



## Short-term Child Volunteer Service Consent Form

Welcome to sharing our vision to empower disadvantaged children to be well and safe.

This statement sets out the key terms and conditions of your volunteer service to Be Priceless.

This statement with the attached Code of Conduct for Volunteers constitutes an agreement between you and Be Priceless.

Full Name: \_\_\_\_\_ (First Name) , \_\_\_\_\_ (Last Name)

Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

City/Country where you live: \_\_\_\_\_ Hong Kong \_\_\_\_\_ Purpose

of volunteer service with Be Priceless: \_\_\_\_\_ Voice Over \_\_\_\_\_

Duration of volunteer service:  Ongoing or  Fixed dates: \_\_\_\_\_ to \_\_\_\_\_

Share with us the special talents or skills you have that you feel would benefit our organization?

\_\_\_\_\_

Interests: Please tell us in which areas you are interested in volunteering:

- |  |  |
|--|--|
| <input type="checkbox"/> Youth participation                   | <input type="checkbox"/> Storytelling                        |
| <input type="checkbox"/> Community partnerships                | <input type="checkbox"/> Music                               |
| <input type="checkbox"/> Educational development               | <input type="checkbox"/> Organizational Development          |
| <input type="checkbox"/> Wellbeing promotion                   | <input type="checkbox"/> Communications & Social media       |
| <input type="checkbox"/> Child Protection                      | <input type="checkbox"/> Fundraising                         |
| <input type="checkbox"/> Risk Management                       | <input type="checkbox"/> Research, Monitoring and evaluation |
| <input type="checkbox"/> Illustrations/ Animation/ Videography | <input type="checkbox"/> Other: _____                        |

\_\_\_\_\_

Emergency contact: \_\_\_\_\_ (name) \_\_\_\_\_ (relationship)

\_\_\_\_\_ (contact phone number) \_\_\_\_\_ (email)

We are collecting the above information only for internal purposes, including to find the right volunteer opportunities for you and to communicate with you on any issues related to the volunteering. We will not share this information with anyone on the team who does not need to know this or with anyone outside of Be Priceless. We will store this information in a password protected site. We will store this for no more than 5 years if you are no longer part of the program and the information will be deleted in a secure way.

## **Code of Conduct for Volunteers**

1. As a volunteer of Be Priceless, I agree to conduct myself in all activities related to the organization in ways that reflect the vision of the organisation in a positive manner.
2. **I will maintain the highest standard in performing my role as a Volunteer by:-**
  - a. Complying with the policies, regulations, protocols and other measures of Be Priceless \*Be Priceless will inform me of these\*.
  - b. Fulfilling my role to the best of my ability in a safe, efficient and competent way.
  - c. Acting and communicating honestly, accountably, responsibly and with integrity;
  - d. Regularly tracking and reporting progress on achieving deliverables with my supervisor.
  - e. Meeting time and task commitments and providing sufficient notice of my unavailability;
  - f. Observing safety procedures, including any obligations concerning the safety, health and welfare of others.
  - g. Reporting any safeguarding-protection concerns to the Be Priceless leadership (Managing Director) or the Point Person for Child Safeguarding-Protection within 24 hours of witnessing or gaining awareness (e.g. hearing someone else talk about an issue)
  - h. Directing any questions regarding Be Priceless' policies, procedures, support or supervision to my supervisor or the leadership in Be Priceless;
3. **In my role as a volunteer, I shall not:-**
  - a. Engage in any conduct that violates the local law;
  - b. Engage in any activity that may cause physical or mental harm or distress to another person;
  - c. Be affected by alcohol, drugs, or medication which may affect my abilities to carry out my duties and responsibilities;
  - d. Provide false or misleading statements, declaration, documents, records or claims in respect of Be Priceless, its volunteers, employees, associates or affiliated organizations;
  - e. Act in ways that may bring Be Priceless into disrepute, or financial or legal disputes of any nature whatsoever;
  - f. Use Be Priceless' work, name, information, networks or my association for political, personal or unauthorized purposes.
4. **I will uphold the Be Priceless Child safeguarding and protection policy, protocols and measures:**
  - a. In all association or duties with Be Priceless, I will follow the 2-adult-rule when in the presence or in contact with any adult who are not my family members.
  - b. I will not request or accept any contact on social media, in person, on text messaging, by phone or in other ways with adults that I meet as a result of Be Priceless, this includes the team members and the service users.
  - c. I shall not without the express authorization of Be Priceless leadership (Managing Director or Program Manager) or for unauthorized purposes make any contact (whether in person, through telephone, electronic or other means) with any minors (under 18 years of age) or other participants associated with Be Priceless for any reason whatsoever.
5. **Data Security and Confidentiality**

- a. I will not access any data of Be Priceless and its associates (including service users, organizational representatives and partners, etc) for reasons beyond explicit approved purposes and duration by the leadership of Be Priceless
  - b. For any data I receive permission to access for my duties for Be Priceless (e.g. take photos during an educational event), I will not keep copies on my personal devices or use the data for any purposes outside of what is permitted by Be Priceless
  - c. I acknowledge and agree that all rights to data, materials, documents, images, products, and information are property of Be Priceless or its participants and are not to be disseminated or shared for unauthorized purposes..
  - d. I will not record any personal data, images or other means (including audio and video) of participants, volunteers, consultants, staff as well as of the program contents in the Be Priceless for unauthorized purposes and when informed consent is not obtained.
  - e. I will not disseminate any Be Priceless information, including pictures, data or reports online or by text, call, in person or other means.
6. I agree to fully indemnify and hold harmless Be Priceless for any and all claims arising out of my participation in the Volunteer Activities.
  7. I understand that the scope of my relationship with Be Priceless is limited to a volunteer position and that no compensation shall be paid for services provided by me; that Be Priceless will not provide any benefits associated with employment to me;
  8. I, \_\_\_\_\_(full name) , release and forever discharge and hold harmless Be Priceless and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to Be Priceless.
  9. I understand that this code of conduct forms an integral part of my volunteer service. I also understand that this document is a contract that grants certain rights to and limits the liability of Be Priceless. I agree that Be Priceless will not be held responsible for my personal actions or opinions within or outside the scope of volunteer work, in my own personal or professional life.
  10. Be Priceless reserves the right to terminate my service if my actions or conduct may or does bring the reputation of Be Priceless into question or dispute; or if I breach the rules of this or other agreements between myself and Be Priceless. I will have no claim to damages or otherwise against Be Priceless.
  11. I declare that I have never been convicted or accused of any crime anywhere in the world;

Please sign below if you agree to the above terms and conditions:

Volunteer's Signature: \_\_\_\_\_

Volunteer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Note: If you are under 18 years of age, it is essential that your Parent/Legal Guardian signs the form below to give consent for you to act as a volunteer.



**Be Priceless Parental Consent Form for Volunteers Under 18 Years of Age**

To be completed by the parent/legal guardian of volunteers who are under 18 years of age.

My \_\_\_\_\_(relationship), named (of child) \_\_\_\_\_ has applied to become a volunteer with Be Priceless.

As the above-named individual is under 18 years of age, which requires the consent from a parent/legal guardian to volunteer. Therefore, it would be appreciated if you would complete this document and return to us.

**Parent or Legal Guardian Consent**

I understand that my child \_\_\_\_\_ (named above) wishes to be considered for volunteer work and I hereby give my permission for him/her to serve in that capacity. I understand that he/she will not receive monetary compensation for the services contributed and he/she is offering services willingly and voluntarily. I have read the Code of Conduct for Volunteers and I understand and agree that he/she understands the terms of this agreement. I hereby declare and confirm that:-

- a. My child has never been convicted of any crime anywhere in the world;
- b. My child has never been accused of, charged with, investigated of, or suspected of any crime or any abuse of children;
- c. My child has never participated in any forms of human trafficking anywhere in the world.

I hereby grant permission for staff or team members at Be Priceless to contact and communicate with my child either through email, phone and/or text messaging (e.g. Whatsapp or Signal) and meeting in person for required work tasks. Phone numbers and email addresses of child volunteers will not be distributed or shared to anyone not associated with the agreed task/s or without prior consent from the volunteer or parent/guardian of the volunteer.

I understand that Be Priceless is collecting the above data for internal purposes, e.g. to find the right fit for my child’s volunteer interests or to contact us for issues related to volunteering. The personal information will not be published or shared with anyone outside of Be Priceless. Providing this information or not is entirely voluntary. Be Priceless will store this document and information in a password protected drive. This information will be deleted after 5 years if you are no longer part of the Be Priceless program.

Volunteer or guardian/parent can terminate volunteership anytime by sending notice to [czarinaleung@bepriceless.org](mailto:czarinaleung@bepriceless.org) anytime. Be Priceless also reserves the right to terminate volunteership anytime without prior notice and I accept there will be no claims against Be Priceless.

I give consent for my child named \_\_\_\_\_ to carry out volunteer duties for Be Priceless.

Your name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_