

The Green Outreach Volunteer Agreement

This Volunteer Agreement is between Green Outreach, Inc. (Organization) and the Volunteer. The Volunteer is willing to donate time and services to the Organization listed above, and in turn the organization is willing to accept such time and service by the Volunteer. In consideration of the above, the parties hereby agree to the following terms and conditions:

Non-Employee Status

I acknowledge that I am a volunteer and not an employee of the organization. The organization is not responsible for paying taxes, providing benefits, or covering unemployment or workers' compensation for my volunteer service.

Wages

I acknowledge that I am a volunteer and not an employee of the organization. The organization is not responsible for paying taxes, providing benefits, or covering unemployment or workers' compensation for my volunteer service.

Training & Supervision

I understand the Organization will provide the training necessary to perform my volunteer role. The Organization will provide supervision while encouraging all volunteers to take on a variety of roles when fulfilling the required hours of community service.

Online Safety

In order to complete my community service, I must have access to a computer with a reliable internet connection. Since communication often involves emails, attachments, and file transfers, I understand that I am at risk of computer viruses. To minimize this risk, I am responsible for installing and regularly updating anti-virus software on my computer. The Organization also maintains and updates anti-virus software on its systems. However, the Organization is not responsible for any computer infections, corrupted files, or damage resulting from viruses and will not be held liable for any related losses.

Volunteer Code of Ethics

I understand that I am expected to adhere to the Organization's code of ethics and always maintain professionalism. I must conduct myself with integrity, respect, and accountability while representing the Organization. I must follow all organizational policies and procedures to ensure a safe and supportive environment.

I must represent the Organization in a positive manner and refrain from any behavior that could damage its reputation. I must maintain the confidentiality of the Organization's information and data and treat fellow volunteers, staff, and community members with courtesy and respect. Failure to uphold this code of conduct may result in termination of my volunteer service.

I also understand that I am not permitted to contact other organizations or individuals on behalf of the Organization. This includes public statements, partnerships with other organizations, or any agreements involving financial or contractual obligations.

Copyright and Ownership

I hereby grant the Organization non-exclusive permission to use any materials created for assignments, projects, or programs. This includes, but is not limited to, graphic materials, marketing materials, blog submissions, newsletter content, web page designs, web page content, narratives, research, compilations, instructional texts, and digital collateral. Upon submission, these materials become the property of the Organization and may be copied, reproduced, and published at its discretion. While I will receive credit hours for these contributions, credit may not be provided on the Organization's website.

I grant the Organization full rights to edit, display, distribute, publish, or otherwise use the submitted content. I also waive any rights to review, credit, royalties, or compensation for these materials.

Confidentiality

I agree to maintain the confidentiality of any sensitive or proprietary information encountered during my service. This includes, but is not limited to, customer details, employee data, donor information, and trade secrets. I will not share this information with any third parties.

I am responsible for protecting all proprietary or privileged information I access while serving, whether it pertains to staff, other volunteers, nonprofit community members, or the overall operations of the Organization. Failure to maintain confidentiality may result in my termination with the Organization, other corrective action, or damages as a result of my actions.

Intellectual Property

I understand that any work, ideas, or materials I develop as part of my volunteer duties are the intellectual property of the Organization. I agree not to take, use, or distribute this information outside of my volunteer role. All creative content, research, or other contributions made during service remain the exclusive property of the Organization.

Plagiarism

I acknowledge that plagiarism is the unauthorized use or close imitation of another individual's work and presenting it as one's own. This includes using phrases, quotes, or ideas from another source without proper attribution, paraphrasing another's work without crediting the original author, using facts or data that are not considered common knowledge without citing the source, and copying or pasting content from a website, book, or other published material without permission or citation.

Photography plagiarism also falls under this policy and includes using an image from a book or

the internet without proper attribution, recreating a copyrighted photograph with similar composition, subject matter, or design, and adapting a visual work into another medium, without permission.

I agree that I will not plagiarize the information I submit to the Organization. I also grant the Organization full rights to edit, display, distribute, publish, or otherwise use the submitted content. I waive any rights to review, credit, royalties, or compensation for these materials.

Volunteer's Privacy

The online safety of our volunteers is important to us. The Organization will not release a volunteer's phone number, age, or other personal information to anyone outside of the Organization or to other volunteers without my permission to do so. I agree not to release any personal information outside of the Organization without express written consent.

Termination

I understand that the Organization or I may terminate this agreement at any time without cause. I understand that my service is at will and may be discontinued without prior notice or explanation. If any administrative fees were collected, I acknowledge that I will continue to be charged for those administrative fees even if I do not complete my hours.

I understand that if I fail to follow the Organization's rules and procedures or do not perform my assigned duties satisfactorily, I may be dismissed without notice. Grounds for dismissal may include, but are not limited to, misconduct, insubordination, inappropriate communication, theft or misuse of Organization materials, mistreatment of community members, staff, or other volunteers, defamation of the Organization or its personnel, failure to comply with policies and procedures, or unsatisfactory performance of duties.

Administrative Fees

I agree to pay a non-refundable administrative fee, which covers supervision and preparation of court documents. The fee is based on the number of hours I require to complete my community service, and I may select a plan accordingly. If I decide to terminate my plan with cause, any potential refund will only apply to the unused portion. No refunds will be issued for administrative costs already incurred. If I decide to terminate my plan without cause, then I will forfeit all fees paid and I will not be entitled to a refund.

Waiver & Hold Harmless

I am fully aware that the work associated with being a Volunteer involves certain risks. Being fully informed of these risks and in consideration of my being allowed to participate in the Organization's Volunteer Program, I hereby assume all risk of injury, damage and harm to myself arising from such activities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the Organization, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any

personal injury, death or other consequences occurring to me arising out of my volunteer activities.

Governing Law

All matters arising out of or relating to this Agreement shall be governed by and construed in accordance with the internal laws of the State of California without giving effect to any choice or conflict of law provision or rule (whether of the State of California or any other jurisdiction). Any claim or cause of action arising under this Agreement may be brought only in the federal and state courts located in California and I hereby consent to the exclusive jurisdiction of such courts.

Acceptance

I agree and understand that by signing the Electronic Signature Acknowledgment Form, all electronic signatures are the legal equivalent of my manual/handwritten signature, and I consent to be legally bound to this agreement.