



Main Office
1514 Derry Street
Harrisburg, PA 17104
Phone: 717-232-9757
Fax: 717-234-2227
www.cactricounty.org

Volunteer Confidentiality, Photo Release, & Liability Agreement

This agreement applies to all volunteers associated with and/or involved in the activities or affairs of Tri County Community Action (“TCCA”). This includes all activities associated with TCCA at its main office, all satellite site locations, and at any event where you are representing or working with TCCA.

All data, materials, knowledge, and information generated through, originating from, or having to do with TCCA or persons associated with our activities, including contractors, is to be considered privileged and confidential and is not to be disclosed to any third party. All pages, forms, information, designs, documents, printed matter, policies and procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, client and staff or public information is confidential and the sole property of TCCA. This also includes, but is not limited to, any information of, or relating to, our staff, clients, operations, and activities. This privilege extends to all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, photocopy, microform, automated, and/or electronic form.

Client information, including all file information, is not to be disclosed to any third party, under any circumstances, without the consent of the TCCA employee that is supervising you and the Executive Director. Any disclosure, misuse, copying, or transmitting of any material, data or information, whether intentional or unintentional, will subject you to disciplinary action and/or prosecution, according to procedures set by TCCA and any applicable laws.

I/We hereby also grant TCCA permission to use my/our likeness in a photograph in any and all of its publications, including but not limited to TCCA’s printed and digital publications. I/We understand and agree that any photograph using my/our likeness will become property of TCCA and will not be returned.

I/We acknowledge that since my/our participation with TCCA is voluntary, I/we will receive no financial compensation. I/We hereby irrevocably authorize TCCA to edit, alter, copy, exhibit, publish, or distribute this photo for purposes of publicizing TCCA programs or for any other related, lawful purpose. In addition, I/we waive the right to inspect or approve the finished product, including written or electronic copy, wherein my/our likeness appears. Additionally, I/we waive any right to royalties or other compensation arising or related to the use of the photograph.

I have completed my registration truthfully and to the best of my knowledge. By signing this agreement, I release TCCA from liability and all claims if I, and/or my minor(s), were to be injured while completing my/our volunteer hours in the past, present, or future. I, and/or my minor(s), assume all risks (known, identified, or not), including those caused by negligence, and accept all materials, equipment, and locations/buildings in an “as is” condition. I understand that I do not have to perform any tasks that I or my guardian regard to be dangerous or inappropriate. I also agree to keep the schedule that my volunteer supervisor sets for me, arrive on time, and make arrangements in advance if I need to change my schedule.

My signature signifies I have read, understood, consent, and agree to these terms and will abide by, and adhere to, and honor all of the above.

Signature of Adult & Minor (if applicable) Volunteer

Date