VOLUNTEER RELEASE FORM FOR MINORS (under the age of 18)
PARENTAL CONSENT REQUIRED

I, _____, being the parent or legal guardian of _____ (the "Minor") hereby consent to and authorize the Minor to act as a volunteer for Casa El Buen Samaritano. I acknowledge and agree that activities performed by the Minor as a volunteer will be performed strictly on a voluntary basis, without any pay, compensation, or benefits. I understand that volunteering involves a commitment to work in a responsible manner and will arrange reliable transportation if necessary. I agree and understand that the Minor must comply with the rules and regulations established from time to time by Casa El Buen Samaritano and that failure to do so may result in the Minor's immediate removal as a volunteer.

As a result of volunteering with individuals seeking assistance from Casa El Buen Samaritano, I agree to keep all information viewed by me or shared with me confidential. I understand that no information concerning clients shall be released to other persons or agencies without written, signed consent of those involved.

I am aware of the nature of the activities to be performed by the Minor as a volunteer and recognize that in performing volunteer tasks, a risk of harm or injury exists. I agree that all volunteer activities are to be performed by the Minor at the Minor's risk and I assume full responsibility therefore. On behalf of myself, the Minor, and our respective heirs and personal representatives, I agree not to hold or attempt to hold Casa El Buen Samaritano, their population served, volunteers, or staff responsible for any injury or damage sustained or incurred by the Minor, arising out of or in any way connected with the Minor's activities as a volunteer for Casa El Buen Samaritano. I hereby release and discharge Casa El Buen Samaritano, their employees, and their volunteers from any and all claims, demands, causes of action of any nature or cause, for any such injury or damage incurred or suffered by the Minor.

_____ _____
Signature of Minor Volunteer Date

_____
Printed Name of Minor Volunteer

_____ _____
Signature of Parent/Legal Guardian Date

_____
Printed Name of Parent/Legal Guardian

_____
Emergency Contact Name(s) and Phone Number(s)

_____ _____
Signature of Volunteer Coordinator or Designee Date

_____
Printed Name of Volunteer Coordinator or Designee

Please return by email (info@casaelbuen.org), fax (713.721.0104),
or mail (P.O. Box 20487, Houston, TX 77225).

VOLUNTEER CODE OF CONDUCT

1. Sign in and out on the volunteer log each time you volunteer
2. If you are issued a volunteer badge, you must wear it while volunteering.
3. Be punctual. Notify the volunteer coordinator and the staff member to whom you are assigned if you will be late or cannot fulfill a volunteer commitment.
4. Do not bring children or visitors with you to your volunteer assignment, unless you have received permission in advance from the volunteer coordinator.
5. Wear appropriate clothing. Shoes with backs or heel straps are required. Short-shorts, tank tops, bare mid-drifts and clothing printed with potentially offensive messages are prohibited. Additional clothing requirements apply for kitchen volunteers.
6. Communicate courteously with all staff members, persons receiving services through our programs (clients) and other volunteers. Discrimination in any form will not be tolerated.
7. Maintain confidentiality and abide by HIPPA regulations. Do not share information with anyone about clients without their express written consent, and then, only as required to provide services.
8. Do not disclose personal information about yourself to clients.
9. Do not transport, give money to or purchase items for clients. If you become aware of a need, refer the client to a staff member.
10. Volunteers and their associates are prohibited from employing or arranging employment for clients and former clients.
11. Illegal drugs and alcohol are prohibited within our facilities or on our grounds. Smoke in designated areas only.

I have read this Code of Conduct, fully understand its contents and agree to it of my own free will, as indicated by my initials and signature.

_____ _____
Signature of Minor Volunteer Date

_____
Printed Name of Minor Volunteer

_____ _____
Signature of Parent/Legal Guardian Date

_____
Printed Name of Parent/Legal Guardian

_____
Phone Number(s) for Emergencies

_____ _____
Signature of Volunteer Coordinator or Designee Date

_____
Printed Name of Volunteer Coordinator or Designee

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