

# **HBGF United Volunteer Contract Agreement**

**First Name:**

**Last Name:**

**Address:**

**Email:**

**Phone Number:**

**Drivers License #/ID and State issued:**

**How do you prefer to be contacted?**

**What is your education level?**

**Position applying for?**

**Do you have experience in the position?**

**Have you completed all clearances?**

**Are you applying for ACOB's PPP?**

**What is your availability? Check all that apply.**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>

**How many hours can you work a shift?**

**Volunteers Duties:**

- Show up to all assigned shifts
- Call or text 2 hours before your shift if you can not make your shift
- Complete all assigned tasks before leaving
- Sign in when you first get to the site
- Sign out when leaving the site, even for a break
- Verbally tell management you are leaving the site, even for break
- Be respectful, kind, and honest with staff
- Help out where you can
- If you are enrolled in PPP please get an invoice signed by management
- If this is a paid position please fill out a 1099 form
- Must be supervised at all times

**Duties of the Organization:**

- To provide adequate training, instruction, and information for a volunteer to effectively meet the expectations of the organization.
- Formulate and provide a systematic and holistic approach that shall endeavor in the development and conduct of individuals representing the organization.

- Be available for all volunteers at all times, especially in support and encouragement that shall achieve the desired results.
- Be open to any comments, questions, concerns, and or feedback.
- Provide a safe and adequate environment to work in.

**Relationship:**

***This volunteer agreement shall not be considered an employer-employee relationship. This volunteer agreement shall not be legally bonded. This agreement can be terminated at any time by either party with proper notice of two weeks to the other party. Proper notice must be written and signed by both parties in this agreement.***

***By, signing this agreement you agree to abide by all terms written and spoken as a volunteer for Harrisburg Families United. You agree to show up and work to the best of your abilities for the time you have signed up to volunteer.***

**Volunteer Signature:**

**Date:**

**Harrisburg Families United:**

**Date:**

---

<sup>1</sup> We are an equal employment opportunity. Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.