



TESOL Ministry Volunteer Agreement

Name: _____ Date _____

Are you 18 years of age or older? Yes No

Address: _____

Phone # _____

Emergency Contact Information

Name: _____ Relationship: _____

Address: _____

Phone Number(s): _____

Volunteer Code of Conduct

To ensure that our volunteers and the community that we serve have the best experience possible, we require all volunteers to agree to the following code of conduct while they are volunteering with TESOL Ministry..

- I will fulfill the responsibilities of my assignment.
- I will follow directions, policies and procedures.
- I will conduct myself in a professional, kind, safe and respectful manner.
- My behavior will be ethical and honest.
- I understand it is my responsibility to track my hours.
- I will understand my responsibilities as a volunteer and ask questions whenever something is unclear or if I need help, feedback or clarification. I will strive to communicate clearly and timely with my supervisor and team.
- I will not divulge any information belonging to or regarding any TESOL Ministry collaborators, clients, employees or affiliates. I will not make copies/photos of or

otherwise divulge any confidential company information, or any files including: website, database, or other files. I will make every effort to secure my usernames and passwords and not share login information with anyone. I will log out of the website each time I conclude work. I will continue to abide by this agreement to confidentiality even after I no longer volunteer or otherwise work with TESOL Ministry.

I, _____, understand and agree to the above code of conduct. It is mutually and expressly understood that my volunteer activities/services shall be donated, and that I am not entitled to nor expect any present or future salary, wages, or other benefits for these voluntary activities/services. I agree that anything I create, write or otherwise build for TESOL Ministry shall remain the property of TESOL Ministry. I agree to follow the supervision and direction of any personnel, employee, or volunteer, to whom I have been assigned to perform volunteer activities/services, and to participate in any training required by TESOL Ministry in order to perform the voluntary activities/services. I agree that I will not be considered to be an employee of TESOL Ministry. I understand and agree that the TESOL Ministry is not responsible for any injury or property damage arising out of my volunteer activities, even if caused by their ordinary negligence or otherwise. I also agree to indemnify and hold harmless TESOL Ministry and their employees, agents, or other volunteers for all claims arising out of my participation in the volunteer activities/services. I understand that my volunteer assignment may be terminated at any time by either me or TESOL Ministry.

Signature	Date
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Signature of Guardian (if volunteer is under 18 yrs)	Date
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Printed name of guardian