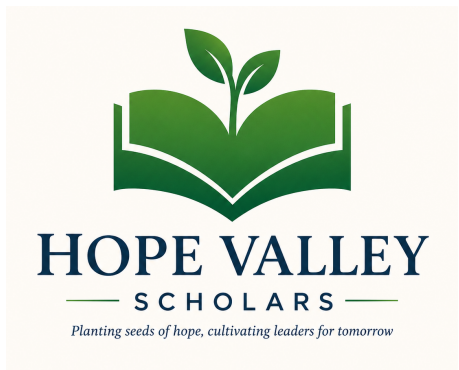




HOPE VALLEY SCHOLARS INC.

Volunteer Agreement

Serve with integrity, accountability, confidentiality and care.

This agreement records the responsibilities, conduct, confidentiality, safeguarding and administrative terms that apply to a Hope Valley Scholars volunteer placement.

OUR COMMITMENT: Hope Valley Scholars applies this document to the programs, people and activities within its scope. Questions or requests for an accessible copy may be sent to the contact information below.

Version	1.0
Policy owner	Volunteer Supervisor and Safeguarding Lead
Effective date	01/01/2026
Review cycle	Annual
Website address	https://www.hopevalleyscholars.org/Documents/pdf/Hope%20Valley%20Scholars%20Volunteer%20Agreement.pdf

Organization: Hope Valley Scholars Inc. | U.S. 501(c)(3) public charity | EIN 41-2924425
Contact: info@hopevalleyscholars.org | +1 (302) 898-6006 | <https://www.hopevalleyscholars.org>

1. Volunteer and placement information

Volunteer full legal name

Approved role and scope

Supervisor and primary location/format

Approved start date, expected end date and normal schedule

AUTHORIZATION: Completing an application or signing this agreement does not authorize service or scholar contact. Service begins only after Hope Valley Scholars issues a written placement notice and confirms required screening, orientation and policy acknowledgments.

2. Voluntary service relationship

I freely offer my services without wages. I understand that I am not an employee, agent, independent contractor, partner or Board member by reason of volunteering; I am not promised compensation, benefits, future employment, immigration sponsorship, Board appointment or a particular duration of service. Either I or Hope Valley Scholars may end the placement at any time, subject to a safe transition and return of records or property.

I have no authority to sign contracts, incur expenses, make public statements, solicit or accept funds, promise scholarships, hire or direct others, transport scholars or otherwise bind Hope Valley Scholars unless a written authorization expressly says so.

3. Volunteer commitments

- Support the mission and perform only assigned duties with care, reliability, honesty, cultural respect and appropriate competence.
- Follow lawful instructions, approved procedures, accessibility practices and the decisions of the designated supervisor.
- Treat scholars, families, staff, donors, partners and other volunteers with dignity; do not engage in harassment, discrimination, retaliation, exploitation or abuse.
- Promptly disclose limitations, errors, missed commitments, conflicts, safety concerns and circumstances that may affect suitability or performance.
- Complete required training and participate in supervision, feedback, incident review and reasonable corrective action.

4. Safeguarding and professional boundaries

I will follow the Child Safeguarding and Protection Policy and any role-specific code. I will use only approved communication, meeting and recordkeeping arrangements; maintain professional boundaries; and never create secret, romantic, sexual, exploitative, coercive or financially dependent relationships with a scholar.

I will not privately give or solicit money, gifts, jobs, transport, lodging, personal favors or services involving a scholar or family without prior written approval. I will not post or privately retain scholar information or media. I will immediately report a disclosure, suspicion, boundary violation or risk and will not promise secrecy when safety may be at risk.

5. Confidentiality and data security

Confidential information includes nonpublic scholar, family, donor, applicant, volunteer, employee, partner, financial, governance, credential, system, safeguarding and business information, whether oral, written, visual or electronic.

- Access and use confidential information only for assigned Hope Valley Scholars duties and only through approved systems.
- Do not copy, download, photograph, forward, discuss or store information on personal accounts or devices except as specifically authorized.
- Protect credentials, use strong authentication, report loss or suspected access immediately and return or securely delete information when instructed.
- Confidentiality continues after service ends. It does not prevent a good-faith safety report, protected complaint, lawful regulatory report or cooperation with authorities.

6. Conflicts, gifts, fundraising and public communications

I will disclose actual, potential or perceived conflicts involving a scholar, family, Board member, donor, vendor, partner or opportunity. I will not use the role for personal, political, religious, commercial or financial gain, impose personal beliefs, accept undisclosed benefits or divert an opportunity belonging to Hope Valley Scholars.

I will not conduct fundraising, use the logo, contact donors, speak to media or publish about my volunteer role on behalf of Hope Valley Scholars without written authorization. Any personal social post must protect confidentiality and must not imply organizational endorsement.

7. Work product, property and expenses

Unless otherwise agreed in writing, materials I create specifically within assigned volunteer duties for Hope Valley Scholars may be used, adapted, reproduced and distributed by the organization for its charitable purposes. I confirm that my work will not knowingly infringe another person's rights and will identify third-party licenses or restrictions.

I will protect and promptly return organizational funds, devices, keys, records, credentials and other property. Expenses are reimbursable only when approved in writing in advance and supported by required documentation. I will not open accounts, handle cash or purchase goods on behalf of Hope Valley Scholars unless the role authorization permits it.

8. Safety, travel and incident reporting

I will follow activity risk assessments, transport rules, emergency procedures and local law. I will not drive, travel with, house or supervise a scholar unless specifically authorized and screened for that duty. I will promptly report injury, accident, threat, data incident, financial irregularity, policy violation or property loss.

Volunteer service may involve ordinary risks. Nothing in this agreement waives a right that cannot lawfully be waived or excuses Hope Valley Scholars from duties imposed by law. Any separate travel, event or release form must be reviewed on its own terms.

9. End of service

When service ends, I will stop representing Hope Valley Scholars, stop contacting scholars through the role, return property, transfer work, preserve required records and delete unauthorized copies. Hope Valley Scholars may communicate a neutral service status and may retain appropriate records under its approved retention schedule.

10. Acknowledgment and signatures

I have read and understand this agreement. I had an opportunity to ask questions. I agree to follow the current Hope Valley Scholars policies provided to me and understand that serious or repeated violations may result in immediate removal and, when appropriate, referral to authorities.

☐ Child Safeguarding and Protection Policy received and accepted

☐ Privacy and confidentiality requirements received and accepted

☐ Role description, supervisor and approved access explained

☐ Conflict-of-interest disclosure completed or updated

Volunteer full legal name

Signature

Date

Hope Valley representative

Signature

Date

Optional parent/guardian signature if an approved supervised volunteer is under 18

Parent/guardian name

Signature

Date

Website PDF address

The current public Volunteer Agreement is maintained at this address:

<https://www.hopevalleyscholars.org/Documents/pdf/Hope%20Valley%20Scholars%20Volunteer%20Agreement.pdf>

Document control: The current public version is maintained by Hope Valley Scholars Inc.; printed or downloaded copies may become outdated. **Related:** [Child Safeguarding and Protection Policy](#) | [Privacy Policy](#).

Version 1.0 | Effective 01/01/2026 | Next scheduled review: 01/01/2027.