

VOLUNTEER AGREEMENT

Date

As an Arizona Historical Society Volunteer, I, _____ agree to the following:
(Print name of Volunteer)

- I will perform my volunteer duties to the best of my ability, and according to the description of the assignment position.
- I will maintain the confidentiality of all information I may encounter at the Arizona Historical Society. This includes names, addresses, phone numbers and all personal information in the AHS database or in AHS files.
- I will complete any required training for my volunteer assignment/position, and will attend volunteer orientations and meetings when possible.
- I will keep my contact information current and complete all required paperwork and training in a timely manner, including volunteer hours tracking sheets and data forms about my volunteer interests.
- If I cannot follow through on a commitment to volunteer, I will call the person in charge at least 48 hours in advance (when possible) so that a substitute may be found. I understand that if I miss three volunteer shifts/assignments without notice, my volunteer status may be revoked.
- I understand as a volunteer, I will *not* receive any financial compensation for any assignments or services I perform at or for the Arizona Historical Society.
- I understand that I may not proactively seek business (for my job or business) while volunteering at or for the Arizona Historical Society.
- I will treat **all** people with dignity and respect. I will be open to people of all ages, races, sizes, faiths, abilities, gender expressions, sexual orientations, and economic and cultural backgrounds.
- I understand that no AHS staff member, volunteer, trustee, or member of a governing body may compete with AHS for collections or may take advantage of privileged information received because of his or her position relevant to the Arizona Historical Society's collecting scope. Should a conflict of interest develop between the needs of the individual and AHS, those of AHS will prevail.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge.

Signature of Applicant

Date