



World Change Starts with Educated Children[®]

Agreement, Release and Waiver For individuals and any accompanying minors on a Site Visit

Room to Read looks forward to welcoming you on a visit to our project site(s) (the “Activity”). We believe that participating in a Room to Read Activity can be both meaningful and challenging, and it is important to us that you have clear expectations about your Activity. It is also critical for us to protect the safety, privacy and dignity of the children we serve. For these reasons, we require you to agree to the terms of this document, on behalf of yourself and any accompanying minors, before participating in any Activity.

AGREEMENT, RELEASE AND WAIVER

In consideration for the opportunity to participate in the Activity, I agree to the following terms and conditions. I understand that references to “I” “myself” and “my” include myself and any accompanying minors for which I am responsible.

1. COORDINATION AND ACCOMPANIMENT BY ROOM TO READ STAFF

I will only visit Room to Read project sites when I am accompanied by a Room to Read representative.

2. HEALTH & SAFETY

Room to Read has explained to me the nature and demands of the Activity and the risks, hazards and dangers associated with it. I represent that I am of sufficient physical fitness to participate in the Activity, and do not have any physical condition that would create a hazard for me or others. Further, I am willing to assume the risk of any medical or physical condition I may have.

I also understand that the Activity may involve inconvenience and risk including forces of nature, geographic and climatic conditions, hygienic standards, infrastructure challenges (including with respect to road maintenance, transportation, delays and accommodations), property damage, theft, accident and bodily injury, illness in remote places without access to emergency medical facilities, death, civil unrest and terrorism. Medical services or facilities may not be readily available during the Activity and, if available, may not be of the same standards to which I am accustomed. I understand that the description of potential risks is not exhaustive and that other risks may arise. Although Room to Read has taken reasonable steps to mitigate these risks, I understand that such risks cannot be eliminated. I also understand that travel advisories are available to me through government alerts (for example, U.S. State Department Travel Warnings).

3. INSURANCE

I have reviewed my insurance policies including coverage for health, property and personal effects and represent that I have appropriate coverage to meet the needs of myself and my family in the case of loss or damage of property, accident, injury or death. I represent that I have adequate insurance to cover treatment of any injury or damage I may cause or suffer while participating in the Activity, or else I agree to bear the costs of such treatment myself.

In case of an emergency illness or injury where I am unable to make a decision for myself, I authorize Room to Read to obtain appropriate medical treatment for myself, including evacuation, and I will assume the responsibility for payment of any such medical expense. I certify that I am aware Room to Read does not provide medical or evacuation coverage for any reason and that I carry the responsibility to purchase this insurance if I so desire.

4. THIRD PARTIES

I understand that Room to Read may contract with independent contractors to provide goods and services during the site visit, including for transportation, food and other services. I understand that while Room to Read takes reasonable steps to select quality vendors, Room to Read has no control over and accepts no responsibility for the actions of any independent contractors providing goods or services in relation to the Activity, and I agree that, as a result, Room to Read is not liable for any negligent or willful act or failure to act of any such person or entity, or of any other third party.

I also understand that in connection with the Activity I may have opportunities to participate in tangential activities, such as visiting local schools and educational projects, interacting with local partners, community members, government officials, other non-profits, and/or spending time outside of the Activity with Room to Read staff and volunteers. I understand that Room to Read has no control over and accepts no responsibility for any injury or illness or loss that may result from any such tangential activities.

5. ASSUMPTION OF RISK AND RELEASE

I acknowledge that my participation in the Activity is purely voluntary. Knowing the risks described above and in consideration of being permitted to participate in the Activity, I am willing to accept the risks and uncertainty involved as being an integral part of the Activity. I expressly assume all of the risks and responsibilities surrounding my participation in the Activity, and to the maximum extent permitted by California law I agree to forever release, indemnify and agree not to make any claim against Room to Read for any loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the Activity or tangential activities including periods in transit.

6. CHILD INTERACTIONS

I acknowledge that I have received and read a copy of Room to Read's Child Protection Policy. As a condition of my participation in the Activity, I agree to abide by Room to Read's Child Protection Policy including the Code of Conduct. I understand that breach of the Child Protection Code of Conduct constitutes an act of misconduct and is grounds for termination of my participation in the Activity and/or legal action. In the event of such termination of my participation in the Activity, I expressly agree and promise to accept and assume all of the risks, responsibilities and consequences resulting from my misconduct and not to hold Room to Read responsible for any of my actions or any additional costs including but not limited to those that may result from early termination of my participation in the Activity.

In interacting with children at Room to Read project sites or otherwise during the Activity, I agree:

- a) To refrain from any physical conduct with children, including touching, hugging, kissing, or blocking of normal movement
- b) To not stay alone with any children or minors, whether in a child's house or elsewhere
- c) To not revisit a site or child without an authorized Room to Read staff member present
- d) To not exchange personal contact details (home, work or hotel address, phone numbers or e-mail addresses) with any child or his/her family
- e) To seek guidance, without hesitation, from appropriate Room to Read staff when unsure of the boundaries of appropriate or inappropriate behavior
- f) To adhere to guidance provided by Room to Read staff.

7. CONSENT TO IMAGE USE

I give my consent to Room to Read to take and use photos, recordings or film of me (and any accompanying minors) for the purposes of promoting Room to Read. I understand that such images or recordings may be published in newspapers, magazines, online through Room to Read's website, blog and other social media, or broadcast on television.

8. IMAGES CAPTURED BY ME

Any images or footage I capture during my visit and share via personal social media will be in agreement with Room to Read's media documentation requirements.

A. Informing/obtaining consent for public use of images. In accordance with guidance from Room to Read, I agree to respect cultural sensitivities identified and abide by local traditions or restrictions for capturing and reproducing personal images. Before recording, photographing or filming a child, I will work with designated Room to Read staff to verbally inform the child in the local language of how the documentation (recording, photograph or film) will be publically used. If notified as necessary by Room to Read staff, I will also obtain verbal consent from the child, parent, guardian, school authority or community leader.

B. Form of documentation. I will ensure that the recordings, photographs, films, videos and any digital media are produced, used or reproduced as follows:

- a) Children will be presented in a dignified and respectful manner and not in a vulnerable, demeaning or submissive manner. Children must be adequately clothed and not in poses that could be seen as sexually suggestive.
- b) Documentation, when distributed publically, will not have corresponding text accompanying any image that may identify a child:
 - Never use a child's last name
 - Never give the name of the child's school or specific location
 - Never share sensitive personal information (such as medical conditions or past trauma)
- c) Documentation, when distributed publically, will contain only factual representation of the context and the facts.
- d) Any labels used for storing and/or sending (electronically or by mail) photographs, films, video, DVDs and other such digital media will not reveal the full identity of a child, and must follow Room to Read's Branding Guidelines and Identity Standards. For example, Room to Read media files typically only refer to a child by his/her first name and country.

C. Ethical Uses of Photography. I understand that Room to Read is committed to respecting children, and I will consider whether beneficiaries may experience negative consequences as a result of having their photo used. The value and importance of using a photograph should always be weighed against any repercussions to the photographic subjects' reputation, privacy and integrity.

I agree to follow the following principles of ethical uses of photography:

Principles of Ethical Use of Photography	Practical Application of Principles
<p>Autonomy - In what way can I show respect for a person's right to decline or consent to photography?</p> <p>Do No Harm - Am I creating and using photos in a manner that will do no harm to persons appearing in photos?</p> <p>Do Good - What is my intention or purpose for taking this photo? How can I use a photo to promote a good cause while ensuring that I do no harm to individuals in photos?</p> <p>Fidelity - Am I using photos in a context that fairly represents the real situation, subject identity, or physical location of the image? What steps am I taking to properly credit the photographer?</p> <p>Justice - Am I photographing people and communities with the same respect I would show to neighbors and strangers in my home country?</p>	<ul style="list-style-type: none"> • All photo subjects have the ability to give or decline permission to be photographed. Always ask before taking a photo and be respectful of the person's decision. • Never photograph someone in a situation that puts him/her at risk, portrays personal or sensitive information, or compromises privacy or safety. • Never distort the true context, content, or meaning of a photograph. Do not make false statements about the photo content or context in your captions. Always give credit to the photographer. • Never take a photograph that would embarrass or strip dignity from the subject.

9. FOR CORPORATE PARTNER VISITORS ONLY: USE OF IMAGES

I understand that Room to Read is permitting my company to use media content captured of Room to Read projects and beneficiaries only for the following promotional purposes:

- a) Internal use such as email, internal blog or intranet that educate about engagement with Room to Read.
- b) External use for corporate social responsibility (CSR) purposes, including, but not limited to annual CSR reports, public relations, external blog, "About Us" or philanthropic sections on the official corporate website.

I also understand that this permission does ***not*** extend to the use of Room to Read images for the promotion of any corporate products or services, unless previously agreed to in writing.

10. CHANGES AND CANCELLATION POLICY

I accept that the terms and itineraries of the Activity may change and that Room to Read reserves the right, at its discretion, to cancel any departure or make any alteration in the itinerary as deemed necessary and/or appropriate. I also understand that cancellations and last minute changes to Activities are both disruptive and disheartening for the local team and community who have worked to coordinate my visit, and can potentially cause problems with future relationships for Room to Read. I further understand if there are any circumstances that result in the need to change or cancel the visit, I am responsible for communicating this to Room to Read as soon as possible.

By signing this Agreement, I acknowledge that I have had sufficient opportunity to read and understand this entire document and I agree to be bound by its terms. If any part of this Agreement, Release and Waiver is deemed unenforceable under the laws of California and the United States, all the other parts shall be given full effect to the extent possible. I further understand that by refusing to sign this Agreement, I will not be permitted to participate in the Activity.

I have read, understand and voluntarily agree to the terms and conditions above.

Name of Visitor (PRINT) _____

Signature of Visitor _____ **Date** _____

Accompanying Minors: Parent’s or Guardian’s Additional Permission

(Must be completed for participants under the age of 18)

I, as a parent or guardian of the below named minors, hereby give my permission for my child or ward to participate in the Activity and further agree, individually and on behalf of my child or ward, to the terms of the above.

1. Name of Minor (where relevant) (PRINT) _____

Signature of Minor (where relevant) (PRINT) _____ **Date** _____

2. Name of Minor (where relevant) (PRINT) _____

Signature of Minor (where relevant) (PRINT) _____ **Date** _____

3. Name of Minor (where relevant) (PRINT) _____

Signature of Minor (where relevant) (PRINT) _____ **Date** _____

Thank you for your cooperation in supporting quality educational opportunities for children around the world.

Please sign and date document and scan and email your form to Gouri Srinidhi at gouri.srinidhi@roomtoread.org. Alternatively, you can fax to 415.484.7653 at the Room to Read Global Office at: +1.415.591.0580. To ensure your form is received, please notify Gouri by email after your fax has sent.