



Volunteer Service Agreement for Cheyenne & Arapaho Tribes Community Centers

Canton-Concho-Clinton-Hammon-Kingfisher-Seiling-Watonga

(Please circle which community center you wish to volunteer for above)

This agreement, made on _____ (Date) by and between the Cheyenne & Arapaho Tribes
Emergency Management Department hereinafter referred to as "C&A EMP", and
_____, _____ (Name), _____ - _____ - _____ (ssn)
_____/_____/_____ (DOB), hereinafter referred to as "volunteer."

Witnesseth:

Whereas, volunteer intends to donate services to the C&A EMP identified above, and said C&A EMP intends to accept the donation of volunteer services.

Now therefore, in consideration of the mutual promises, the parties hereto agree as follows:

1. Volunteer agrees to donate services to C&A EMP in the capacity of (circle one)
 - a. **Caretaker**-a position appointed by C&A EMP and Department of Administration
 - b. **Runner**-needs a dependable vehicle (preferably 4x4) to be able to run and get anything of need
 - c. **Volunteer Coordinator**-helps make sure all volunteers are where they should be at the right time and fulfilling their duties
 - d. **Intake Specialist**-helps individuals using the center sign-in and provides necessary information
 - e. **Facilities Manager**-helps to coordinate all the staff
 - f. **Facilities Support Staff**-assists the manager with details necessary to keep things operating
 - g. **Logistics Chief**-manages client needs as well as support staff duties cleaning, taking out trash, and stocking needed supplies
 - h. **Logistics Support Staff**-assists the logistics chief
 - i. **Kitchen Manager**-plans and prepares the meals as well as oversees the cleaning of all necessary kitchen items and the kitchen itself
 - j. **Kitchen Support Staff**-assists the kitchen manager
2. It is mutually and expressly understood that volunteer services shall be donated, and that said volunteer is not entitled to nor expects any present or future salary, wages, or other benefits for these voluntary services.
3. Volunteer agrees to follow the supervision and direction of any personnel, employee, or volunteer, to whom volunteer has been assigned to perform services, and to participate in any training required by the C&A EMP in order to perform the voluntary services.
4. Volunteer agrees that he/she will not be considered to be an employee of the C&A EMP, for any purposes other than tort claims and injury compensation, while performing the above described voluntary services
5. Volunteer further understands that if volunteer is responsible for injuries to third parties or damages to their property while acting outside the scope of assigned volunteer duties, that said volunteer may be held personally liable for any monetary damages a court may award to the injured party.
6. It is further understood and agreed to by volunteer that the services rendered to the C&A EMP shall apply only in the case of liability arising out of the ordinary negligence that occurs during the scope of the

volunteer's services agreed to herein, and that in no way do any of these provisions apply for the benefit of volunteer, his/her heirs, executors or administrators in any action arising out of gross negligence, willful misconduct, or any other conduct on the part of said volunteer, which cause or may give rise to criminal liability.

7. Volunteer further agrees that volunteer will fully cooperate with the C&A EMP and its agents in any investigation, lawsuit, arbitration, or any other legal or quasi-legal proceedings that arise from the matters covered by this agreement. Volunteer further agrees to notify the C&A EMP immediately of any incident that occurs or may occur within the knowledge of the volunteer, which gives rise to liability on the part of the volunteer of the C&A EMP.

8. I understand that my volunteer assignment will begin on as needed basis to coincide with any emergency situation which calls into action the C&A EMP Community Centers; and that I will spend as much time as needed from the moment I am called into action to volunteer at said centers according to the schedule and needs of the person and/or people that I am required to report/answer to. I also understand that my volunteer assignment may be terminated at any time and for any reason by either party to this agreement.

Personal Information

1. Name _____
2. Home Address _____
City _____ Zip Code _____
3. Home Phone (____) _____ - _____ Cell Phone (____) _____ - _____
Work Phone (____) _____ - _____ Email _____

Employment (if applicable)

1. Position/Title _____
2. Dates of employment (starting/ending) _____
3. Company/Employer _____
4. Company/Employer Address _____
5. Would you like us to keep your employer informed of your volunteer service and achievement? _____

Skills & Experience

1. Please describe any prior volunteer experience (include organization names and dates of service)

Do you have a driver's license? _____

Who to contact in case of emergency

1. Name _____
2. Phone (____) _____ - _____

C&A EMP Director Signature _____

Volunteer Signature _____