



## The Next Door Volunteer Agreement

### As a Volunteer at The Next Door Inc., I agree to . . .

- Become familiar with and agree to uphold all expectations and policies laid out in the Volunteer Handbook.
- Be punctual, professional, courteous, and serve as a positive representative of The Next Door.
- Willingly donate my services to the organization without expectation of compensation.
- Participate in on-going educational opportunities provided by The Next Door Inc. as schedules permit.
- Contact Volunteer Coordinator or Team Leader to coordinate volunteer schedule.
- Notify Volunteer Coordinator or Team Leader when cancelling volunteer shifts as early as possible.
- Carry out volunteer assignments conscientiously and seek the assistance of a staff member when necessary.
- Report an injury, accident, or other unusual occurrence during a volunteer shift to the Volunteer Coordinator or another Next Door staff member immediately.
- Hold The Next Door's resident's information in the strictest confidence, will not confirm or deny the presence of a client receiving treatment in this facility and will not disclose this information outside of the program as laid out in the HIPAA privacy rules.
- Review The Next Door Sexual Misconduct Policy and provide an acknowledgement by signing this agreement.
- Practice Infection Control Procedures and Standard Precautions to protect from infectious disease.
- Review the standards of Title VI of the Civil Rights Act of 1964 not to discriminate and acknowledge by signing this agreement.
- If I volunteer on a regular basis more than four times a month in direct contact with clients, I will provide an updated TB test on volunteer anniversary date.

**By signing below, I acknowledge that I have received and acknowledged all volunteer policies and procedures as laid out in the Volunteer Handbook, including the Confidentiality Policy (HIPAA), the Sexual Misconduct Policy, the Universal Precautions Standards to prevent the spread of infectious diseases, the Volunteer Code of Conduct, Title VI of the Civil Rights Act of 1964 and the statements above and I agree to comply with the policies and procedures.**

**By signing below, I also grant The Next Door Inc. to use my likeness (photograph or live footage) if captured through any media coverage while serving at the non-profit.**

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date