

Volunteer Agreement

OUR MISSION is to empower individuals with limited resources and unlimited potential to improve their lives through small business ownership.

OUR GUIDING VALUES

- **Community:** We work with a spirit of teamwork and collaboration, while always supporting clients, staff, volunteers, and community partners with compassion.
 - **Client Success:** We let clients' needs govern our decisions and interactions, with the ultimate goal of clients' business development.
 - **Empowerment:** We trust each other's expertise and leadership abilities, while providing clients with the tools they need to achieve their own success.
 - **Integrity:** We operate sustainably and responsibly, while promoting ethically strong small business development.
 - **Diversity:** We respect each other's different backgrounds, strengths, and work styles, while adapting programs to serve diverse clients' needs.
 - **Innovation:** We appreciate and welcome new ideas, while encouraging clients to think outside the box.
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ATTENDANCE: I understand that it is expected that I will show up and complete the time commitment as discussed. If I am not able to make an assignment or complete your volunteer hours, I will notify my supervisor at least one week in advance when possible.

CONFIDENTIALITY: I am aware that as a volunteer, I will often be exposed to personal information. I will respect the privacy of all Ventures staff, volunteers and clients, and will be responsible for maintaining the confidentiality of all proprietary or privileged information to which I am exposed while serving as a volunteer, whether this information involves a staff member, volunteer, client, or other person or involves the overall business of the organization. Confidential information includes, but is not limited to, financial status, health, age and residency status of Ventures clients. I understand that failure to maintain confidentiality in accordance with these policies and procedures may result in termination of my relationship with Ventures or other corrective action. I agree not to disclose Confidential Information to anyone except: (1) As mandated by law; (2) to prevent a clear and immediate danger to a person or persons; (3) where I am a defendant or witness in a civil, criminal or disciplinary action arising from the contract; or (4) If there is a waiver previously obtained in writing, and only in accordance with the terms of the waiver.

CONFLICT OF INTEREST: To avoid any confusion between possible independent "for profit" endeavors and my volunteer services for Ventures, in my "for profit" endeavors, I will not use, display, distribute or otherwise exploit the name or logo of Ventures, including materials, documents, slides or any other Ventures marketing or branding; or claim or suggest any joint venture with, other affiliation with or endorsement by Ventures. During my volunteer assignment, and within two years after completion of my assignment, I will not solicit any Ventures clients or staff for my "for profit" business, employment or other conflicts of interest.

DISMISSAL AND RESIGNATION: I recognize that I have a responsibility to adhere to the rules and procedures Ventures. Failure to do so may cause me to be dismissed. I understand that I may resign from my volunteer role at any time and that it is preferred that I provide the Manager advanced notice of my departure and a reason if possible.

FEES AND DONATIONS: I understand that staff and volunteers provide services in order to support clients and their businesses, not for self-gain or to in any way exploit clients. I will not solicit for business or accept payment or compensation of any kind from Ventures clients for any of the same services or materials that Ventures already offers, during my volunteer assignment or within two years after completion of volunteer assignment. Volunteers will not be reimbursed for any expenses incurred while performing their volunteer services.

NONDISPARAGEMENT: I agree not to disparage Ventures or its officers, directors, employees, grantors, donors, clients, affiliates or agents, in any manner likely to be harmful to them or their business, business reputation or personal reputation; provided, however, that I shall respond accurately and fully to any question, inquiry or request for information when required by legal process.

OWNERSHIP OF PROPERTY: I understand that Ventures curriculum and program materials are the exclusive property of Ventures. I agree that I will not use curriculum or program materials in my separate endeavors or attempt to duplicate the Ventures program elsewhere.

PROFESSIONAL BOUNDARIES: I agree to conduct myself professionally at all times, and set appropriate boundaries in my volunteer service, and will not enter into any relationship with clients or staff that extends beyond my volunteer position description, unless approved by the Executive Director. Inappropriate relationships include but are not limited to: romantic, personal loans, providing housing or direct investments, etc. Only meet clients in public places.

REPRESENTATION OF VENTURES: I understand that I am authorized to act as a representative of Ventures only to the extent specifically stated in my written role description. Prior to any action or statement which may significantly affect or obligate Ventures, or any of its respective activities or programs, I will seek prior consultation and approval from appropriate staff. Actions include, but are not limited to, public statements to the press, lobbying efforts, collaborations or joint initiatives, or any agreements involving contractual or other financial obligations. I will not use Ventures stationary, title, reference or identify myself as an employee unless authorized.

RESPECT AND NON-PROSELYTIZING: I agree not to engage in any conduct during my volunteer assignment that is detrimental to the interests of Ventures clients, or to the organization. I will treat all individuals with dignity, respect, and worth, and make a personal commitment to be nonjudgmental about cultural differences, living conditions and the life-style of each person with whom I come into contact. I will not preach to anyone or pressure anyone to accept my political, cultural, or religious beliefs. I understand that each person develops at their own pace and my role is to listen and understand, and encourage their next steps.

I understand and agree to the Volunteer Agreement and all subsequent policies of Ventures' volunteer program.

Name

Signature

Date