



World Change Starts with Educated Children.™

ROOM TO READ VOLUNTEER TERMS OF AGREEMENT

As a Volunteer for ROOM TO READ, a non-profit organization, whose principal address is 465 California Street, Suite 1000, San Francisco, CA 94104, I agree as follows:

- 1. Volunteer Status.** I understand and agree that I will be providing services to Room to Read as a volunteer only, and not as an employee, contractor or agent of Room to Read. I agree that I am not authorized, expressly or implied, to bind Room to Read in any way. As a volunteer, I understand that I am not entitled to any compensation for my services. I agree to pay any personal costs that I incur in providing volunteer services.
- 2. Collection of Donations.** I agree that any funds that I may collect in my capacity as a volunteer for Room to Read shall exclusively be donated to Room to Read within five (5) days of collection and shall not be used for any other purpose, including but not limited to, chapter dues, or reimbursement to any individual. I agree that I shall not open a bank account in Room to Read's name or in any other name for funds donated to Room to Read.
- 3. Compliance.** I agree that I shall be responsible for becoming aware of and complying with any and all applicable laws and regulations within my local jurisdiction including but not limited to any laws and regulations around activities and events to raise funds and/or awareness for Room to Read, including but not limited to auctions, raffles and other events.
- 4. Room to Read Marks.** For the term of this Agreement, I agree that Room to Read grants to me a royalty-free, non-exclusive, non-sublicensable license to use Room to Read's name, phrase, logo, design, image or a combination of these elements ("Room to Read Marks") for promoting Room to Read. In using Room to Read Marks, I agree to full abide by the [Room to Read Branding Guidelines and Identity Standards](#), [Room to Read Chapter Social Media Guidelines](#) and [Partnership Terms](#). I agree not to use Room to Read Marks in connection to any sale of any product or promotion of any company without Room to Read's prior written consent. I also agree not to adopt, use, operate or register any corporate name, trademark, domain name, social media identifier, blog name, service mark or certification mark or other designation that consist of, incorporates or is confusingly similar to Room to Read Marks, unless previously approved by Room to Read staff in writing.
- 5. Adherence to Policies.** I agree to abide by the current and future Room to Read volunteer policies shared through resources, electronic mail and conversations with Room to Read staff.
- 6. Room to Read Materials.** In the course of working as a volunteer, Room to Read may grant me limited use of its: (a) electronic mail lists with respect to supporters of Room to Read; (b) copyrighted materials including but not limited to graphics, photographs and other images; (c) trademarks; and (d) other proprietary information ("Room to Read Materials"). Room to Read Materials are and shall remain at all times the sole and exclusive property of Room to Read and all rights of usage shall terminate immediately upon the termination of this Agreement. In order to safeguard the Room to Read Materials, I agree to comply with all requirements imposed from time to time by Room to Read.
- 7. Confidential Information.** In the course of performing work as a volunteer for Room to Read, I may have access to Confidential Information, as defined below, related to Room to Read volunteers, projects, plans and donors. I understand that the Confidential Information consists of



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confidential information and that unauthorized disclosure of any of the Confidential Information could result in harm to Room to Read for which Room to Read could seek damages.

Accordingly, I agree that: (a) I will not disclose Confidential Information to any third parties or allow any third parties access to Confidential Information; (b) I will not use any Confidential Information except as necessary to perform my voluntary services for Room to Read; and (c) I will take all steps necessary to preserve the confidentiality of the Confidential Information. For purposes of this Agreement, "Confidential Information" means any and all information regarding Room to Read volunteers, operations, finances, projects and donors that is not generally known to persons outside Room to Read and generally not made available to the public.

8. Right of Personality. I agree that any photograph, film or videotape taken of me during my participation as a volunteer for Room to Read can be used, without compensation to me, in any publication or promotional material prepared and distributed by Room to Read.

9. Insurance. I agree that it is my responsibility to carry full and complete insurance coverage for me and for my personal property. I certify that I have health, accident and liability insurance as required to participate as a volunteer for Room to Read, or that I am capable of personally paying for any such expenses or liability that may result in connection with my participation as a volunteer for Room to Read. I understand that under some circumstances Room to Read may provide insurance to cover Room to Read events but that this coverage does not include travel to and from events.

10. Termination of Volunteer Status. I understand and agree that my services to Room to Read are completely voluntary and that either I or Room to Read may elect to terminate my services at any time, for any or no reason. Upon termination, regardless of reason, I will immediately cease use of and return all Room to Read Materials and Confidential Information and I will deliver to Room to Read a signed written statement certifying the same within 5 days.

11. Time Period. The confidentiality provisions of this Agreement shall survive the termination of this Agreement and my duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret or until Room to Read sends me written notice releasing me from this Agreement, whichever occurs first.

12. Entire Agreement. I acknowledge that no other agreement, statement or promise by Room to Read regarding conditions for participating as a volunteer for Room to Read shall be valid or binding and that this Agreement contains the full and complete understanding of the parties. This Agreement may not be modified or amended by oral agreement, but only by agreement in writing as signed by Room to Read and myself. This Agreement may not be assigned or transferred.

I HAVE CAREFULLY READ AND UNDERSTAND THIS AGREEMENT AND ACKNOWLEDGE THAT I HAVE VOLUNTARILY CHOSEN TO PARTICIPATE IN VOLUNTEER PROJECTS SPONSORED BY ROOM TO READ AND OTHERWISE TO ASSIST ROOM TO READ UNDER THE TERMS ABOVE. IF ANY PART OF THIS AGREEMENT IS DEEMED UNENFORCEABLE, ALL THE REMAINING PARTS SHALL BE GIVEN FULL EFFECT TO THE EXTENT POSSIBLE.

Signature: _____ **Date:** _____