

Volunteer Status Confirmation, Confidentiality & Release Agreement

Re: Volunteer Services relating to [briefly describe the volunteering service]

Period of Service: Begins as of the latest date below through the academic year expiring August 31, []

Babson College is pleased that you wish to volunteer your time and services to the College in the [department/office]. As a volunteer to Babson College, you play an important role in assisting the College to accomplish its educational, research and non-profit missions and contributing to the success of the College and its students, faculty and staff. Babson College thanks you for volunteering. A volunteer willingly performs unpaid service for civic, charitable or humanitarian reasons or to gain experience for his, her or their own advantage. Volunteers must perform such services without promises, expectation or receipt of compensation or pay, including the promise of future employment, deferred payment and/or other benefits. Such services must be offered willingly and voluntarily. You will not receive any financial benefits, pay or compensation for your service and it will not entitle you to a job or position.

Confirmation of Volunteer Status; Compliance with College Policies and Procedures:

By signing below, I hereby acknowledge and agree that: (i) I am volunteering my time and service to Babson College; (ii) I am not an employee of Babson College; (iii) I do not have any expectation of future employment with Babson College; (iv) I have not been promised compensation, pay or anything of value in exchange for volunteering; (v) I do not expect to receive compensation, pay or anything of value in exchange for volunteering; (vi) I am at least 18 years of age.

Further, I have made no firm commitment regarding the amount of volunteer service to the College. I may come and go as I please. I also understand that Babson College has made no commitment to me and, further, if requested to leave the premises (whether physical or virtual) by my supervisor or his/her/their designee in the office in which I'm working, I will do so immediately. At all times as a volunteer, I agree to act in a courteous and polite manner. I further agree to, at all times, comply with all College policies and procedures made known or available to me in any medium including, without limitation, policies, procedures and/or instructions relating to (i) background check(s) on me, (ii) my on-campus service, and (ii) training programs the College deems necessary to enable me to perform and/or complete my service.

Confidentiality:

By signing below, I also hereby acknowledge and agree that I will at all times follow and comply with the confidentiality policies and procedures of the College that govern the information made available to me or to which I am provided access as result of my volunteer service. This information includes, but is not limited to, confidential and/or proprietary information of the College; student, faculty and/or staff personnel, financial or academic records; faculty teaching and research; College business information and/or records; and internal communications including, but not limited to, emails and conversations related to the office or department and/or College operations and activities. I understand that by signing below I am also both obligated to protect and safeguard against unauthorized access, use and disclosure, in the manner directed by the College, all the information provided or made available to me and that I may not access, use, reproduce nor disclose this information (or any part of it) to any third party in any way except if and solely as instructed by the College in connection with my volunteer service.

Specifically, among other policies of the College, by signing below, I hereby acknowledge and agree that I will follow and comply with the terms of the [College's Policy on Acceptable Use](#), [Email Access](#), [Data Classification and Handling](#), the [Family Educational Rights and Privacy Act \(FERPA\)](#) and [Information Security](#) as well as all such other policies and procedures of the College made known or available to me.

Risks Associated with Volunteering:

I understand that volunteering for the College has risks to me. These risks may arise in a variety of ways. They include, without limitation: lifting heavy objects and other physical exertion, handling glass and/or materials, using hot or sharp objects or other tools, being exposed to dust, loud noises and/or infectious diseases and interacting with and being in the presence of other volunteers, visitors and other people. I understand that these risks include, but are not limited to, risks of injury, illness, death and property damage or loss and that they may arise from my own actions or from the actions of others at or near the College facilities or encountered at and/or traveling for or related to off-campus College activities.

By signing below, I understand the information above regarding risks associated with volunteering and acknowledge and agree that there are risks associated with volunteering. With such information and awareness, and with the recognition that other factors may create additional such risks, by signing below I also knowingly, freely, and voluntarily assume and accept the risks of all injury, death, property damage or loss, financial obligation, loss of privacy, loss of reputation, and all other injuries and other consequences, whether known or unknown, whether foreseen or unforeseeable, and whether incurred at the College facilities or elsewhere, that may result, directly or indirectly, from my volunteer service, presence at College facilities or participation as a volunteer, regardless of the cause.

Waiver and Release of Claims: By signing below, I also hereby waive, release and discharge Babson College and its former and current trustees, officers, faculty, staff, students, agents, contractors, volunteers, and affiliates (collectively, the "Releasees") from any and all demands, damages, liabilities, claims, injuries, costs, fees and expenses (including without limitation reasonable attorneys' fees) of any kind and of whatever nature which I or my heirs, next of kin, and legal representatives may have or which may later accrue, caused by or arising directly or indirectly from my volunteer service, presence at College facilities or participation in College activities as a volunteer. By signing below, I hereby acknowledge and agree this release and waiver includes and is not limited to, in each such case, all claims in respect of the risks noted above, whether known and unknown, foreseen and unforeseeable, regardless of the cause or whether such claims arise from tort, contract, or otherwise, and even if caused by negligence, whether passive or active. By signing below, I further acknowledge and agree that I will not sue and agree to hold harmless the Releasees on the basis of these waived and released claims.

Any failure to comply with any College policy or procedure may result in any action to protect the College's rights, including but not limited to, immediate termination of this service opportunity.

Volunteer's Printed Name: _____

Supervisor's Name: _____

Volunteer's Signature: _____

Supervisor's Signature: _____

Date: _____

Date: _____