suits, recoveries, costs and expenses, court costs, attorney fees, and all other obligations by or to third parties, arising out of or resulting from participation in A Wider Circle’s aforementioned activity, except in cases of gross negligence or intentional wrongdoing by A Wider Circle or its agent.

___________________________ ____________________________
Name of Volunteer OR Parent/Legal Guardian if under 18 Date

___________________________ ____________________________
Print Name of Volunteer & Parent/Legal Guardian if under 18

Name: __________________________________________________________
Address: __________________________________________________________
Phone Number: _____________________________________________________
Email: _____________________________________________________________
Employer/ School: ___________________________________________________

☐ Please add me to your email list! ☐ Please add me to your mailing list. (approx. 3 mailings per year!)

How did you hear about A Wider Circle? _______________________________________________________

Please check the box that corresponds to your age: ☐ 5-12 ☐ 13-17 ☐ 18-25 ☐ 26-49 ☐ 50-64 ☐ 65+

In the event of an emergency, the following person should be contacted:

<table>
<thead>
<tr>
<th>Name of contact (print)</th>
<th>Relationship</th>
<th>Phone</th>
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Parental Consent (for volunteers under 18 unaccompanied by an adult):

________________________________________ has my permission to participate in this A Wider Circle event.

Name of volunteer

___________________________ ____________________________
Signature of Parent/Legal Guardian Date