



**VOLUNTEER CONTRACT**

**BE IT! Foundation, Inc. A non-profit corporation**

Attn: Volunteer Coordinator  
3201 Cherry Ridge A104  
San Antonio, TX  
Phone (510) 734-7027 E-mail: volunteer@beitfoundation.com

It is vital for *insurance purposes* that this contract be completed and returned to the Be It! Foundation office no later than the first day of work. This form should be filled out together by the volunteer and the volunteer’s supervisor to facilitate clear communication. The original is to be returned to the office with copies retained by the volunteer and the volunteer’s supervisor.

Volunteer \_\_\_\_\_ Date: \_\_\_\_\_  
Street \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
City \_\_\_\_\_ ZIP \_\_\_\_\_  
Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Location: Virtual  
Cell Pager \_\_\_\_\_ Vol. Job Title: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Supervisor: Dr. Cio Hernandez

ASSIGNMENT DESCRIPTION (Use extra sheet if necessary)

**TOTAL ESTIMATED HOURS:** \_\_\_\_\_

RESPONSIBILITIES OF DEPARTMENT

- 1. Initial and on-going training and supervision.
- 2. Personnel record (contract, work evaluation)
- 3. Future work references
- 4. The Be IT! Foundation has zero tolerance for any form of discriminatory harassment

SPECIFIC NEEDS OF VOLUNTEER (State clearly in space below)

RESPONSIBILITIES OF VOLUNTEER

- 1. Fulfillment of time commitment, as listed below.
- 2. Report number of hours worked on first of each month to Volunteer@beitfoundation.org.

WORK HOURS Total hours per week: \_\_\_\_\_

Mon : \_\_\_\_\_ Tues : \_\_\_\_\_ Wed : \_\_\_\_\_ Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Sun : \_\_\_\_\_

Starting date \_\_\_\_\_ Final work date \_\_\_\_\_

Supervisor: \_\_\_\_\_ Volunteer: \_\_\_\_\_  
Please PRINT Please PRINT

\_\_\_\_\_  
Signature Signature

Volunteer Programs Manager \_\_\_\_\_



## Volunteer Standards of Conduct Checklist

On behalf of The Be IT! Foundation, Inc., we thank you for your volunteer commitment. Our hope is that you find this experience rewarding and fulfilling, while simultaneously filling an important need in our community. As a Be IT! volunteer, you will be acting as a representative for the Be IT! Foundation. Our success and ability to engage the community in foundation-sponsored events or other volunteer roles requires that we define some relevant standards of conduct that apply to all members of the BE IT! workforce, which includes contractors and volunteers.

Relevant standards of conduct for your role are included but not limited to those listed below. Please review these standards and sign below to indicate that you understand the requirement to adhere to these standards as a BE IT! volunteer. Thank you again for your commitment to The Be IT! Foundation and our community.

- BE IT! workforce members including volunteers are expected to act professionally in their relationships with the public and dress appropriately for the task at hand;
- BE IT! workforce members including volunteers who have access to confidential client information are expected to maintain confidentiality and take all reasonable steps necessary to secure the confidentiality of that information. This includes maintaining confidentiality around conversations or observations made during your volunteer shift;
- BE IT! workforce members including volunteers are expected to show honesty, empathy, and respect in their communication with others, as well as sensitivity to cultural diversity in all interactions with other workforce members, clients, and members of the public;
- BE IT! workforce members including volunteers are expected to understand and observe appropriate boundaries in volunteer/client relationships;
- It is important that The Be IT! Foundation always maintain a safe and productive work environment, and to ensure the workforce members/volunteers are free from the influence of drugs and/or alcohol that might impair the judgment before and during their assigned shift.

I understand that it is my responsibility to uphold these policies, procedures, and protocols, and that there may be sanctions for abuses of these policies.

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Volunteer Name

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Volunteer Signature and Date

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Volunteer Supervisor