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**VOLUNTEER SERVICE AGREEMENT AND RULES OF CONDUCT**

**This Agreement, made on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Date] by and between**

**The Finney Foundation and, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[NAME], hereinafter referred to as “volunteer.”**

**Whereas, volunteer intends to donate services to the charity identified above, and**

**said charity intends to accept the donation of volunteer services.**

**Now therefore, in consideration of the mutual promises, the parties agree to the following:**

**1. It is mutually understood that volunteer services shall be donated, and is not entitled to any present or future salary or wages. Volunteer agrees that he/she will not be considered an employee.**

**2. Volunteer agrees to follow the supervision and direction of any personnel,**

**employee, or volunteer, to whom volunteer has been assigned to perform services and undergo and adhere to any required training.**

**3. Dress code - Volunteer must wear closed-toe shoes and acceptable clothing.**

**4. Client privacy and respect - We respect the privacy of our clients. Volunteer must be respectful when addressing all clients and performing services.**

 **I understand that my volunteer assignment will begin on**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and**

**that I will spend approximately \_\_\_\_\_\_\_\_hours per \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_providing**

**volunteer services. I also understand that my volunteer assignment may be**

**terminated at any time by either party to this agreement.**

 **IN CASE OF EMERGENCY, please contact**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Telephone number**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENT OR GUARDIAN SUGNATURE DATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE OF [PERSON AURTHORIZED] DATE**

**TO BE COMPLETED AT END OF VOLUNTEER’S SERVICE BY VOLUNTEER**

**SUPERVISOR NAME:**

**SIGNATURE OF SUP ERVISOR: DATE SIGNED:**

**VOLUNTEER TIME DONATED**

**YEARS:**

**WEEKS:**

 **DAYS:**

**HOURS:**

**SIGNATURE OF VOLUNTEER:**

**TERMINATION DATE:**