



HELDERBERG  
FAMILY + COMMUNITY  
ORGANIZATION

P.O. Box #115  
Knox, NY 12107  
www.helderbergfco.com  
connect@helderbergfco.com

## Volunteer Agreement / Waiver

<b>Date</b>	
<b>Volunteer/Member Name</b>	
<b>Phone</b> _____	<b>Email</b> _____
<b>Address</b> _____	

<b>Emergency Contact Name:</b>
<b>Emergency Contact Phone Number:</b>

I, the above Member or Volunteer, desire to work as a volunteer for the Helderberg Family and Community Organization (hereafter: "HFCO") and engage in the activities related to being a volunteer for a program, event or a work project. ***I will read, sign, and return this form prior to any volunteer work.***

**I hereby voluntarily, execute this Volunteer Agreement and Waiver, under the following terms:**

**I, the Volunteer have received, read and understand the HFCO Code of Conduct** and agree to abide by the expectations, in full, as delineated by the HFCO Code of Conduct.

I, the Volunteer, to the fullest extent permitted by law, release and hold harmless the HFCO and its officers, trustees, employees, agents and others acting on its behalf from any and all liability, claims, and demands from whatever the nature, either in law or in equity, which arise or may hereafter arise from my volunteer work with HFCO.

I understand that this waiver discharges HFCO from any liability or claim that I, the Volunteer, may have against HFCO with respect to bodily injury, personal injury, illness, death or property damage that may result from my participation on HFCO's site. I also fully understand that HFCO does 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, death or property damage.

I, the Volunteer, understand that I expressly waive any such claim for compensation or liability on the part of HFCO beyond what may be offered freely by the representative of HFCO in the event of such injury or medical expense.

I hereby release HFCO from any claim whatsoever which arises or may arise in the future on account of any first aid treatment or other medical services that are conducted in connection with an emergency during my time with HFCO.

I understand that my time with HFCO may include various activities that may be hazardous to me and I hereby expressly and specifically assume the risk of injury or harm in these activities and release HFCO from all liability for injury, illness, death, or property damage resulting from the activities of my time with HFCO.

Furthermore, I acknowledge and understand that various activities require working with minors. I acknowledge that I have no prior or pending legal convictions or settlements regarding my conduct with a child. I agree to a background check should one be requested.

I agree that under the scope of my work volunteering for HFCO I will follow all expectations of reasonable and lawful care.

_____	_____
<b>Signature</b>	<b>Date</b>



## Code of Conduct

The Helderberg Family and Community Organization (HFCO) is committed to the highest standard of ethical conduct and business practice. As an organization founded to support the growth of children and families, the HFCO recognizes that all the organization does is in connection with children. The Code of Conduct exists to meet the responsibility that the HFCO has to respect, support and protect all children.

- **Expectations**

The HFCO expects that all of persons associated with the HFCO will be familiar with and abide by the following HFCO Code of Conduct which covers any individual or group as designated by the HFCO Board of Directors, including, but not limited to the following:

- all officers, directors, members, ex-officio members, and volunteers;
- all consultants, contractors, and others temporarily working or providing services to the HFCO must follow the Code in connection with their work for HFCO; and
- all adults and children who attend and/or participate in HFCO sponsored events.

Failure to comply with this Code of Conduct may result in actions which include removal from an event/activity, removal from membership in the organization, forfeiture of any registration and/or membership fees, and/or termination of contracts and agreements.

- **Integrity**

The HFCO's reputation as a trustworthy organization is critical to its success. All communications and interactions on behalf of the HFCO are to be legal, truthful, and designed to build trust with all HFCO stakeholders. All actions and communications will be supportive of the stated mission of the HFCO.

- **Privacy, Security, and Confidentiality of Personal Information**

Respect for the privacy and confidentiality of our stakeholders is a primary responsibility of the HFCO. Access to personal information provided to HFCO will be protected and its use will be limited to HFCO events and information. Personal and contact information (including, but not limited to: address, phone, email, medical health, educational program, behavior, and any disciplinary actions taken on behalf of the HFCO) will not be shared without the permission of the stakeholder.

- **Supportive Environment**

The HFCO is committed to a supportive environment, one in which all are voices are heard, opinions are respected and all stakeholders are welcome. The HFCO is committed to an environment that is free from harassment, intimidation, bias and unlawful discrimination. It is expected that all interactions, including online and social media posts, are respectful. All forms-verbal, physical and visual-of discrimination, harassment, and bullying are strictly prohibited. This includes, but is not limited to, discrimination, harassment and bullying based upon gender, gender identity and expression, race, color, age, economic status, marital status, medical conditions and disabilities, ancestry, and national origin.

- **Drugs and Alcohol**

Being under the influence of drugs and alcohol is incompatible with the responsibility of caring for safety of children. Unless otherwise specified by the Board of Directors, the events sponsored by HFCO are drug, alcohol and smoke-free. Failure to respect a drug-free environment may result in removal from an event, notification of law enforcement officials and/or removal from membership.

- **Safety**

The HFCO is committed to a violence free environment and no level of violence and/or threat of violence will be tolerated. Weapons are strictly prohibited. It is expected that acceptable levels of reasonable care and precaution will be exercised at all times.

- **Conflicts of Interest**

The HFCO has an established Conflict of Interest Policy (please see HFCO Bylaws). It is the responsibility of the member to become familiar with this policy, to disclose any possible conflict of interest for review by the Board of Directors. Every effort should be made to maintain the integrity of the HFCO and the trust of the stakeholders.

- **Confidentiality of HFCO Information**

Members of the Board of Directors and voting members serving on committees agree to not disclose information about the organization or its activities to an entity unless it is already matter of public knowledge, a person or entity has the need to know, or the disclosure of the information can reasonably be expected to further the organization's goals and purpose (please see HFCO Bylaws). It is expected that members use sound judgment and discretion when sharing information regarding the HFCO.

- **Financial Integrity and Financial Responsibility**

Financial responsibility and fiscal responsibility are at the core of the HFCO's integrity and as such, the organization owes its due diligence to all of its stakeholders. All members are expected to meet or exceed ethical and legal standards regarding sound fiscal practices, the use of HFCO equipment and resources, the use of the HFCO name, and the reporting of financial transactions. All transactions are to be reported accurately, completely and transparent. All expenses are to be reasonable, directly related to HFCO business and supported by the proper documentation. All officers and members are expected to remain in compliance with the established procedures and protocols designed to safeguard the assets of the HFCO.

Please note: Only identified HFCO officers are authorized to enter into contractual agreements; contractual agreements are subject to the approval of the Board of Directors and/or general membership vote and possible review of legal counsel.

All financial audits will be completed without interference of any member and any irregularity should be reported to the Board of Directors immediately.

- **Compliance with Laws**

It is expected that all individuals associated with the HFCO and the activities of the HFCO comply with all laws which regulate non-profit organizations, laws which protect the safety and well-being of others and laws which protect the integrity of the organization.