



VCU

Development and
Alumni Relations

Volunteer Agreement

Thank you for deciding to support VCU as an alumni volunteer. We appreciate your commitment to sharing your time, services, and talent to strengthen the VCU alumni community. Although our volunteers are not employees, it is important to establish guidelines for volunteers, so the expectations of both volunteers and the university are clear. Prior to volunteering, we ask that you please read and agree to the terms below.

General Terms

I desire to volunteer my time and services to Virginia Commonwealth University and understand that I will not be compensated in any way for my volunteer work. I understand that, as a university volunteer, I am not an employee of Virginia Commonwealth University. The university does not provide me with accident or medical insurance and is, therefore, not responsible for any accident or medical expenses I incur, except to the extent such accident or medical expenses are caused by the negligence or willful misconduct of Virginia Commonwealth University.

Further, I understand that I am neither covered by worker's compensation nor entitled to employee benefits as a result of my university volunteer affiliation. Virginia Commonwealth University has third-party liability insurance to protect me from claims filed against me related to the volunteer activities that I am performing for and on behalf of Virginia Commonwealth University, as long as I have acted in good faith and in the university's best interests.

In exchange, in the event that I act outside of the scope of my volunteer activities or violate directions or policies of the university or act willfully contrary to the university's best interests, I, on behalf of myself, my heirs, and my representatives, do hereby release, indemnify, and hold harmless Virginia Commonwealth and its trustees, officers, faculty, students, employees, and agents from any and all liability, damage, or claim of any nature that arises out of or is related to my volunteer services. This paragraph does not apply to the extent such liability, damage, or claim is caused by the negligence or willful misconduct of Virginia Commonwealth University.

General Conduct and Expectations

- Volunteers are expected to uphold the mission and core values of VCU Development & Alumni Relations and Virginia Commonwealth University. For further information see VCU's Mission and History: <https://www.vcu.edu/about-vcu/mission-and-history/>





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- While engaged in any official capacity related to VCU Development and Alumni Relations, volunteers are expected to uphold the highest standard of ethical behavior and personal conduct at all times.
- Volunteers are required to sign a confidentiality agreement and are responsible for respecting and maintaining the confidentiality of all information to which they are exposed to during the course of their volunteer duties. Equally, the Department of Alumni Relations is committed to ensuring the protection of any confidential information shared by volunteers with the university.
- Volunteers are expected to respect the personal dignity of others and to refrain from all forms of harassment, intimidation, and discrimination. For additional information see VCU's notice of non-discrimination: <https://equity.vcu.edu/discrimination/>
- Volunteers will often be partnered with a staff member and/or fellow volunteer, who will provide role-related training, supervision, and support. Volunteers are encouraged to reach out to their staff or volunteer partner to request additional assistance and training as required, and to provide constructive feedback on their experiences to assist with ongoing quality improvement.

Resignation from a Volunteer Role

Volunteers have the right to resign from their volunteer duties at any time. VCU requests that volunteers provide written, advance notice of their resignation to either their Staff Partner at least two weeks prior to their departure. Wherever possible, a member of the VCU DAR staff will conduct an exit interview.

Removal from a Volunteer Role

Volunteers whose behavior is inconsistent with VCU's standards for conduct, or who fail to satisfactorily perform their agreed-upon volunteer assignments, may be subject to removal from their volunteer role.

Volunteers will be provided with an opportunity to discuss the reasons for removal from their volunteer role with a VCU DAR staff. Grounds for immediate removal from a volunteer role may include: abuse or mistreatment of others, failure to abide by organizational policies and guidelines, misuse of confidential information, theft or deliberate misuse of property or equipment, financial mismanagement, or being intoxicated while volunteering.

Confidentiality Agreement

As a volunteer at Virginia Commonwealth University (VCU) you might have access to what this agreement refers to as "confidential information."





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This agreement will help you understand your responsibilities regarding access and protection of confidential information.

Confidential information includes patient/staff/volunteer/student/alumni information, financial information, other information relating to VCU and information proprietary to other companies or persons. You could learn of or have access to some or all of this confidential information through a computer system or through your volunteer or employment activities.

Confidential information is valuable, sensitive and is protected by law and by strict VCU policies. The intent of these laws and policies is to ensure that confidential information will remain confidential, that is, it will be used only as necessary to accomplish the organization's mission.

As a volunteer, you are required to conduct yourself in strict conformance to applicable laws and VCU policies governing confidential information. Your principal obligations in this area are explained below. You are required to read and to abide by these duties.

The violation of any of these duties will subject you to discipline, which might include, but is not limited to legal liability.

As a volunteer, you understand that you will have access to confidential information, which might include but is not limited to, information relating to:

- Constituent (alumni or donor) information (such as records, conversations, admittance information, patient/member financial information, etc.)
- Staff, volunteers or students (such as employment records, grades, performance evaluations, disciplinary actions, etc.)
- VCU information (such as financial and statistical records, strategic plans, internal reports, memos, contracts, peer review information, communications, proprietary computer programs, source code, proprietary technology, etc.)
- Third-party information (such as computer programs, client and vendor proprietary information source code, proprietary technology, etc.)

Accordingly, as a condition of and in consideration of your access to confidential information, you agree that:

- You will use confidential information only as needed to perform your legitimate duties as a volunteer affiliated with VCU.

This means, among other things, that:





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- You will only access confidential information for which you have a need to know.
- You will not in any way divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as properly authorized within the scope of your activities affiliated with VCU.
- You will not misuse confidential information or treat confidential information carelessly.