



Volunteer Agreement

This volunteer agreement is a description of the arrangement between TABLE and you, the volunteer, in relation to your voluntary work. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive, productive, and rewarding one. When you attend your first volunteer shift and sign in to our volunteer system, you will click that you have seen and agree to abide by the terms of this agreement.

Part 1 TABLE

We, TABLE, accept your volunteer service and commit to:

- Provide adequate information about TABLE, your volunteering role, and any instruction necessary to assist you in meeting the responsibilities of your volunteering role;
- Treat you with respect and courtesy at all times and be receptive to comments and feedback;
- Value and recognize our volunteers as a significant resource in achieving the goals of our organization;
- Ensure that all volunteers are dealt with in accordance with our equal opportunities policy;
- Endeavor to resolve in a fair and just manner any problems, grievances, or difficulties which may be encountered while you volunteer with us; and
- Not release any photos, video recording, or audio recording without your prior consent.

Part 2 The Volunteer

I agree to be a volunteer with TABLE and commit to the following:

Honor my responsibilities at TABLE by,

- Attending the shifts I have committed to, or notifying a TABLE staff member at least 3 days in advance if I cannot attend;
- Arriving at my designated shift on time and staying until the end;
- Logging in/out of the computer system in order to track hours; and

Represent TABLE in a positive manner and embody TABLE's core values by,

- Maintaining a respectful and courteous relationship with other volunteers, team leaders, TABLE staff, and children served;
- Approaching the tasks at hand with a positive, can-do attitude;
- Encouraging the connection between, celebrating the diversity of, empowering, and showing commitment and respect toward individuals: donors, volunteers, staff, and beneficiaries; and
- Reporting any abuse, illegal activities, unethical behavior, or grievances that I experience or witness by contacting: Ashton Tippins at atippins@tablenc.org or (919)636-4860 or Laura Dille at ldille@tablenc.org or (919)636-4860

Respect TABLE's authority concerning my role by,

- Abiding by TABLE's Beneficiary Privacy Policy, which prohibits taking photos, video, and audio of the children we serve, or posting any personal information of the children;
- Abiding by TABLE's Health and Safety Policy, which requires at least two volunteers to be present at all times when interacting with children at volunteer shifts and TABLE programming;
- Sharing any concerns or grievances in a respectful manner; and
- Understanding that I volunteer at the discretion of TABLE; as such, TABLE reserves the right to terminate my role as volunteer at any time if the above agreements are not upheld.

Assume responsibility for the safety of myself and youth under my supervision by,

- Adhering to TABLE's rules, procedures, and standards given by TABLE Staff and Team Leaders;
- Applying common-sense knowledge of safety measures to all assigned tasks;
- Assuming full responsibility for any and all injuries or damages to self, child, or group under one's supervision which may occur as a result of the inherent risks associated with this work;
- Correcting any behavior hazardous to the safety of youth, individuals, or groups under one's supervision;
- Accepting that TABLE is not liable for any harm that may fall on an individual, child, or group under one's supervision which may occur during the volunteer session; and
- Releasing, holding harmless, and discharging TABLE and TABLE Staff from any and all claims for injuries, damages, or losses.