



## Community Volunteer Registration Form

### CONTACT INFORMATION

FIRST NAME

LAST NAME

STREET ADDRESS

STREET ADDRESS LINE 2

CITY

STATE

ZIP CODE

PHONE NUMBER

EMAIL ADDRESS

Are you under 18?

Yes

No

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Event Name & Date of Event

WHEN ARE YOU AVAILABLE (DATE AND TIME)?

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**EMERGENCY CONTACT 1**

In the event of an emergency, please contact:

FIRST NAME

LAST NAME

PRIMARY PHONE NUMBER

SECONDARY PHONE NUMBER

**EMERGENCY CONTACT 2**

In the event of an emergency, please contact:

FIRST NAME

LAST NAME

PRIMARY PHONE NUMBER

SECONDARY PHONE NUMBER

## Volunteer Release and Waiver of Liability & Confidentiality Agreement

This Release and Waiver of Liability & Confidentiality Agreement (the "Agreement") executed on \_\_\_\_\_ ("Effective Date"), by \_\_\_\_\_ ("Volunteer") in favor of Goodwill Industries of Orange County, a California non-profit corporation organized and existing under the laws of the State of California, its directors, officers, employees, volunteers, and agents (collectively, "GIOC"). I, the Volunteer, desire to participate as a Volunteer with GIOC's Events and Activities.

I hereby freely and voluntarily, without coercion, execute the Agreement under the following terms:

1. **Waiver and Release.** I, the Volunteer, release and forever discharge and hold harmless GIOC from any claim or liability that I, the Volunteer, may have against GIOC with respect to any bodily injury, personal injury, illness, death or property damage that may result from my participation as a Volunteer. I also understand that GIOC does not assume any responsibility or obligation to provide financial or other assistance, including, but not limited to medical, health, or disability insurance, in the event of injury, illness, and death or property damage.
2. **Insurance.** I understand that, except as otherwise agreed to by GIOC in writing; GIOC does not or may not carry or maintain health, medical, or disability insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.
3. **Medical Treatment.** Except as otherwise agreed to by GIOC in writing, I hereby release and forever discharge GIOC from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during any time with GIOC.
4. **Assumption of Risk.** I understand that injuries or outcomes may arise from my own or other's actions, inaction, or certain activities. Thus, I hereby expressly assume responsibility for the risk of injury or harm in GIOC's events or activities and release GIOC from all liability for injury resulting from my participation in such event or activities.
5. **Photographic Release.** I grant and convey unto GIOC all right, title and interest in any and all photographic images and video or audio recordings made by GIOC during the time I volunteer for GIOC, including, but limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.
6. **Other.** I understand that it is my desire to volunteer and perform services as a Volunteer at GIOC, I am donating my time and services without compensation and shall at no time be considered an employee or independent contractor of GIOC.

Additionally, I agree that my participation as a Volunteer is subject to the following confidential terms and conditions:

1. I understand that working as a Volunteer, I may be given, or have access to confidential, trade secret and proprietary information pertaining to GIOC's business included but not limited to technical, economic, financial, marketing or other information and I agree not to disclose or improperly use GIOC's confidential information.
2. I recognize that any and all information shared with me as part of my duties as a Volunteer is confidential and shall not be disclosed to unauthorized individuals, agencies, or organizations. This information includes, but is not limited to information about program participants, staff, volunteers, donors, contributors and other individuals information that I may learned through my volunteer activities at GIOC.
3. I agree not to copy, transcribe, or record any confidential information in any manner, nor disclose or use such information for any purpose other than for the limited purpose of providing the assigned services as a Volunteer at GIOC.
4. I agree to maintain the confidentiality of all GIOC's related records and information pursuant to all statutory laws relating to privacy and confidentiality.

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

I have had the opportunity to read and understand this release and acknowledge that by signing the document, I am waiving certain legal rights in the event of injury. By signing below, I accept and agree to the terms contained above.

**Volunteer Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*If the person signing is under the age of 18, consent from a parent or guardian is needed.

I hereby certify that I am the parent or legal guardian of \_\_\_\_\_, named above, and do hereby give my consent without reservation to the foregoing on behalf of this individual.

**Parent/Legal Guardian Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## SAFETY TRAINING OUTLINE

### Volunteers

**NOTE:** This is a summary of general safety precautions to be followed at all times which a Goodwill Industries of Orange County supervisor is to review with you before beginning to work. Specific safety precautions may vary depending on the area you are assigned to work. The supervisor may discuss other safety guidelines relative to the work you will be doing.

#### General Safety

1. Be aware of your surroundings. Practice good housekeeping. Be responsible for keeping your work area clean. Watch where you are walking and be aware of debris on the floor. Pick-up debris such as fallen clothes, hangers, boxes, trash, etc. from the work area. If you see something on the floor, pick it up.
2. If applicable Use safe lifting, carrying, and reaching techniques for heavy or unusually shaped items. When accepting donations, lifting or pushing heavy materials, dumping trash or cartons, be cautious of items which could pinch or cut and always use proper equipment, such as gloves and lifting belts. Inspect all boxes before lifting to see that they are taped securely, and to learn to judge weight properly. Know your personal limitations and obtain assistance as needed.
3. If your volunteer activities include lifting consider warm-up and stretching exercises before starting your shift. This will help warm up your muscles and aid in reducing potential strains and sprains.
4. **ONLY APPROVED GOODWILL BOX CUTTERS MAY BE USED.** Goodwill approved box cutter may be used **ONLY** after instruction has been given for proper use. You must wear GIOC approved gloves designed for use with box cutters. Never carry a box cutter in your pocket and always store it in a safe place with the blade retracted. Always keep "body parts" out of the cutting path. Cut away from the body. **DO NOT** use other sharp objects such as knives or scissors to cut cartons. Personal knives are prohibited.
5. **NEVER** use a tagging gun unless properly trained to do so. Use extreme caution. Follow proper procedures for replacing and disposing of needles.
6. **YOU MAY NOT HANDLE CAGES UNLESS YOU HAVE AUTHORIZED STEEL TOE SHOES.** Cages must always be pushed in a safe manner by holding onto the inside bars. **DO NOT** put your hands on the outside edges of a cage. **NEVER** pull cages. Two people are required to move cages when the cage contents block the vision of the individual pushing or maneuvering cages. Be aware of possible tipping or excessive weight of cages in addition to any protruding objects or sharp edges. Before moving the cages, door latches must be secured or tied securely. Cages with faulty wheels, doors, or latches are to be put out of service immediately and Maintenance notified. Always keep your feet clear of rolling cages.
7. Know proper procedure for loading cages. Wear your safety gloves when loading or unloading cages – no exceptions! Secure the cage doors before loading or unloading cages, or before moving any cage. Load the heaviest stock in the middle of the cage if at all possible. Heavy boxes should not be the top items on the cage. Lighter items should be stored towards the top. Do not fill stock higher than the top of the cage! No exceptions!
8. Secure all movable/breakable objects. When stacking items, do so in a manner that does not create a situation in which falling objects may occur.
9. Use equipment (hand truck, forklift, etc.) only if properly trained and authorized to do so. **YOU MAY NOT USE HAND CARTS/PALLET JACKS UNLESS YOU HAVE STEEL TOE SHOES.** Guards and safety devices must be in place. Do not operate any faulty equipment. Stay clear of machines in

operation. Turn off equipment when not in use. Set brake and lower forks on forklift when not in use.

10. Beware of cages, carts and racks being moved or stored by others.
11. Beware of handling sharp or broken items and dispose of broken items and trash immediately. Always wear gloves.
12. Use appropriate safety apparel (closed-toed work shoes, safety glasses, hard hats, gloves, back support belts, where applicable). Insure abdominal belts are only used and tightened when conducting lifting or material handling tasks. The belt should be loose at all other times.
13. Do not handle or accept unmarked containers of unknown substances. Know proper procedures for handling of hazardous materials. Do not handle any unidentifiable substances, including donated ones. Contact Maintenance for proper disposal.
14. Attend the regular safety meeting to discuss safety, fire and earthquake procedures. Learn specific safety hazards for your area.

### **Organizational Standards**

1. Adhere to the dress code appropriate for your work assignment. (Closed toe shoes are required; avoid clothes which would cause you to trip, fall, or catch on an item.)
2. Know fire, evacuation and earthquake procedures in the store and at the main facility. Your manager will review these with you.
3. If injured, notify the manager on duty immediately. Report all accidents, safety hazards and faulty equipment to the supervisor immediately.
4. Report any signs of workplace violence or threats of violence immediately to the manager or asset protection.
5. If suspicious or criminal activity is witnessed notify your manager or asset protection immediately and do not take action on your own. Never put yourself in harm's way.
6. Use general safety in the work place and remember that there is no running, "horseplay", rowdy or prankish behavior permitted.
7. Know proper procedures for handling of hazardous materials as defined in our Hazard Communication Training Program. Identification, usage and first aid for the materials specific to your area is listed in the Material Safety Data Sheet books which are available through 3E Company.
8. Goodwill is a smoke-free environment. Smoking is not permitted on any Goodwill property.
9. The abuse of all drugs, including alcohol and medical marijuana is prohibited while on Goodwill property. You may not enter Goodwill or perform volunteer functions while under the influence of, any intoxicating beverage or behavior altering drug.
10. Your manager will advise you of any additional safety precautions you may need to know.

**I agree to adhere to these safety rules and regulations that have been explained to me.**

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_