

Sweet Briar College Volunteer Agreement

Please return the signed, completed agreement **prior** to starting any volunteer work, to fgaille@sbc.edu or fax to (434) 381-6486. Note –if your volunteer position requires you to work with students and/or to drive SBC vehicles, a background check and MVR will be required. Supervisors of volunteers should contact Human Resources prior to any volunteer beginning work to discuss requirements.

As a volunteer for Sweet Briar College (“SBC”), I agree to the following:

SBC will assign work to volunteers on a project basis. When I volunteer for SBC, I understand that this is at the discretion of SBC. I will follow the guidance from the College official assigned to my project. If I have questions about my volunteer assignment, I will work collaboratively and professionally to resolve those questions. Volunteer is the individual identified below and any minor child identified in the Attachment, incorporated herein by reference.

Sweet Briar College is committed to providing a safe and secure environment free of discrimination for our students, faculty, and staff. The College takes seriously allegations of sexual misconduct, including sexual violence, sexual harassment, sexual assault, stalking, domestic violence, and dating violence. Sweet Briar College is required by the Higher Education Amendments of 1972, 20 U.S.C. S 1681 et seq. (Title IX), to prohibit discrimination on the basis of sex in its education programs. Sexual misconduct constitutes sexual discrimination under certain circumstances and is prohibited by Title IX.

I understand that volunteers are not contractors or employees of SBC, so are not covered by workers’ compensation, employee pension, health, vacation, pay, sick pay or any other fringe benefit plan of SBC. I understand that volunteers will not be paid nor receive any other type of compensation for volunteer assignments.

My volunteer assignment might expose me to confidential information, as defined in the Attachment. I agree to safeguard and hold close this confidential information and not reveal it to any other person without advanced written consent from SBC.

If my volunteer assignment results in my working for SBC on campus, or traveling off campus and representing SBC at events, I agree to the terms of the Release and Waiver of Liability, which are found in the Attachment.

SBC may record and photograph events, write stories and articles, and create content and materials for marketing SBC. If my name, likeness, portrait or voice is used by SBC for marketing SBC, I consent to such use in any medium or format in perpetuity throughout the world. (A volunteer who cannot provide consent should avoid being the subject of photos and articles and complete and submit the opt-out form provided in the Attachments.)

Effective _____, 20__ , by signing below, I acknowledge and accept the terms of this Agreement, which includes the Attachment and includes the Release and Waiver of Liability.

VOLUNTEER

SBC REPRESENTATIVE

Signature: _____

Signature: _____

Print name: _____

Print name: _____

ALTERNATIVE ELECTRONIC SIGNATURE:

I have read the terms of this Agreement and fully understand its contents. I acknowledge and agree to the terms of this Agreement, which includes the Attachment. This Agreement is effective upon accepting these terms.

By entering my name, “I understand this serves as an “electronic signature” of consent to the Agreement, Attachment and including the Release and Waiver of Liability.”

TO BE COMPLETED BY HR ONLY:

Background Check Cleared: _____

Volunteer Department: _____

Attachment to Volunteer Agreement

The **Sweet Briar Volunteer Agreement** outlines the scope and limitations of your volunteer work, and it is intended to confirm our mutual understanding of how we will work together. All volunteer work is assigned by staff at the College, and they will be guiding your efforts. You may have access to confidential information about prospective students or donors, and you agree to maintain the confidentiality of that information. There is a particular need to be highly discreet with information about minors, who comprise all of our prospective student population. We respect your judgment and urge you to err on the conservative side when dealing with confidential materials. Finally, if you prepare work for the College that is specific to Sweet Briar and our brand, we agree that the work belongs to the College. We ask all volunteers to sign this document.

The **Sweet Briar College Volunteer Release and Waiver of Liability** is a release statement that is often used in non-employee relationships. Essentially, you volunteer freely and the College does not assume liability for adverse events that may occur while you are volunteering. You will need to complete this document if you volunteer for the College on or off campus.

1. I acknowledge that I have executed the Sweet Briar College Volunteer Agreement which states that I may participate as an SBC volunteer in activities at various locations.
2. As consideration for being designated by SBC to participate as an SBC volunteer in these activities at various locations, and to use any equipment or facilities in connection with my participation, I, on behalf of myself, my heirs, agents and assigns, do hereby agree that I will not make any claim against or sue SBC, its officers, directors, employees or agents (collectively, the “Released Parties”), or attach the property of SBC, or the suppliers of any equipment I will use in these activities, for injury or damage resulting from my participation as a volunteer or from the negligence or other acts, including, but not limited to, first aid or other treatment, howsoever caused, by any of the Released Parties.
3. I hereby release SBC and all Released Parties from all actions, claims or demands that I, my heirs, agents or assigns now have or may hereafter have for injury or damage resulting from my participation in any activities as an SBC volunteer.
4. I understand that SBC does not carry or maintain health or disability insurance coverage for any volunteer. Each volunteer is expected and encouraged to have his or her own insurance coverage.
5. I hereby expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the state in which I perform my volunteer activity, and that this Release shall be governed by and interpreted in accordance with the laws of that state. I hereby agree that in the event that any clause in this agreement is made invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release and said provisions shall continue to be enforceable.

The **No Consent Form** is the final document and allows you to decline to have your photo or other information used in promotional materials by the College. It is an “opt out” document, so you only need to return it if you prefer we NOT use your image in our promotional materials.

Confidential Information — We have a specific responsibility to maintain confidentiality in the use of private information of employees, students, prospective students, other volunteers, alumnae, or any other parties we encounter in the course of our volunteer work. We should always err on the side of caution when dealing with private information, and we should never share information casually. Confidential information can include valuable, proprietary, privileged information such as employee records, student records, donor records, financial records, research, data, plans, computer systems, management information, databases, know-how and trade secrets of the College. There are specific legal privacy protections that must govern our actions. The overriding concept is respect for each other’s right to privacy.

Drug Free Workplace — Sweet Briar maintains a drug free working environment, and we ask all volunteers to support our practice while working on campus. In its simplest terms, we are first concerned with safety.

Volunteers who are impaired would create a potential danger for themselves as well as for people with whom they work. We should also be aware of setting a good example for the students whom we encounter on campus. This policy applies to all substances, including alcohol, and we are particularly concerned that non-legal substances never be brought to campus.

Maintaining Compliance — Sweet Briar College pledges to comply with all laws and regulations that govern our operations.

We can provide you with a comprehensive list of the College’s policies, at your request. We invite you to gain an understanding of our approach to compliance within the letter of the law or regulation, as well as within the spirit of these principles. As a summary statement, we operate the College with no discrimination in educational programs or in employment on the basis of race, religion, nationality, gender (exception as to restricting admissions to women), age, disability, sexual orientation or veteran

status by one member of the Sweet Briar community against any other member of the Sweet Briar community. Our expectation is that honest communications among employees will be our hallmark. We will not tolerate harassment in any form, particularly sexual harassment, and we will not accept retaliation towards “whistleblowers” or any person who reports misconduct. We support a drug-free workplace. When investigation of misconduct is required, we will conduct investigations fairly, and we will maintain confidentiality in our investigations. As a guiding principle, Sweet Briar College treats all of its employees with respect, and we expect that every member of our community will show respect to one another.

Specific questions may be addressed to the following:

- Drug-free workplace.....Director of Human Resources
(434) 381-6510
- Discrimination, harassment.....Director of Human Resources
(434) 381-6510
- Confidential Information/Compliance.....Director of Human Resources
(434) 381-6510
- Questions about the Volunteer Agreement.....Director of Human Resources
(434) 381-6510

Attachment to Volunteer Agreement

No Consent to Use of Name, Likeness, Portrait, Voice

I am a volunteer for SBC who has signed the SBC Volunteer Agreement. I do not wish to consent to the use of my name, likeness, portrait or voice for marketing SBC. Once this signed form is received at fgaile@sbc.edu, I understand that my instruction will be effective to remove this consent from the Volunteer Agreement.

(This page is only needed if you are unable to consent to SBC's use of your name, likeness, portrait, voice for marketing SBC.)

VOLUNTEER

By: _____

Print name: _____

Date: _____

Attachment to Volunteer Agreement

Minors Who Perform Volunteer Services

My minor child or children listed below shall perform Volunteer services for Sweet Briar College alongside myself and under the same terms and conditions as those in the Volunteer Agreement. I understand and agree that my minor Volunteer(s) must: (i) perform work with me at all times, and (ii) be able to perform the volunteer functions without causing distraction.

VOLUNTEER PARENT/GUARDIAN

By: _____

Print name: _____

Date: _____

MINOR CHILDREN

Print name: _____

Print name: _____