



VOLUNTEER AGREEMENT

As a volunteer, you are a valued contributor to our lifesaving work on behalf of premature and sick infants! We're glad you are here. And we thank you for sharing your time and talent. This agreement tells you what to expect from us, and what we expect from our volunteers.

We commit to:

- Provide an orientation to the work of the Milk Bank and training in your specific task, supervised by a staff member.
- Make a Volunteer Coordinator available to you as a point-person for any questions or problems that might come up.
- Respect your skills, your gift of time and labor, and your dignity.
- Inform you in a timely way about any changes affecting your volunteerism.
- Provide a safe and healthy workplace.
- Protect your personal contact information, which will never be shared or sold without your explicit permission.
- Communicate with you directly, should concerns arise.

We expect you to:

- Help the Milk Bank fulfil its mission of accepting, pasteurizing and dispensing donor human milk.
- Perform your volunteer task to the best of your ability.
- Carefully follow directions for your assigned task, and ask questions of the staff member directly overseeing your work.
- Follow our procedures and standards, including those covering safety, health and the confidentiality of all donor and recipient information.
- Share any questions, problems or concerns about your volunteer role with the staff member overseeing your work and/or with the Volunteer Coordinator.
- Sign up for all shifts in advance, using our online system at VolunteerSpot.com.
- Give notice by phone, email, or via the VolunteerSpot system any time you need to cancel a volunteer shift.
- Schedule your shifts according to the days and hours requested by the Volunteer Coordinator and the staff member overseeing your work. Volunteers should schedule shifts during regular weekday office hours, with weekend or evening shifts only when specially arranged.

The Milk Bank reserves the right to dismiss a volunteer, in the event that we are unable to satisfactorily resolve concerns about the volunteer's reliability, performance, safety, or other issue. By signing this agreement, you confirm that you have read and will abide by these expectations.

VOLUNTEER SIGNATURE _____ **DATE** _____