



## **ADULT Volunteer Agreement**

Thank you for volunteering to be an ambassador for the Monroe Township Arts Commission. The mission of the Monroe Township Arts Commission is the promotion of cultural activities emphasizing music, art, literature, drama and dance for the citizens of Monroe Township to enhance the overall quality of life of the community. We believe volunteering will inspire you to try something new, make new friends, value diversity, and engage with your community. We are committed to treating all volunteers with respect and courtesy. Your strengths, unique talents, interests and time will be valued.

### General Rules of Conduct for the Monroe Township Arts Commission

#### ***Volunteer's Commitment:***

- Volunteers are encouraged to take the time to learn about the Commission's mission, procedures and events.
- All Commission members, participants and fellow volunteers are to be treated with respect and courtesy.
- Avoid using cell phones for personal use during scheduled shift
- Reporting on time for scheduled shifts and contacting staff as soon as possible for any planned or unplanned absences is expected.
- Notify Commission members immediately if you sense danger or inappropriate behavior.
- Greet and assist visitors in a warm and cheerful manner
- Having fun!

#### ***Volunteer's Code of Conduct:***

- Volunteers are expected to conduct themselves in an appropriate manner while representing the Monroe Township Arts Commission at any sponsored event.
- Inappropriate conduct includes actions which reflect unfavorably on the Township, the Commission, volunteers or citizens.
- Personal threats, profane or abusive language in dealing with the Commission, public or volunteers will not be tolerated.
- Volunteering under the influence of alcoholic beverages, narcotic, hallucinogenic, or other illegal drugs is prohibited.
- No volunteer shall act as a spokesperson for the Commission or Township without the express authority from the Commission.
- Volunteers shall not reveal confidential information to unauthorized persons.
- Solicitation of funds or services is prohibited.
- Negligent or willful defacing, misuse, theft, destruction of organizational equipment or facilities and excessive tardiness and/or absenteeism are grounds for the volunteer's termination.

***Dress Code:***

Volunteers should wear appropriate clothing, comfortable shoes, and provided name tag. Clothing, accessories and/or tattoos that display graphic words or images are not to be worn or must be hidden. Clothing colors of black and white are required for events.

***Personal Effects:***

Monroe Township Arts Commission is not responsible for lost or stolen personal effects – handbag, knapsack, phone, etc. – while volunteering or visiting.

Violation of these rules may result in termination of the volunteer from active status with the Monroe Township Arts Commission.

**Your signature on the Monroe Township Arts Commission Adult Volunteer Application form indicates that you have read, understand and agree to abide by the General Rules of Conduct for the Monroe Township Arts Commission.**