Volunteer Agreement

We are pleased that you have chosen to volunteer your time and services to Lehigh University. Although our volunteers are not employees, it is important to establish guidelines for volunteers, so the expectations of both volunteers and the university are clear. Prior to volunteering, we ask that you please read and agree to the terms below. Thank you.

General Terms

I am at least eighteen years of age and volunteering my services to Lehigh University. Volunteer services to be provided are as follows: (Please check the applicable group[s].)

- [ ] Affinity Networks
- [ ] Alumni Admissions Outreach
- [ ] Athletic Partnership
- [ ] Awards Committee
- [ ] Board of Directors
- [ ] Career and Professional Development (ie, externship host, resume reviewer)
- [ ] Class Leadership (reunion, correspondent)
- [ ] Group Scholarship Leader
- [ ] Professional Alliances
- [ ] Regional Networks
- [ ] Senior Alumni Council
- [ ] Student Volunteer
- [ ] Young Alumni Council
- [ ] Other (Please specify)

I desire to volunteer my time and services to Lehigh University and understand that I will not be compensated in any way for my volunteer work. I understand that, as a university volunteer, I am not an employee of Lehigh University. The university does not provide me with accident or medical insurance and is, therefore, not responsible for any accident or medical expenses I incur, except to the extent such accident or medical expenses are caused by the negligence or willful misconduct of Lehigh University.

Further, I understand that I am neither covered by worker’s compensation nor entitled to employee benefits as a result of my university volunteer affiliation. Lehigh University has third-party liability insurance to protect me from claims filed against me related to the volunteer activities that I am performing for and on behalf of Lehigh University, as long as I have acted in good faith and in the university’s best interests.

In exchange, in the event that I act outside of the scope of my volunteer activities or violate directions or policies of the university or act willfully contrary to the university’s best interests, I, on behalf of myself, my heirs, and my representatives, do hereby release, indemnify, and hold harmless Lehigh and its trustees, officers, faculty, students, employees, and agents from any and all liability, damage, or claim of any nature that arises out of or is related to my volunteer services. This paragraph does not apply to the extent such liability, damage, or claim is caused by the negligence or willful misconduct of Lehigh University.
Confidentiality

As a volunteer, you may have access to private or confidential information about individuals or the university. Accordingly, we ask that you please read the statement below carefully to understand your role in maintaining the confidentiality of this information. Please understand that we will not release any confidential information to you until this Volunteer Agreement and Commitment to Privacy and Confidentiality is signed and returned.

“I understand that by the virtue of my volunteering to assist Lehigh University, I may be provided or may have access to information, records, or other material which may contain personal, private, and confidential information of individuals or of Lehigh University, the disclosure of which is prohibited by law or by Lehigh University policies. This information may include, but is not limited to the following: (1) personal donor or alumni information (including addresses, telephone numbers, social security numbers, credit card, or other identification numbers, and information about finances, past donations, gifts, pledges, investments, wills, trusts, estates, and real estate), (2) student information (including student names and information about finances, past donations, gifts, pledges, investments, wills, trusts, estates, and real estate), and (3) information that is confidential or proprietary to Lehigh (including Lehigh strategies, practices, or plans that Lehigh wishes to maintain as private and proprietary). All of this information is referred to in this statement as ‘confidential information.’

“As a condition to volunteering for Lehigh, I promise and agree that I will take all necessary steps to maintain the privacy and confidentiality of the confidential information. I acknowledge that I fully understand that the intentional disclosure by me of any confidential information to any unauthorized person could subject Lehigh University and/or me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Lehigh’s policies on privacy and confidentiality and may be grounds for immediately ending my status as a Lehigh volunteer, regardless of whether criminal or civil penalties are imposed.”
Volunteer Tenets: Lehigh University’s Principles of our Equitable Community

This list grew out of work by the Council for Equity & Community and has been ratified by the faculty, the Board of Trustees, ERAC, the undergraduate and graduate student senates and other campus groups. In March 2018, the Lehigh University Alumni Association Board of Directors voted to include these as part of the Volunteer Agreement.

Lehigh University is first and foremost an educational institution, committed to developing the future leaders of our changing global society. Every member of our community has a personal responsibility to acknowledge and practice the following basic principles:

We affirm the inherent dignity in all of us, and we maintain an inclusive and equitable community.

We recognize and celebrate the richness contributed to our lives by our diverse community.

We promote mutual understanding among the members of our community.

We confront and reject discrimination in all its forms, including that based on age, color, disability, gender identity, genetic information, marital status, national or ethnic origin, political beliefs, race, religion, sex, sexual orientation, socio-economics, veteran status, or any differences that have been excuses for misunderstanding, dissension, or hatred.

We affirm academic freedom within our community and uphold our commitment to the highest standards of respect, civility, courtesy, and sensitivity toward every individual.

We recognize each person’s right to think and speak as dictated by personal belief and to respectfully disagree with or counter another’s point of view.

We promote open expression of our individuality and our differences within the bounds of University policies.

We acknowledge each person’s obligation to the community of which we have chosen to be a part.

We take pride in building and maintaining a culture that is founded on these principles of unity and respect.

If you have any further questions about Lehigh’s policies, please ask your staff partner to send you the Development & Alumni Relations Confidentiality Policy document.

By signing this Volunteer Agreement, I certify that I have read this agreement; I understand the terms, conditions, and principles therein; and I agree to abide by them.

Volunteer Signature ______________________________________________ Date _____________________

Volunteer Name (Please Print) _____________________________________ Class Year ________________

This agreement may be signed and (1) mailed to the Office of Development and Alumni Relations, 306 S. New Street, Bethlehem, PA 18015; (2) faxed to (610) 758-3316; or (3) scanned, and e-mailed to volunteer@lehigh.edu. Please retain a copy of this statement for your records.