



Volunteer Program Acknowledgment

I _____, hereby consent to provide voluntary services to the Ohio Department of Rehabilitation and Correction (ODRC).

I understand that I must report at the time(s) agreed upon by myself and the Volunteer Coordinator. I will notify the department in advance whenever I am unable to report as assigned. I understand that I am expected to maintain a professional image at all times while performing volunteer duties. I agree to be cooperative, courteous, reliable and obey all ODRC rules and regulations. I understand that my participation does not guarantee future employment with ODRC.

I understand that as a participant in the ODRC Volunteer Program, I am not an ODRC employee and I am not entitled to any compensation, employment benefits or ODRC legal representation. I understand that I am not covered by worker's compensation, unemployment compensation, retirement or leave accrual. I will not be reimbursed for mileage, parking, meals or any other expenses.

I understand that I will not be permitted to perform any activity involving the actual receipt or handling of money (either cash or readily negotiable documents such as checks, money orders, state warrants, and the like) while performing my volunteer services for ODRC. I shall refrain from engaging in any such activity. I understand that I am not an agent of ODRC and I will not make any commitment on behalf of ODRC to third parties.

I also understand that there are inherent risks that I may encounter during the time of my participation in the Volunteer Program due to the nature of the agency's mission. I understand and promise that I will indemnify and hold harmless ODRC for any loss, harm or damage experienced by ODRC and its employees or any third parties that may be caused by an act of mine, or my failure to act in the performance of my volunteer services for ODRC.

I understand and hereby state that I fully agree to maintain the confidentiality of all records and information, both written and verbal, which pertain to offenders within ODRC. I understand and agree that I will not:

- 1) accept gifts from offenders
- 2) conduct business transactions with offenders or their families
- 3) participate in the handling of the personal funds of offenders
- 4) collect or distribute restitution owed by offenders
- 5) give legal advice to offenders
- 6) give public statements about offenders under the jurisdictions of ODRC

I understand that I must conform to the rules and regulations of ODRC to the best of my ability. Failure to comply with the rules and procedures of this program will be cause for forfeiture of any future access to or participation in this program. I understand that my service as a volunteer can be terminated at any time by ODRC.

I understand that this document is not a contract, either express or implied, but simply constitutes an acknowledgement of my understanding of the nature of my services to ODRC. If I am representing an agency, I am authorized to enter into such an agreement.

| | | |
|--------------------------|---|-------|
| Volunteer Signature: | | Date: |
| Service Provided: | Period of Service (beginning mo/day to mo/day): | |
| DRC Program Coordinator: | | Date: |
| Volunteer Coordinator: | | Date: |