**Volunteer Agreement**

**Comics4Kids INC
Volunteer CONFIDENTIALITY and CONDUCT GUIDELINES Agreement**

**1. CONFIDENTIALITY**

Comics4Kids fully supports the right to privacy of:
A) Individuals requesting assistance from and/or utilizing any services of the agency, and;
B) people contributing time and/or money to Comics4Kids. Strictest confidentiality will be maintained at all times on the part of all staff and volunteers of Comics4Kids as it pertains to any information related to clients, volunteers, and donors of the agency.

In my capacity as VOLUNTEER with Comics4Kids, I agree not to discuss name or any other characteristics by which a client, volunteer, or donor could be identified. If a problem or question about this arises I will bring it to the attention of the VOLUNTEER SERVICES DEPARTMENT staff.

**2. PERSONAL CONDUCT**

All volunteers are required to conduct themselves personally and professionally in a manner that is fitting and appropriate for members of Comics4Kids. Each volunteer shall treat agency staff, clients, visitors, and other volunteers with courtesy, respect, and consideration.

The following policies apply to all volunteers:
Volunteers will not engage in any sexual activity with Comics4Kids clients with whom they have a direct, ongoing professional relationship. This includes education volunteers who may not engage in any sexual activity with education clients before a period of one month has elapsed when such a relationship arises from an educational offering. Sexual activity between volunteers and their immediate supervisors, whether Comics4Kids staff or volunteer, is also forbidden.

Any unwelcome sexual advance, or other verbal or physical conduct of a sexual nature, constitutes sexual harassment and is expressly forbidden. Such conduct has the purpose of substantially interfering with an individual's work performance, by creating an intimidating, hostile, and offensive work environment.

**3. SUBSTANCE USE**

Volunteers will refrain from the use of recreational drugs and alcohol on agency premises, at any Comics4Kids event, and with clients.

\*\*This application and the information contained therein will not be released outside Comics4Kids without the express permission of the Volunteer named herein.\*\*

**\*\*\*BACKGROUND CHECK\*\*\***Because Comics4Kids is a service organization, we must screen all employees, volunteers, and visitors to ensure the safety of clients, staff, visitors and fellow volunteers.  If you have a criminal history or there is a question, you will be contacted by a staff member in Volunteer Services.  A positive check will not automatically bar you from volunteering, although you will not work until Executive Board review of case specifics with you. Children must possess their membership card issued by Comics4Kids and be attended by their parent or authorized guardian who is on file with Comics4Kids. All results will remain strictly confidential, unless Amber Alert or Warrant issues arise\*\*\*

 

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