



Equipping Alaskans who are blind and visually impaired with skills for success in life and work.

3903 Taft Drive, Anchorage, AK 99517-3069 • (907) 248-7770 • Toll-free 1 (800) 770-7517 • [www.AlaskaBVI.org](http://www.AlaskaBVI.org)

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## Volunteer Agreement

This agreement describes how volunteers serve at the Alaska Center for the Blind and Visually Impaired (ACBVI). Please read each section and sign at the end. Your signature confirms that you understand and agree to these terms.

### 1. Volunteer Code of Conduct

As an ACBVI volunteer, I agree to:

- Treat every client, staff member, volunteer, and visitor with respect and dignity.
- Follow each person's stated preferences for assistance and identity, and ask before helping rather than assuming.
- Never grab a person or move a person's belongings, mobility cane, or equipment without permission.
- Respect guide-dog etiquette: do not distract, feed, or pet a working guide dog.
- Maintain professional boundaries and avoid romantic or financial relationships with clients.
- Be dependable: arrive on time and give advance notice when I cannot attend.
- Refrain from discrimination, harassment, or intimidation of any kind.
- Keep ACBVI property free of alcohol, illegal drugs, and weapons while volunteering.
- Follow staff direction and ACBVI safety procedures.
- Not speak for ACBVI publicly, including in media or on social media, without authorization.

### 2. Confidentiality Agreement

Clients trust ACBVI with personal information. As a volunteer, I agree to:

- Keep client information private, including identity, disability, contact details, and personal circumstances.
- Not share, discuss, photograph, or record client information outside my ACBVI role.
- Access only the information my role requires.
- Continue to honor this obligation after my service with ACBVI ends.

### 3. Liability Waiver and Release

I understand that ACBVI takes reasonable measures to provide a safe environment, and that I volunteer of my own free will. To the extent permitted by Alaska law, I release the Alaska Center for the Blind and Visually Impaired, its board, staff, and agents from liability for injury, illness, or loss arising from my volunteer service, except for gross negligence or willful misconduct. I am responsible for my own personal property. If my role involves transporting clients, I confirm that I hold a valid driver's license and current automobile insurance.

I have read and agree to the Liability Waiver and Release.

### 4. Photo and Media Release

ACBVI may photograph or record volunteers at the Center and at events. Please indicate your preference:

I grant ACBVI permission to use my photo, video, audio, name, or quotes in its materials, website, social media, and fundraising, without compensation.

I do not grant permission to use my image or words.

I understand I may withdraw this permission in writing at any time, for future use.

### 5. Acknowledgment and Signature

I have read and agree to the Volunteer Code of Conduct, the Confidentiality Agreement, and the Liability Waiver and Release above, and I have indicated my photo and media preference.

Volunteer name (print) \_\_\_\_\_

Volunteer signature \_\_\_\_\_

Date \_\_\_\_\_

If the volunteer is under 18, a parent or guardian must also sign:

Parent / guardian name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

ACBVI use only:

Received by \_\_\_\_\_

Date \_\_\_\_\_

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Return your signed agreement by email to [info@alaskabvi.org](mailto:info@alaskabvi.org), by mail to 3903 Taft Drive, Anchorage, AK 99517-3069, or in person at the Center. Questions? Call (907) 248-7770.