

MANNA Volunteer Agreement and Release from Liability

Updated February, 2011

In signing this form, I understand and agree to the following:

1. I acknowledge that I have attended or had the opportunity to attend a MANNA volunteer orientation, and I agree to follow all of MANNA's policies and procedures. I affirm that these policies and procedures were presented to or made available to me in electronic format prior to volunteering. I understand that it is my responsibility to familiarize myself with all of MANNA's policies and procedures, and that ignorance of such will not excuse me from abiding by them.
2. I recognize that as a MANNA volunteer, I represent MANNA to the public. I accept responsibility for this status and will conduct myself in a professional manner. I will be clean and sober when conducting business for MANNA. I will not participate in and will report any and all instances of any sort of harassment, exploitation, and/or intimidation. I will refrain from imposing religious, political, or personal beliefs on any employees, volunteers, clients, or supporters. I will work to maintain an atmosphere of physical and emotional safety for everyone associated with MANNA: employees, volunteers, clients, supporters, and visitors.
3. I agree to maintain the confidentiality of MANNA's previous and existing volunteers, clients, and donors about whom I have personal and identifying information. I will not disclose such information to any party without the written consent of a MANNA staff member, nor will I utilize knowledge of such information for personal use or gain.
4. I agree to honor the commitment of length and frequency of service that I make to MANNA. I agree to arrive on time for my scheduled shift and to participate in the training session. I agree to follow the guidelines, procedures, timelines, and job expectations as outlined. I agree to provide as much advance notice as is possible in the event that I will be absent from my volunteer shift. I agree to update my personal information and emergency information as changes occur.
5. I certify that I am physically and emotionally able to participate in the activity and agree to fulfill the obligations required of my volunteer commitment. I affirm that I have read any job descriptions and expectations provided to me. If I am unable to fulfill the obligations for any reason, I will communicate this to the Volunteer Coordinator in advance and request an alternative role. I understand that if I unable to perform the tasks of a volunteer role, I may be placed in alternative role or dismissed from the volunteer shift at the discretion of MANNA staff.
6. I understand that as a volunteer, there may be times when photography or videography may occur on MANNA property or at a MANNA event. I give my permission for MANNA to use name, voice, photo and likeness for promotional purposes without any cash considerations or payments.
7. I am aware that as a MANNA volunteer, I may expose myself to potential hazards which include, but are not limited to: kitchen accidents, cuts, burns, back injury from lifting, car accidents, property damage or injury to others in car accidents, falls, chemical exposure, mugging, etc. I understand that these and other hazards may exist while volunteering both on-property (e.g. MANNA's kitchen, loading dock, and office building) and off-property (e.g. deliveries, event sites, tabling events, etc.). I am voluntarily participating in this service and any volunteer activity with the knowledge of any potential hazards, and hereby agree to accept any and all risks of injury regardless of where and how those injuries occur. In the event of an emergency, I agree to accept emergency medical transportation/treatment (transport to hospital, initiate emergency medical care) and understand that such transportation/treatment/care will be my financial responsibility. I will provide emergency contact information of someone who should be reached in the event of medical emergency and is authorized to make decisions on my medical treatment/care as my proxy.
8. I affirm that I am not currently under arrest or on bail pending a trial, and affirm that I have never been convicted of a felony or misdemeanor. In the event that I have been convicted of a felony or misdemeanor, or are hereafter convicted, I shall notify the Volunteer Coordinator.
9. As consideration for being permitted by MANNA to provide volunteer service and make use of MANNA facilities, I agree that I, my assignees, heirs, guardians, and other legal representatives will not make a claim against, sue, or attach the property of MANNA for injury or damage howsoever caused, by any employee, agent, contractor or volunteer of MANNA as a result of my participation as a volunteer. I hereby release MANNA from all actions, claims, or demands that I, my assignees, heirs, guardians, and legal representatives now have or may hereafter have for injury or damage resulting from my participation as a volunteer. Furthermore, I affirm that I will not hold accountable any employee, agent, company, or volunteer of MANNA's special events, development, informational, or fundraising activities for injury or damage which occurs during or as a result of participation in any volunteer activity for MANNA which takes place off-property.
10. I agree to provide my own transportation for my volunteer shift and will not hold MANNA accountable for any parking or transportation charges, such as tolls, tickets, or other expenses, incurred as a result of my volunteering. If my volunteer service includes driving an automobile, I acknowledge that I have both a valid driver's license and automobile liability insurance policy as required by Pennsylvania law. I agree to maintain my license and insurance in good standing for my entire tenure as a MANNA volunteer. I am knowledgeable of and agree to abide by local and state traffic laws. I agree not to drive while under the influence of alcohol and/or other intoxicating substances. I am injured or I am involved in an automobile accident while acting as an unpaid staff person or volunteer, I must depend on my own health and automobile insurance to provide for my care, for care of other involved parties and for my car's repair and the repair of other parties' car(s). I further agree that any claims arising out of my driving my vehicle will be resolved by my own insurance and I agree to indemnify MANNA from any such claims. I will not hold accountable any employee, agent, or volunteer of MANNA for injury, damage, or expenses resulting in volunteer activities which involve driving. I agree to provide the appropriate information to MANNA staff to affirm this statement, such as driver's license number, state of issuance, expiration, along with my insurance provider, phone number, policy number, and expiration date.

I do hereby release MANNA from any and all liability arising out of my services as a volunteer at MANNA. **I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and I sign it of my own free will.**

Volunteer Name (please print)

Volunteer Signature

Date