

DON'T FORGET TO FEED ME PET FOOD BANK – VOLUNTEER AGREEMENT

CONFIDENTIALITY AGREEMENT

- Security and confidentiality of Don't Forget to Feed Me Pet Food Bank, Inc.'s (DF2FM) information are matters of utmost concern to both donors, volunteers, and staff. Individuals who have access to organizational information are in positions of trust relative to this information and must recognize the responsibilities entrusted to them. To maintain the integrity DF2FM, it is important to set forth the expectations regarding maintaining Confidential Information.
- DF2FM desires to ensure that Confidential Information will be used only to accomplish the organization's goals. This Confidentiality Agreement, however, is not meant to prohibit employees from discussing their own personal and confidential information, such as wage and salary information.
- The undersigned recognizes that his/her relationship with DF2FM (as an employee, Board Director, contractor, subcontractor, volunteer or other person with access to confidential information) is one of the highest trust and confidence and acknowledges and agrees that using or disseminating Confidential Information in any manner inconsistent with protecting and furthering Don't Forget to Feed Me Pet Food Bank, Inc. and its goals would cause irreparable harm to DF2FM, and one of the duties of the undersigned is to prevent the dissemination or use of Confidential Information in any manner inconsistent with protecting and furthering DF2FM's goals and its mission.
- The undersigned agrees that he/she will not, either during employment, contract period or volunteer term with DF2FM or at any time after, directly or indirectly, use, for his/her own benefit or for the benefit of another, or disclose, disseminate, or distribute to another, any DF2FM Trade Secrets or Confidential Information.
- Confidential Information includes all material, processes, information, data, financial information, and communications that relate to DF2FM and its mission including without limitation information relating to: (i) marketing and financial activities and plans; (ii) donor and volunteer information, (iii) costs, sources of supply, financial performance, and strategic plans; and (iv) information relating to strategy for obtaining contracts and/or partnerships with various private organizations, customers, and/or vendors. Confidential Information does not include information that has entered the public domain.

_____ I HAVE FULLY READ AND AGREE TO THE CONFIDENTIALITY AGREEMENT AS STATED ABOVE
initial here

VOLUNTEER CODE OF CONDUCT

I AGREE TO THE ALL STANDARD AND REQUIREMENTS LISTED IN THE VOLUNTEER HANDBOOK, INCLUDING BUT NOT LIMITED TO:

- I will be reliable and keep my commitments.
- I will leave my pets at home.
- I will wear my name tag/badge provided by DF2FM while on duty.
- I will bring only age-appropriate children that have completed documents/waivers on file.
- I will wear appropriate attire (*note: closed toe shoes required for warehouse*)
- I will always show respect for others and act in a professional manner.
- I understand that noncompliance or complaints received regarding any volunteer determined to be unsafe, unreliable, or unresponsive will result in correction and potentially removal from volunteer service.
- I will NOT make sexually explicit comments, solicit sexual favors, or engage in sexual activity while in the service of DF2FM.
- I will NOT use alcohol, narcotics, or controlled substances, or be under their influence, while on duty.

_____ I HAVE FULLY READ AND AGREE TO THE VOLUNTEER CODE OF CONDUCT AS STATED ABOVE
initial here

VOLUNTEER ACKNOWLEDGEMENT

- I have a copy of the DF2FM Volunteer Handbook and will consult with staff if I have any questions or concerns.
- I understand it is my responsibility to ensure I have current documents pertaining to volunteering with this organization.
- I have fully reviewed and completed the DF2FM Volunteer Orientation as required.
- I have entered this volunteer relationship with DF2FM voluntarily and acknowledge my understanding of the commitments. I acknowledge that the manual is neither a contract of employment nor volunteering.
- I understand that while some policies and procedures may be explained verbally, it is my responsibility to fully read and comply with all policies regarding volunteering.
- By signing this acknowledgment, I am authorizing DF2FM staff and volunteers to take my photo while working in the office, warehouse, or at events and authorizing DF2FM staff and volunteers to use my likeness in media, publications, and in other ways as needed.
- The volunteer materials do not address every possible situation. If any questions or concerns arise, I will contact staff immediately.
- I have read and reviewed the Background Check policy and understand that I am subject to a background check depending on my volunteer role. This check, if applicable, must be completed prior to volunteering.

_____ I HAVE FULLY READ AND AGREE TO THE VOLUNTEER ACKNOWLEDGEMENT AS STATED ABOVE
initial here

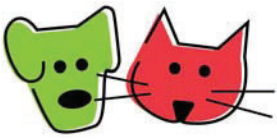
Printed Name: _____

Signature: _____

Date: _____

Parent/Guardian Name (if under 18) _____

Parent/Guardian Signature (if under 18) _____



Release and Waiver of Liability

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR RIGHTS.

This Release and Waiver of Liability (the "Release") is executed on this _____ day of _____, 20____, by _____ (DAY) (MONTH) _____ in favor of Don't Forget to Feed Me Pet Food Bank, Inc, a Texas non-profit (THE "VOLUNTEER") corporation, its directors, officers, employees, and agents.

The Volunteer desires to work as a volunteer for Don't Forget to Feed Me and to engage in the activities related to being a volunteer. The Volunteer does hereby freely, voluntarily, and without duress execute this Release under the following terms:

1. **Waiver and Release.** Volunteer does hereby release and forever discharge and hold harmless Don't Forget to Feed Me and its successors and assigns from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's work for Don't Forget to Feed Me.

Volunteer understands and acknowledges that this Release discharges Don't Forget to Feed Me from any liability or claim that the Volunteer may have against Don't Forget to Feed Me with respect to any bodily injury, personal injury, illness, death or property damage that may result from Volunteer's work for Don't Forget to Feed Me, whether caused by the negligence of Don't Forget to Feed Me or its officers, directors, employees, agents, volunteers, or otherwise. Volunteer also understands that, except as otherwise agreed to by Don't Forget to Feed Me in writing, Don't Forget to Feed Me does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury or illness.

2. **Medical Treatment.** Except as otherwise agreed to by Don't Forget to Feed Me in writing, Volunteer does hereby release and forever discharge and hold harmless Don't Forget to Feed Me and its successors and assigns from any and all liability or claims which arise or may hereafter arise on account of any first aid, treatment, or service rendered in connection with Volunteer's work for Don't Forget to Feed Me.

3. **Assumption of Risk.** The Volunteer understands that the work for Don't Forget to Feed Me may include activities that may be hazardous to the volunteer, including, but not limited to, construction, loading and unloading, and transportation to and from work sites. The Volunteer hereby expressly and specifically assumes the risk of injury or harm in these activities and releases Don't Forget to Feed Me from all liability for injury, illness, death, or property damage resulting from the activities the Volunteer performs on behalf of Don't Forget to Feed Me. The Volunteer has read, understood and agrees to abide by Don't Forget to Feed Me's Safety Guidelines.

4. **Insurance.** The Volunteer understands that, except as otherwise agreed to by Don't Forget to Feed Me in writing; Don't Forget to Feed Me does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. **Each volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.**

5. **Photographic Release.** Volunteer does hereby grant and convey unto Don't Forget to Feed Me all rights, title, and interest in any and all photographic images and video or audio recordings made by Don't Forget to Feed Me during the Volunteer's work for Don't Forget to Feed Me, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

I certify that this information is true and accurate to the best of my knowledge, and I release and hold harmless Don't Forget to Feed Me for any inaccuracy or misrepresentation.

Signed _____ Date _____

Parent/Guardian Signature (if under 18) _____

Emergency contact phone _____

Emergency contact name and relationship _____