

Volunteer Appointment Agreement _____ County/City

MEP 317
Nov. 2009

Name _____ Social Security Number _____

Address _____
Street address City State ZIP

Home phone _____ Office phone _____

Volunteer e-mail address _____

Program _____ Position title _____

Estimated time required: 40 hrs./year first year; 20 hrs/year thereafter _____

Agreement period _____ 20 _____ to _____ 20 _____
(month) (day) (year) (month) (day) (year)

Name of person to whom volunteer reports _____ Phone _____
(Volunteer coordinator or liaison)

Extension faculty _____ Phone _____

Extension e-mail address _____

Responsibilities accepted by volunteer: (Attach signed position description)

Training and/or support to be provided by University of Maryland Extension: (Attach signed position description)

Confidentiality. It is understood that in the performance of his or her duties, the University of Maryland Extension volunteer may have access to certain sensitive information about other individuals. Volunteers will be held personally liable for the unauthorized use of sensitive information to include medical, insurance, financial, and other personal and confidential data. The University of Maryland Extension volunteer agrees to restrict his or her use of such information to the performance of duties described in the position description and this appointment agreement and understands that there is to be no discussion of any individuals except when in direct contact with the appropriate individuals involved or the supervising University of Maryland Extension faculty member. Any use of confidential information outside the scope of duties places the volunteer as personally liable.

The University of Maryland, College of Agriculture and Natural Resources programs are open to all and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression.

Name _____ Date of original agreement _____

Nonconflict of interest. University of Maryland Extension requires that volunteers shall not promote private or personal interests in conjunction with the performance of duties. To comply with this requirement, the volunteer agrees to the following:

1. The volunteer will in no way attempt to conduct market research or solicit, persuade, or coerce any individual to make a purchase that will result in the personal gain of the volunteer.
2. The volunteer will not disclose or use confidential information obtained as a result of the volunteer’s association with University of Maryland Extension for the personal gain or advantage of the volunteer’s employer or anyone else.
3. The volunteer will do nothing that can be reasonably construed as a conflict of interest with University of Maryland Extension programs.

The volunteer hereby acknowledges the obligation to respect the confidentiality of individuals and to exercise good faith and integrity in all dealings with University of Maryland Extension in the performance of his or her duties as a University of Maryland Extension volunteer.

The undersigned acknowledges that he or she has read and understands the foregoing provisions of this agreement and that such provisions are reasonable and enforceable, and he or she agrees to abide by this agreement and the terms and conditions set forth herein.

Termination of agreement. This agreement should terminate on the expiration date or at such earlier time determined to be in the best interest of University of Maryland Extension .

Equipment and records. All equipment, materials, or articles of information, including, without limitation, keys, records, information, or any other material or data, furnished to the volunteer by University of Maryland Extension or developed by the volunteer on behalf of University of Maryland Extension or at University of Maryland Extension direction or for University of Maryland Extension’s use or otherwise in connection with the volunteer’s appointment hereunder are and shall remain the sole and confidential property University of Maryland Extension . Within 3 days of the expiration of the term of agreement or its earlier termination as provided herein, the volunteer should immediately cause any such equipment or materials in his or her possession or control to be delivered to University of Maryland Extension faculty listed below.

No employer-employee relationship is being created by this agreement.

I, the undersigned, accept the terms stated above and will strive to fulfill the responsibilities outlined in this agreement. If unable to fulfill these responsibilities, I will promptly advise the Extension faculty listed below.

Signed _____
Volunteer Date

Signed _____
Volunteer coordinator or liaison Date

Signed _____
Extension faculty Date

_____ Address City State ZIP