



I, _____, as a volunteer for _____ agree
to the following:

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1. Work a schedule mutually acceptable to the agency and volunteer;
2. Become thoroughly familiar with the policies and procedures set forth by the agency;
3. Be prompt and reliable in reporting to work and keep an accurate record of hours worked by signing in and out on the appropriate forms;
4. Attend orientation and training sessions, as required, and undertake continuing education provided by the agency as necessary to maintain competence;
5. Notify the program staff as early as possible if unable to report to work;
6. Perform with dignity and caution when acting as a representative of the agency;
7. Do not enter into any agreements with third parties or assuming any third-party responsibilities on behalf of the agency;
8. Maintain confidentiality of all client information and all other information deemed confidential by the agency;
9. Maintain the security of the agency at all hours and help promote the safety of other volunteers, program staff, and clients;
10. Assist in any temporary job assignments outside those specified in the particular job description should it be beneficial to the agency and within the scope of the volunteer's time or skills;
11. Treat other volunteers, program staff, and clients with dignity and respect without regard for race, culture, ethnicity, religion, sexual orientation, disability, gender, or age.

Volunteer Signature _____ Date _____

Volunteer Coordinator _____ Date _____