

## Volunteer Expectations:

*As an Ink Release Volunteer, I agree to (please read each item and check the box if you agree):*

- 1. Fulfill my volunteer commitment by reporting promptly at the agreed upon time, checking in with staff upon arrival, and notifying my supervisor in advance if I will be unable to report.
- 2. Perform my duties within the guidelines of my assignment description, and accept supervision.
- 3. Carry out my duties in a safe, responsible, and courteous manner.
- 4. Use my time wisely without interfering with the performance of others.
- 5. Offer and accept feedback and suggestions.
- 6. Record volunteer hours and maintain contact with my supervisor and the volunteer program in the format provided.
- 7. Dress appropriately for the setting/task at hand and always wear a volunteer badge.
- 8. Maintain the confidentiality of information revealed to me regarding clients and coworkers.
- 9. Inform my supervisor of any medical, health, or physical limitations related to my ability to perform my volunteer assignment.
- 10. Refrain from consumption of alcohol, drugs, or medication that may affect my ability to fulfill my duties as an Ink Release Volunteer.
- 11. Inform my supervisor of any hazardous or dangerous conditions or practices that come to my attention.
- 12. Consider volunteering a serious commitment.
- 13. I recognize that no Workers' Compensation benefits, health insurance, disability insurance, or other benefits attributable to employees of Ink Release are available to me as a volunteer.
- 14. I understand that in the event of an emergency, I will find the nearest Ink Release employee for assistance and/or immediately exit the building.

### Agreement to Volunteer:

**I have carefully read and fully understand the expectations I have checked above and this Ink Release Volunteer Agreement.**

Signature	
Date	