



Volunteer Release Form

I have seen and read a copy of ADFAC’s “Expectations, Rules and Regulations” and agree to comply with them.

Participant Responsibility Release:

In consideration for volunteering by Aid To Distressed Families of Appalachian Counties (ADFAC), a non-profit organization in Anderson County, TN, I will assume all responsibility and agree to hold harmless and indemnify ADFAC, its directors, officers, employees and agents for any liability sustained by ADFAC as the result of negligent, willful or intentional acts of myself that may result in Claims and demands for personal injury, sickness and death, as well as property damage and expenses. I authorize and grant permission to ADFAC to assign work projects for myself or the volunteer group I am a part of. Further, if inappropriate conduct is exhibited, ADFAC reserves the right to remove me from the work project and the volunteer program.

Medical Release:

I understand ADFAC does not provide any supplemental insurance for sickness or injury while I am volunteering on an Affordable Housing work project. I assume responsibility for all medical bills.

Are there any medical conditions/concerns that could create an emergency situation on the worksite?

Confidentiality Policy:

All information concerning clients is privileged information. Neither employees nor volunteers should divulge any information to anyone. Our actions must always be directed toward preserving the clients privacy and contributing toward the maintenance of the client’s dignity. Please avoid: 1) Talking over cases with other people, 2) Using clients full names in a place where it can be overheard, 3) Mentioning, even in the strictest confidence, to a close friend, family member, or anyone else the name of a client and the circumstance of a case, and 4) Using specific case histories even without using names to illustrate a story about ADFAC to your daily contacts or at social gatherings. Speakers Bureau Volunteers should have all speeches cleared through the Program Director. I understand the ADFAC confidentiality policy and I agree to respect the confidentiality of all client information, which I gain directly or indirectly in my work at ADFAC.

Photo Release:

ADFAC maintains a client file for every project and celebrates successful programs. ADFAC takes before, during and after photographs of volunteer projects. We post those photographs on our website, use for funding source reports or local media publicity. Your signature below gives us permission to photograph and distribute those pictures, as ADFAC deems necessary.

I have read all of the above and understand the importance of each release and/ or policy.

Participant Signature:	Date Signed:
(Signature of Parent or Legal Guardian if participant is under 18 years of age):	Date Signed:



Affordable Housing Program

Post Office Box 5953

Oak Ridge, TN 37831

Phone: 865-481-3837

Fax: 865-481-3822

www.adfac.org

Volunteer Information

Group You Are Volunteering With or Through

Last First MI

Street Address

City State Zip County

Main Phone # Alternate Phone #

Email DOB / /

Profession (if retired, please put down what your profession was)

Emergency Contact Phone # Relation to You

Is your tetanus shot current? Yes No

Have you ever been convicted of a felony? Yes No

If you circled yes, please explain.



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Volunteer Expectations, Rules and Regulations

Come to work with a **GOOD ATTITUDE** and ready to put in a full day of work.

Be sure to sign the Participant Release form before you start working!

ADFAC volunteer work sites are **TOBACCO FREE! No Smoking or Dipping!**

Alcoholic beverages and illegal drugs are **PROHIBITED**

Please be **mindful** of your **language and respectful** of the homeowner and your fellow volunteers.

Do not do ANY work that is not listed on the work write-up or that the volunteer coordinator or team leader has not instructed you to do.

Do not leave a work site in a condition that is unsafe for the homeowner/ family or unsafe for your fellow volunteers
For example; Loose boards with nails sticking out of them are a hazard and need to be picked up before the volunteer leaves the site.

If it becomes apparent the project will not be completed by the time you have to leave, please -go ahead and start cleaning up. Do not work until the absolute last minute and then not have time to clean up your area.

Thank you for volunteering with ADFAC and we hope you have a good experience!