



## Volunteer Agreement

### Volunteer Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Primary Phone #

\_\_\_\_\_  
Secondary Phone #

\_\_\_\_\_  
Email Address

This is not required anymore unless they are a minor -  
Date of Birth (MM/DD/YYYY)

### Oath of Confidentiality \*Required: failure to comply and initial will result in inability to volunteer

\*Please initial

\_\_\_\_\_ I will hold in strictest confidence any information obtained on guests, volunteers or donors while volunteering at The Mustard Seed. This applies to all information in a written, audio or visual format, as well as any information, received verbally or through observation.

The written consent of a guest or resident is required before information is shared with any party outside of The Mustard Seed staff.

Any information used for teaching purposes must be disguised. If a guest or program staff person can be identified in any way their written consent is required.

Breach of confidentiality may result in disciplinary action, up to and including termination of your association with The Mustard Seed.

### Statement of Faith \*Required: failure to comply and initial will result in an inability to volunteer

\_\_\_\_\_ I agree to respect and not detract from The Mustard Seed Doctrinal Statement of Faith while volunteering at The Mustard Seed.

We recognize that many of our volunteers do not have a common faith position with us and we certainly respect that. Your

reading and signing of this document does not indicate belief in this Statement of Faith; what it does indicate is that you will respect and not detract from it.

### Photographic Release \*Optional

\_\_\_\_\_ I give The Mustard Seed permission to use any photo in which I may be identifiable for the purposes listed.

- We endeavour to document as best as possible the activities and history of our organization which includes the use of photography.

These photos are then used for a variety of purposes including the production of Photo ID tags, inclusion as part of the internal photo database, and uncaptioned stock photography as part of our public relations and marketing materials.

### Social Media & Promotional Release \*Optional

\_\_\_\_\_ I give The Mustard Seed permission to use my name and any photos in which I may be identifiable for social media purposes such as Facebook, Twitter, YouTube, Foursquare and Yelp. I grant The Mustard Seed the right to reproduce, use, exhibit, display, broadcast and create derivative works of images taken of me for use in connection



with the activities of The Mustard Seed or for promoting, publicizing or explaining The Mustard Seed and its activities/programs. This grant includes, without limitation, the right to use the footage in The Mustard Seed's PR/promotional materials, such as marketing publications, advertisements, fund-raising materials, web site images, and any other Mustard Seed-related publication.

**Personal Records Waiver/Emergency Contact Waiver** \*Required: failure to comply and initial will result in inability to volunteer

**Part I: Collection, Use and Disclosure of Information**

I, \_\_\_\_\_, (please print full legal name) give my permission to staff and volunteers of The Mustard Seed to collect and use my personal information as related to my volunteer experience(s) at all Mustard Seed Society locations (this includes any information that I disclose, written, verbal and/or otherwise) under the following conditions:

- My personal information will be collected and used strictly for purposes directly related to my volunteering at the Mustard Seed Society at all locations and sites. I understand that no conversation held with staff and/or volunteer is private, and is a matter of record available to all staff and/or volunteers;
- My personal information may/will be shared with any present or future Mustard Seed location(s) or site(s);
- The staff and volunteers of The Mustard Seed will not disclose my personal information to any party outside of The Mustard Seed without prior written approval from me.

**Part II: Access to Information**

\_\_\_\_\_ I understand that I have the right to request my own personal information held by Mustard Seed at any time. The request must be provided in writing. Please note that this is subject to privacy standards/ timelines as determined by Federal and/or Provincial Law.

**Part III: Records Protection and Retention**

\_\_\_\_\_ I understand that The Mustard Seed will protect my personal information, in both electronic and paper formats, to the best of their ability by ensuring proper security measures are in place.

\_\_\_\_\_ I understand that The Mustard Seed will retain records containing my personal information relating to my volunteer time with the Mustard Seed for a period of a minimum of seven years.

**Emergency Contact** \*Required: failure to comply and initial will result in an inability to volunteer

I \_\_\_\_\_, (please print full legal name) give my permission to The Mustard Seed to contact the following person(s) in case of emergency. I understand that this will remain a permanent part of my record for a minimum of seven years.

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Boundaries Agreement** \*Required: failure to comply and initial will result in an inability to volunteer

Volunteers should conduct themselves in a professional manner exercising prudent judgment, diligence in the performance of their duties and agree to the following boundaries:

- Boundaries make the relationship safe for both parties and set the parameters within which programs and services are delivered.
- Boundaries typically include personal disclosure, limits regarding the use of touch, and the general tone of the relationship.
- In a subtler fashion, the boundary can refer to the line between the self of the guest and the self of the volunteer.



\_\_\_\_\_ I will refrain from meeting with a guest outside of The Mustard Seed facilities or as part of an off-site activity / program not sponsored by The Mustard Seed unless previously arranged through my Program Supervisor.

\_\_\_\_\_ I will not take a guest to any location in my vehicle unless specific arrangements are made through my Program Supervisor, and Volunteer Services have the appropriate license, insurance, and registration documentation on file.

\_\_\_\_\_ I will not enter into a dating, sexual or otherwise inappropriate relationship with a guest.

\_\_\_\_\_ I will not give away any personal information (last name, phone numbers, email, address, etc.) to a guest or engage in contacting them through social media of any kind.

\_\_\_\_\_ I will not lend or give money to guests.

\_\_\_\_\_ I understand that the Volunteer Resources Department has a three strikes rule set in place for boundary breakers. I understand that breaking any of the above boundaries up to three times will result in my immediate removal as a TMS volunteer.

**Acceptance of The Protection of Persons in Care Act – *\*for Residential and Shelter volunteers only\****

\_\_\_\_\_ By signing I am stating that I have read and understood the Protection of Persons in Care Act. I agree to adhere to the Protection of Persons in Care Act while volunteering at The Mustard Seed Outreach Centre and/or Seymour Building and understand that a breach of this agreement will result in corrective action up to and including dismissal from volunteer service at The Mustard Seed.

**Respectful Environment** \*Required: failure to comply and initial will result in inability to volunteer

The Mustard Seed will neither tolerate nor condone behaviour that is likely to undermine the physical safety or self-esteem of an individual, or create an intimidating, hostile or offensive environment. The Mustard Seed expects that all our volunteers and employees will be committed to ensuring a respectful environment.

**Any form of harassment** relating to an individual's race, religious belief, color, gender, including gender identity or gender expression, physical or mental disability, marital status, ancestry, age, place of origin, family status, source of income, sexual orientation or any other prohibited group discrimination under Human Rights legislation, **will not be tolerated.** Up to and including:

- Unwanted sexual advances, unwanted requests for sexual favors, derogatory comments, gestures or looks
- Unnecessary or unwanted verbal or physical contact, jokes or slurs
- Actual or implied threats, reprisal or discriminatory behavior either on or off The Mustard Seed sites, for refusal to comply with a sexually orientated request
- Any of the above instances that occur, not only in person, but through email or social media

If you as a volunteer experience any of the above, please report this immediately or within 48 hours to the Supervisor at the TMS site you are working at. They will complete a report and email it to the Volunteer Services Manager. A meeting must occur with the complainant to obtain all the facts. The complainant and alleged offender will be kept informed of the result of the investigation. The Mustard Seed will endeavor to resolve the allegation within two weeks.

\_\_\_\_\_ I understand and acknowledge The Mustard Seed Safe work environment policy and am aware of what to do in the event I have to report an experience of harassment as a volunteer.



**Police Information Check Disclosure of Information** \*Required: failure to comply and initial will result in inability to volunteer

By checking the below box, I am agreeing to disclose the status of my police information check, to my best knowledge, allowing Volunteer Resources ample opportunity to address my status while I am scheduled and employed for my volunteer position.

- The Mustard Seed requires all of our long-term volunteers to complete a police information check via the Kamloops RCMP office or individuals local RCMP. Processing the police information check can take up to six weeks, or longer, subsequently we allow our volunteers to start their role before the checks are finalized. By disclosing your criminal record status, you can help us better establish you as a volunteer and eliminate liability concerns. Volunteers with significant charges will be limited in their role at TMS – each police information check is reviewed by HR and considerable offences may inhibit the volunteer in their role.*

I have a criminal record

I do not have a criminal record

**Assumption of Risk, Release and Waiver** \*Required: failure to comply and initial will result in inability to volunteer

**PLEASE BE ADVISED: THE MUSTARD SEED WILL NOT REQUIRE ANY VOLUNTEER TO ACT OR WORK IN A WAY THAT WILL DANGER THEIR PERSONAL HEALTH AND SAFETY OR ANOTHER INDIVIDUAL'S AROUND THEM, THEREFORE BY SIGNING THIS AGREEMENT, YOU WILL GIVE-UP LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE TO RECOVER COMPENSATION FOR ANY ACCIDENT, INJURY OR LOSS ARISING FROM PARTICIPATION IN ANY VOLUNTEER ACTIVITIES. PLEASE READ THIS CAREFULLY.**

\_\_\_\_\_ I understand and acknowledge that participation in any volunteer activities with The Mustard Seed (TMS) is associated with risk. This risk includes physical injury and illness (which may require first aid, medical treatment or other service) and even death, property damage, and other losses.

\_\_\_\_\_ I understand and acknowledge there may be other risks to me associated with volunteer activities not disclosed above and of which I may not be presently aware.

\_\_\_\_\_ I hereby accept and assume all risk including the possibility of physical injury, illness or death, property damage or other loss, resulting from volunteering with TMS, whether such risk is known or unknown to me and however those risks may be caused, including by reason of the negligence or gross negligence of TMS.

\_\_\_\_\_ I know that I have the right to decline participation in any activity I feel is unsafe

In consideration for the opportunity to volunteer with TMS, which is of value to me, as a condition to volunteering with TMS and acknowledging that TMS only extends such opportunity in reliance on the following:

\_\_\_\_\_ I hereby waive and release:

- TMS;
- any TMS affiliated organization; or
- any TMS sponsor;

and each of their respective directors, officers, agents, employees, independent contractors, insurers, representatives, volunteers, and each of their respective heirs, executors, administrators, successors and assigns (collectively, the "Parties") from any and all claims, actions, causes of action, statutory obligations, suits, demands, damages (including, general damages, special damages, consequential damages and punitive damages), losses, injuries, sums of money, indemnities, expenses, interest and costs (including, solicitor and its own client costs), of any and every kind and nature whatsoever including, at law, in equity, or under statute, which I now have or may in the future have against the Parties or any of them, by reason of or arising out of any cause or causes whatsoever including negligence, gross negligence, breach of contract, and breach of any statutory or other duty of care, which in any way relate to or arise by reason of my participation in any volunteer activity with TMS.



\_\_\_\_\_ I understand and agree that, except as TMS has or may agree in writing, the Parties do not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury, illness or loss.

- The Agreement shall be effective and binding upon my heirs, executors, administrators, assigns and representatives.

\_\_\_\_\_ I am not relying on any oral or written representations or statements made by any of the Parties other than what is set forth in this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date