



Volunteer Understanding and Agreement (Mandatory Completion)

Please read and acknowledge each statement below.

- I understand that I am willingly taking on a volunteer role that is unpaid, and that no employer-employee relationship is being created between myself and the Canadian Forces Morale and Welfare Services (CFMWS).
- I understand that I am representing the CFMWS public image when undertaking my volunteer duties. I will diligently carry out my volunteer duties and follow the directions provided by CFMWS staff, authorized personnel and/or Volunteer Opportunity Manager/Assignment Supervisor.
- If I am permitted to use CFMWS equipment, I will only use it for its intended purpose, following all directions and instructions, and in a safe and prudent manner.
- I may receive personal information of persons or confidential information during the course of my volunteer duties. I will keep all of this information strictly confidential, and not disclose it to any one in any format unless my CFMWS Volunteer Opportunity Manager/Assignment Supervisor specifically authorizes me to do so.
- I have, as a Parent or Legal Guardian, read and acknowledged the National Volunteer Parental/Legal Guardian Consent form.
- I, as a volunteer with CFMWS, will provide all required security checks, references and supporting documents related to my role as a volunteer.
- I give permission to the CFMWS to collect, use and store my personal information, based on my volunteer role(s).
- I understand that my personal information may be shared with CFMWS staff members and internal stakeholders if necessary and as it pertains to my role as a volunteer.
- I understand that CFMWS will not share, sell or disclose any personal information related to its volunteers to third party organizations.
- I acknowledge and agree that all works or other items that may constitute intellectual property which are created, developed or contributed to by me during or outside my volunteer duty hours, and which relate in any manner to the business or activities of CFMWS (the "Works), shall be the sole and exclusive property of CFMWS. I irrevocably and unconditionally assign and agree to assign all right, title and interest to such Works without any additional consideration payable.

Full Name of Volunteer:

Signature:

Date: mm/dd/yyyy

*Please refer to the National Volunteer Handbook for additional information.

volunteer@cfmws.com

CFMWS.ca