

# **VOLUNTEER/PARENT AGREEMENT and CODE OF CONDUCT**

**PDM PRODUCTIONS, INC. is a 501(c) (3) nonprofit organization**

These are our detailed policies regarding volunteers for PDM PRODUCTIONS, INC. These policies cover the definition of a volunteer, confidentiality, copyright issues, when additional screening is necessary, inappropriate communications, when volunteers can represent PDM PRODUCTIONS, INC., online safety, ending your role as a volunteer with PDM PRODUCTIONS, INC. (or any specific projects), and dismissal of a volunteer.

## **PURPOSE OF VOLUNTEER POLICIES**

These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. PDM PRODUCTIONS, INC. reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may be granted by a majority decision of the Board of Directors, and must be obtained in advance in writing. Areas not specifically covered by these policies shall be determined by a member of the Board of Directors or the Volunteer Program Manager.

## **DEFINITION OF ‘VOLUNTEER’**

A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of this organization (PDM PRODUCTIONS, INC.). a “volunteer” must be officially accepted and enrolled by PDM PRODUCTIONS, INC. prior to performance to the task. Unless specifically stated, volunteers shall not be considered as “employees” of PDM PRODUCTIONS, INC.

## **MANDATORY SERVICE**

PDM PRODUCTIONS, INC. also accepts as volunteers those in student community service activities, student intern projects, alternative sentencing of diversion programs, corporate volunteer programs, and other volunteer referral programs. In each of these cases, however, a written agreement must be in effect with the organization, school, or program from whom the special case volunteers originate and this agreement must identify responsibility for management and care of the volunteers. This agreement must be reached in writing before the volunteer begins, especially if it’s an online assignment.

## **SERVICE AT THE DISCRETION OF THE ORGANIZATION**

PDM PRODUCTIONS, INC. accepts the service of all volunteers with the understanding that such service is at the sole discretion of the PDM PRODUCTIONS, INC. Volunteers agree that we may at any time, for any reason, decide to terminate the volunteer’s relationship with PDM PRODUCTIONS, INC. The volunteer may at any time, for whatever reason, decide to sever their relationship with PDM PRODUCTIONS, INC. Notice of such a decision should be communicated as soon as possible to all necessary personnel and supervisors.

## **VOLUNTEERS UNDER 18**

If you are under 18, please let at least one of your parents know you are going to volunteer. We strongly suggest that you give your parents the contact information and any other information that you have received, or seen online, so they may read through the materials themselves, and contact us at any time. It is suggested that you also copy your parents to any communications regarding anything pertaining to PDM Productions.

## **REPRESENTING PDM PRODUCTIONS, INC.**

As a volunteer, you represent PDM Production, Inc and its Mission. Volunteers are authorized to act as representatives of PDM PRODUCTIONS, INC. as specifically indicated within their job descriptions and only to the extent of such written specifications. Volunteers are asked to not contact organizations or individuals on behalf of PDM PRODUCTIONS, INC. unless they are given express written directions to do so by one of the Directors or Managers. Prior to any action or statement, which might significantly affect or obligate PDM PRODUCTIONS, INC., volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations.

## **CONFIDENTIALITY**

Volunteers are responsible for maintaining confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall business. Failure to maintain confidentiality may result in termination of the relationship with PDM PRODUCTIONS, INC., or other corrective action.

## **SCREENING / REFERENCE CHECKS**

For some tasks, volunteers must submit samples of work and professional references. If such is required, it will be outlined in the task description. Volunteers, by agreeing to apply to be a volunteer, will have their names submitted for a criminal background check. In some cases, also drug screening.

## **COPYRIGHT / OWNERSHIP ISSUES**

I grant non-exclusive permission to PDMPRODUCTIONS, INC. for use of any materials produced for PDM PRODUCTIONS, INC. including graphics material, web page designs, narratives, research, compilations, instructional texts, etc., becomes the property of PDM PRODUCTIONS, INC. upon submission. Volunteers will receive credit on PDM PRODUCTIONS, INC. website and any other necessary materials which might communicate such for these contributions.

## **CONTACTING OTHER VOLUNTEERS**

Occasionally, volunteers will need to contact other volunteers with regard to their activities with PDM PRODUCTIONS, INC. We expect all such communications among volunteers to follow etiquette guidelines. Other than email addresses, PDM PRODUCTIONS, INC. will not share contact information about a volunteer without the express consent of all parties involved. We encourage volunteers to use common sense when communicating with other volunteers, or anyone, especially online. We suggest following this rule: Don't reveal anything about yourself online, or anywhere, to someone that you would not feel comfortable revealing to a stranger you just met on the street.

## **INAPPROPRIATE COMMUNICATIONS**

If at any point you receive a communication of any kind that you feel is inappropriate, for any reason, and you believe you have received it in conjunction with your involvement with PDM PRODUCTIONS, INC., please forward the communication, along with any other details, to the Directors of PDM PRODUCTIONS, INC.

**ONLINE SAFETY**

The safety of our volunteers is important to us. To that end, PDM PRODUCTIONS, INC. will not release a volunteer’s phone number, age, or other personal information to anyone outside of the organization, or to other volunteers, without the volunteer’s written permission to do so. We will list volunteers who have completed assignments for us. We will, at the volunteer’s request, list where they reside along with their email address. PDM PRODUCTIONS, INC. will not be responsible for any unwarranted solicitations received by the volunteer if we include their email address.

**ANTI-VIRUS SOFTWARE**

PDM PRODUCTIONS, INC. expects all volunteers to update their virus software on a regular basis. This is not only for our protection, but yours. Likewise, PDM PRODUCTIONS, INC. has anti-virus software, and updates it quarterly, if not bi-monthly. Computer virus protection for your computer is your responsibility.

**DISMISSAL OF A VOLUNTEER**

Volunteers who do not adhere to the rules and procedures of PDM PRODUCTIONS, INC. or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of the organizations materials, abuse or mistreatment of clients, students, staff, or other volunteers, failure to abide by PDM PRODUCTIONS, INC. policies and procedures, and failure to satisfactorily perform assigned duties.

I \_\_\_\_\_ have read and understand the above written volunteer code of conduct agreement. I agree to adhere to the required guidelines and understand that this is an “at will” agreement. I also understand that I may be terminated by PDM PRODUCTIONS, INC., and that I may also terminate this agreement at any time, for any reason, with or without cause.

STUDENT(S) NAME(S): \_\_\_\_\_

VOLUNTEER/PARENT NAME #1 (printed): \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

SIGNATURE #1: \_\_\_\_\_ DATE: \_\_\_\_\_

VOLUNTEER/PARENT NAME #2 (printed): \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

SIGNATURE #2: \_\_\_\_\_ DATE: \_\_\_\_\_

