



IJM BENEFIT DINNERS VOLUNTEER APPLICATION & LETTER OF UNDERSTANDING

Thank you for your interest in volunteering at an International Justice Mission Benefit Dinner. Please fill out this form and return it to the Events Registration Coordinator at EVENTS@IJM.ORG or 703.465.5499 (fax). Volunteer spaces are limited and reserved on a first-come, first-served basis so please return this form as soon as possible. IJM will contact you within 10 days of receiving the application to confirm your volunteer position.

Volunteer Name (please print) : _____

E-mail: _____ **Date:** _____

Phone Number (where you can be reached the day of the event): _____

Address: _____

City, State & ZIP _____

Name (city) of event: _____ **Date of event:** _____

Why do you want to volunteer at an IJM Benefit Dinner?

Please list any prior involvement with IJM (former intern, fellow, volunteer, etc.):

Please read the following pages, sign and return with this form. **NOTE: All volunteers must be available from 2:00 pm to 10:00 pm on the day of the event.**

THIS LETTER OF UNDERSTANDING (“Agreement”) is between International Justice Mission® (IJM) and _____ (“Volunteer”). International Justice Mission and Volunteer agree as follows:

Position and Assignment Term

Volunteer will be engaged to work with the Events Registration Coordinator, or the appropriate IJM Supervisor (“Volunteer Manager”). **The expected period of engagement is 2 pm to 10 pm, on the date of the benefit dinner listed on page 1.**

Volunteer Location

The volunteer assignment shall be the location of event or other such location as directed by IJM.

Expenses

This Volunteer position is an unpaid assignment. Volunteer agrees to make arrangements for the additional costs of transportation to and from the volunteer location for his/her own personal incidental expenses, and for any endeavor outside the realm of the volunteer position. IJM shall provide on-site logistical and technical support necessary for the Volunteer to complete assigned tasks. IJM will pay all pre-approved, business-related incidental expenses.

Legal Status

Volunteer will be performing tasks as a Guest and Volunteer of IJM. The legal rights and responsibilities of the Volunteer arise from this Agreement and not from an employee/ employer relationship. The Volunteer will receive all working direction from the Volunteer Manager and/ or the appropriate Staff at the work location.

Health and Safety

Volunteer represents that he/she is in good health and is physically capable of performing his/her obligation under this Agreement. Volunteer agrees that this Agreement may be contingent upon Volunteer remaining in good physical and mental health as necessary to fully perform his or her obligations under this agreement. Lifting, walking, or standing for extended periods may be required; reasonable accommodation will be made for physical limitations.

Medical Release

Should a medical emergency arise and Volunteer be unable to give permission at the time, Volunteer hereby authorizes any medical and/or surgical care, including diagnosis and treatment, to be given by any licensed hospital or clinic selected by the Volunteer Manager. Volunteer assumes full responsibility for such care and for the cost of such care in the event that it is not otherwise covered by medical insurance.

Liability

Volunteer agrees to assume all risks and to release and hold harmless IJM as well as its directors, officers, agents, and employees from any and all claims arising from the Volunteer’s death, personal injury, abduction, or property damage.

Conduct of Volunteer

Volunteer must comply with applicable laws and regulations of the United States and applicable laws and regulations of any country where Volunteer is a citizen or resident.

Volunteer attests that he/she has not:

- been convicted of, pleaded guilty or no contest to (whether or not resulting in a conviction), admitted, had any judgment or order rendered against him/her (whether by default or otherwise); and/ or
- entered into any settlement of an action or claim of, had any license, certificate, or employment suspended, revoked, terminated, or adversely affected because of; or resigned under threat or

termination of employment or Volunteer work for any allegation, any conduct, matter, or thing (irrespective of the formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction) the abuse of a minor child (whether physical or sexual), sexual exploitation of or conduct with a minor, any assault, battery, or other offense involving a minor, or endangerment of a child.

Volunteer must perform effectively in the implementation of this agreement and must abide by IJM security and safety directives, and IJM's standard operating procedures, whether communicated to Volunteer verbally or in writing.

Proprietary and Confidential Information

All documents including but not limited to reports, technical documents, plans, recommendations and estimates are considered to be confidential information that shall not be disclosed except to authorized IJM personnel.

All financial and technical information of IJM and its affiliates shall be considered proprietary and shall not be disclosed by Volunteer outside of IJM. Volunteer shall not use any confidential or proprietary information to private advantage. This paragraph survives the termination of this Agreement.

Safeguarding of Information

Our policy on ethical conduct notwithstanding, IJM employees, volunteers, interns and guests (collectively referred to here as "agents") must hold information entrusted to them in a fiduciary capacity. Information about casework or administrative and financial operations of IJM must not be discussed outside the working environment except as may be appropriate and necessary in the course of IJM business. All IJM agents, paid and volunteer, full-time and part-time, are expected to use the utmost tact and discretion in carrying out their responsibilities.

Information received directly or indirectly about IJM operations, victims, perpetrators, or other case-related information is sensitive and confidential and IJM agents may not, unless required by law, disclose such information to any party outside the IJM organization without permission, as follows:

- All photographic materials, documents and records generated during the performance of work or while visiting an IJM office or mission site shall be for the sole use, and become the exclusive property, of IJM.
- Case-related information of any kind, including but not limited to victim or crime scene photographs, video, victim stories, case strategy, investigator or operative identities, and/or operation locations, is strictly confidential unless cleared by the Interventions or Investigations departments, and then only to advance the casework. Those agents responsible for conducting casework may share case-related information with the appropriate authorities according to IJM's ten-step casework methodology and as necessary in the course of their work.
- For purposes other than to advance the specific casework, IJM agents, *including Interventions and Investigations staff and volunteers*, must vet case-related information through the Communications approval process before it may be distributed to the general public (media, family or friends, churches or other constituents, etc.) in any form. For example: although an OFP Director or investigator may use independent discretion in sharing case related information with local law enforcement officials in order to advance the case objective, he or she must follow the Communications approval process before sharing this information with friends or family, a journalist, or a church for fundraising purposes.
- Personal contact information for volunteers will be kept confidential unless the individual grants permission to share the information.

- Due to security concerns, information regarding the identity or location of IJM staff or other colleagues living or working outside the U.S. is strictly confidential and may only be distributed by the Human Resources department in coordination with the corresponding Director of Operations.
- The identities of constituents, donors and contribution amounts will not be disclosed without permission from the Vice President of Advancement or the Chief Operating Officer. Contribution information must remain confidential, even among IJM employees.

The Volunteer's duty of confidentiality under this policy extends beyond his/her volunteer assignment period.

Volunteer Association

Either IJM or the Volunteer may terminate the relationship created by this Agreement at any time. Notice of termination shall be in writing (either hard copy or email is acceptable) to the Volunteer or the Volunteer Manager.

Volunteer Signature: _____ Date: _____

Volunteer Name (Please print): _____

IJM Signature: Laura Hoffmann Date: 1/1/2011

RETURN TO THE EVENTS REGISTRATION COORDINATOR AT EVENTS@IJM.ORG OR
703.465.5499 (FACSIMILE).