



The Clock Building at  
1000 Herrontown Road, 2nd Floor  
Princeton, NJ 08540  
o: 609-366-6186  
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# Volunteer Agreement

## Nature of Agreement

Princeton Justice Initiative's Volunteers perform all duties on a voluntary basis and do not receive remuneration or payment for their work. No employment or contractual relationship has been created. Volunteers are not employees, independent contractors, or consultants of PJI. If I undertake paid work for PJI in the future, PJI will document the arrangement writing.

## What You Can Expect When Volunteering at PJI

- PJI values its volunteers and will endeavor to provide you with:
- Description, written or verbal, of your position so you understand your role and the tasks you're authorized to do.
- Orientation and all the training necessary for the volunteer position.
- A safe environment in which to perform your role.
- Respect for your privacy, including keeping your private information confidential.
- A supervisor, so that you have the opportunity to ask questions and get feedback.

## What PJI Expects From its Volunteers

PJI expects that all Volunteers will:

- Support PJI's goals and objectives and do everything in their power to promote and achieve them.
- Participate in all orientation and training programs.
- Only undertake duties you're authorized to carry out and always operate under the direction and supervision of staff or and obey reasonable directions and instructions.
- Understand and comply with PJI's policies and procedures including its Confidentiality and Conflict of Interest policies.
- Act professionally, appropriately, and respectfully with staff, students and any other party or parties with whom PJI has relations.
- Notify PJI in advance if you wish to change your volunteer hours or schedule.
- Be open and honest in all their dealings with PJI; and
- Always comply with local laws.

## Training

PJI is committed to providing training to its volunteers which is appropriate to the volunteer's skills, abilities, and assigned volunteer duties.



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### **Expenses**

PJI will reimburse the Volunteer in the event the Volunteer incurs any out-of-pocket expenses to carry out any and all tasks related to the Volunteer position.

### **Media/Press Inquiries**

Any publicity for PJI should be approved through PJI's Executive Director. All statements provided to the press are in writing. Volunteers shouldn't speak with media unless authorized to do so by PJI's Executive Director or Chair.

If volunteers receive press inquiries, they should ask the reporter for their contact information, what their deadline is, what the reporter's specific questions are, and immediately provide that information to the Executive Director.

Volunteers are encouraged to provide PJI with a copy of any pictures taken at PJI related events.

### **Social Media**

Volunteers may not post any photos, video or writing on the internet that is Organization-related (including Facebook, personal blogs). This does not include sharing or linking media content that originated from PJI's social media promotional efforts or public awareness campaigns (e.g., sharing PJI's Facebook post/photo).

### **Background Check**

As a condition of volunteering, volunteers must give permission for PJI to conduct a background check which may include a review of sex offender registries, child abuse, and criminal activity records. Volunteer position offers are conditional upon PJI completing a background check. Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions,

I hereby grant to PJI, and its authorized agents, vendors, officers, directors, employees, licensees, affiliates, successors, and assigns the non-exclusive, irrevocable, perpetual, world-wide right and license to use, reproduce, display, perform, edit, create derivative works of, and distribute, in whole or in part, any photographs and/or recordings taken by me during activities sponsored by PJI, for any purpose, in any and all manner or media now known or hereinafter developed.