



Volunteer Agreement

Quick Summary - What You're Agreeing To

- I am volunteering my time freely, without expectation of payment, benefits, or personal gain.
- The Empower Network, Inc. is a registered 501(c)(3) nonprofit organization.
- Donated time is not tax-deductible; donated goods or materials may qualify as in-kind contributions.
- Expenses are my responsibility unless pre-approved in writing; approved expenses require receipts for reimbursement.
- I represent myself and not The Empower Network, unless explicitly authorized.
- I agree to be respectful, inclusive, and disability-informed in my role.
- I understand and accept the risks of volunteering and agree to hold harmless and indemnify The Empower Network and its volunteers.
- I will keep community and member information confidential.
- I will not use my role to solicit or sell without prior approval.
- I will avoid conflicts of interest and disclose any potential overlaps.
- I consent (or may opt out) of being included in photos, recordings, or publicity.
- I commit to safeguarding participants and reporting any concerns to leadership.
- I understand that all volunteers may be subject to background checks to help protect the community.
- This agreement may be ended by either party at any time.

This summary is for convenience only. Please read the full agreement below, which is legally binding.

1. Introduction

The Empower Network, Inc. ("The Empower Network," "we," "our," or "us") is a peer-led, community-based 501(c)(3) nonprofit organization dedicated to empowering individuals with chronic illness and disability through community, education, and support.

This Volunteer Agreement outlines the mutual understanding between you, the volunteer, and The Empower Network regarding your participation. By signing this Agreement, you acknowledge that you are offering your time freely, without expectation of payment, and agree to abide by the terms set forth below.

2. Volunteer Status

As a volunteer with The Empower Network, you confirm that you are contributing your time and skills voluntarily, without expectation of compensation, benefits, or future employment.

Volunteering with The Empower Network does not create an employment, contractor, or agency relationship. You are not covered by workers' compensation, health insurance, or other employee benefits through The Empower Network.

You may build relationships with other members or professionals through your role, but The Empower Network does not guarantee referrals, new clients, or business opportunities as a result of volunteering.

3. Volunteer Role & Expectations

Volunteers may be assigned roles or responsibilities based on organizational needs, skills, or availability. Role descriptions, if provided, serve as guidance and may be adapted as needed.

Volunteers are expected to act with professionalism, reliability, and respect, and to notify The Empower Network if they are unable to fulfill their commitments.

Volunteers are required to uphold the **Community Standards**, maintain confidentiality, respect boundaries, and act in a manner consistent with disability-informed, inclusive practices.

4. Expenses & Reimbursement

Volunteers are generally responsible for their own expenses. The Empower Network will only reimburse expenses that (a) are pre-approved in writing and (b) are substantiated with itemized receipts. Email from an authorized The Empower Network representative confirming fund availability and approval (e.g., Executive Director, Treasurer) qualifies as written Empower Network pre-approval.

Approved reimbursements must be submitted within **30 days** of purchase unless otherwise agreed in writing. The Empower Network may establish reasonable categories or caps (e.g., event supplies, printing, registration fees) and reasonable rates where applicable. Personal purchases without prior written approval, alcohol, personal equipment, and routine commuting costs are **not** reimbursable. Mileage or travel, if ever approved, will be reimbursed at rates set by The Empower Network in advance.

5. Nonprofit Status & In-Kind Contributions

The Empower Network is a registered 501(c)(3) nonprofit organization.

Donated time or services are **not tax-deductible**, but tangible goods and materials (such as books, software, or supplies) may qualify as **in-kind contributions**. Upon request, The Empower Network can provide written acknowledgment of such donations. Volunteers are responsible for determining fair market value and consulting with a tax professional about deductibility.

6. Intellectual Property & Use of Materials

Volunteers retain ownership of any intellectual property created prior to their involvement with The Empower Network. If you co-create resources, training materials, or other content during your volunteer role, you grant The Empower Network a non-exclusive, royalty-free license to use these materials for mission-aligned purposes.

The Empower Network may adapt or share volunteer-created content within its programs, publications, or educational resources. Volunteers waive the right to royalties or additional compensation but may receive acknowledgment as contributors when appropriate.

7. Inclusivity, Representation & Community Standards

Volunteers are expected to uphold The Empower Network's values of **accessibility, inclusion, and respect**. This includes:

- Treating all participants with dignity and care;
- Avoiding discrimination, harassment, or exclusionary behavior;
- Allowing space for others to speak and participate; and
- Modeling language and behavior that reflects disability-informed understanding.

Volunteers represent themselves and not The Empower Network unless explicitly authorized to speak or act on behalf of the organization.

All volunteers must follow the **Community Standards** and **Safeguarding Policy**. Violations may result in termination of the volunteer role.

8. Safeguarding & Duty of Care

The Empower Network is committed to creating a safe and supportive environment for all participants, including individuals living with chronic illness, disability, or other vulnerabilities.

As a volunteer, you agree to:

- Treat all participants with dignity, respect, and care, recognizing the unique challenges faced by people with disabilities and chronic conditions.

- Uphold boundaries and avoid any behavior that could be perceived as exploitative, abusive, or inappropriate.
- Refrain from harassment, neglect, or discrimination of any kind.
- Immediately report to The Empower Network leadership any safeguarding concerns, including suspected abuse, neglect, or harmful behavior, whether involving a member, volunteer, or staff person.
- Cooperate with The Empower Network's processes for addressing safeguarding issues and protecting community members.

Certain volunteer roles may require a background check as outlined in The Empower Network's **Background Check & Screening Policy**. By signing this Agreement, you acknowledge that you may be asked to provide consent for such screening, and that results will be handled confidentially and in compliance with the [Fair Credit Reporting Act \(FCRA\)](#).

The Empower Network will take safeguarding concerns seriously and reserves the right to remove or restrict volunteers or participants whose behavior compromises, or could reasonably be perceived to compromise, the safety or wellbeing of the community. Such action may be taken out of an abundance of caution and does not in itself imply wrongdoing.

9. Risk, Liability & Hold Harmless

Volunteering involves inherent risks. By signing this Agreement, you acknowledge these risks and agree to participate voluntarily.

You release The Empower Network, its founders, directors, staff, and volunteers from liability for any injury, loss, or harm connected to your volunteer role. You further agree to hold harmless and indemnify The Empower Network and its representatives from any claims, damages, or expenses arising from your actions while volunteering.

10. Confidentiality & Nondisclosure

Volunteers may have access to private information about members, participants, or The Empower Network's internal operations. You agree to keep confidential all personal, financial, or sensitive information shared within The Empower Network, and to avoid disclosing this information outside of your volunteer role.

Confidentiality obligations continue even after your volunteer role ends. You may not share The Empower Network's nonpublic materials, strategies, or documents without prior written authorization. Volunteers must not use their role to promote unrelated services or products without approval.

11. Conflict of Interest

Volunteers must avoid conflicts of interest between their personal, financial, or professional activities and their role at The Empower Network.

Volunteers are required to complete the [Annual Conflict of Interest & Disclosures Form](#), and to update their information if any new conflicts, arrests, or charges arise during their involvement.

If a potential conflict arises (for example, promoting a business service that overlaps with a volunteer assignment), you agree to disclose it promptly to The Empower Network leadership. Disclosure does not automatically prohibit involvement but allows The Empower Network to evaluate and manage potential concerns fairly.

12. Media & Publicity Release

The Empower Network may from time to time take photographs, recordings, or collect stories of volunteers for use in organizational materials, social media, or promotional content. By signing this Agreement, you grant The Empower Network permission to use your name, image, voice, or likeness for these purposes, unless you opt out on the [Volunteer Agreement Form](#).

Volunteers may also choose to opt out at any time by notifying The Empower Network in writing at support@empower-network.org and The Empower Network will honor this preference going forward.

13. Duration & Termination

This Agreement is voluntary and may be ended by either the volunteer or The Empower Network at any time. Volunteers are asked to provide reasonable notice if they choose to discontinue their role.

The Empower Network reserves the right to suspend or remove a volunteer if their conduct, performance, or alignment with organizational values does not meet expectations. No compensation or reimbursement is owed for time served prior to termination.

14. Agreement to Other Policies

This Volunteer Agreement works in connection with other policies adopted by The Empower Network, including (but not limited to) our Privacy Policy, Community Standards, Safeguarding Policy, and Website Terms of Use, all available at www.empower-network.org.

By completing the [Volunteer Agreement Form](#), you acknowledge that you have reviewed these policies and agree to abide by them in addition to the terms set out here. The Empower Network may update its policies from time to time, and volunteers will be notified of material changes.

Contact Us

For questions, concerns, or to report a problem, please contact us.

The Empower Network, Inc.

Email: **support@empower-network.org**

Website: www.empower-network.org