



Volunteer Manual



"Volunteers do not necessarily have the time, they just have the heart."

~ Elizabeth Andrew

Before welcoming you, first let us say, "Thank you" for taking time from your day, your schedule, and your family to come and learn how you can help make a change in the lives of the youth in our community through CMBC-Indy Jobs for Life™ (JfL).

Using this program, it is our goal to take a bite out of poverty before it takes a bite out of our youth. Young people really are our future. Let's teach them, help them, and equip them to defy the odds and send the projected statistics soaring in a positive direction!

Because of the resources, knowledge, wisdom and guidance that you bring to the table you are welcome. You have just what it takes to offer the youth the *change of their lifetime*. We are so hopeful and prayerful that you will embrace the opportunity to help reach, encourage, and empower our youth to be prepared to work and secure JOBS FOR LIFE™!

Welcome to CMBC-Indy Jobs for Life™!

Sincerely,

The CMBC-Indy JfL Team

History and Mission

Beyond Your Four Walls: Congregations and Community Ministry

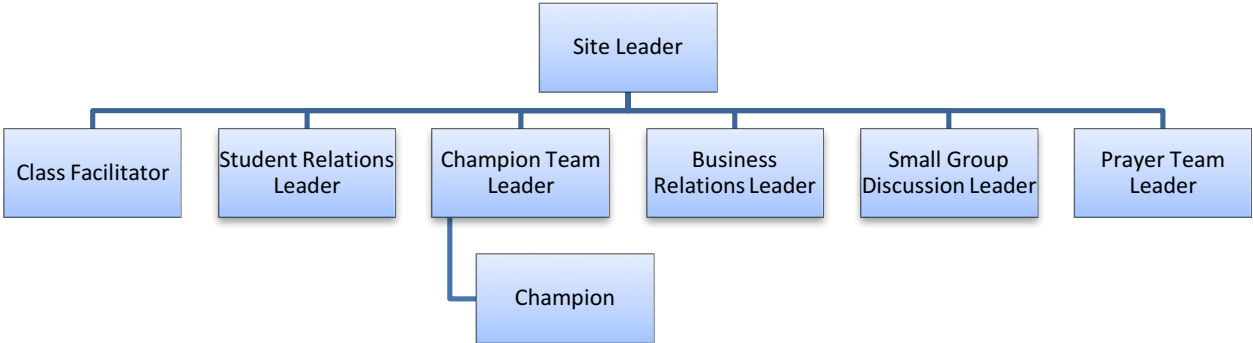
Ministry beyond your four walls, or community ministry, is on the hearts of many congregations today.

Extending charity to our neighbors is one vital form of community ministry. Often referred to as “mutual ministry,” this form of outreach depends on building friendships and collaborative support between your congregation and those you seek to serve.

A chosen community is one you want to focus on. It could be your actual neighborhood, a school, a particular group of people in an area, like single mothers, senior citizens, unemployed youth.

Organizational Structure

Site Leadership Team



Volunteer Policy and Procedures

Purpose of Volunteer Policies

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The agency reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Site Leader, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Site Leader.

Scope of Volunteer Policies

Unless specifically stated, these policies apply to all non-elected volunteers in all programs and projects undertaken on or on behalf of the agency, and to all departments and sites of operation of the agency.

Role of the Site Leader

The productive utilization of volunteers requires a planned and organized effort. The function of the Site Leader is to provide a central coordinating point for effective volunteer management within the agency, and to direct and assist volunteer efforts to jointly provide more productive services. The department shall also bear responsibility for maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering. The Volunteer Program Manager shall bear primary responsibility for planning for effective volunteer utilization, for assisting staff in identifying productive and creative volunteer roles, for recruiting suitable volunteers, and for tracking and evaluating the contribution of volunteers to the agency.

Record Management

The CMBC-Indy Church Office maintains records on each volunteer for the Jobs for Life™ (CMBC-Indy Jobs for Life™) program. Records include dates of volunteer service, positions held, duties performed, training attended and awards/recognitions received. Volunteer records, including application, reference checks and background checks, are confidential. Volunteers are responsible for submitting and updating information contained in their files to the Site Leader.

Dress Code

Volunteers are representatives of CMBC-Indy JfL and are responsible for presenting a positive image to constituents and the community. Volunteers will dress appropriately for the conditions and performance of their duties. Volunteers that serve in a capacity of a presenter, speaker or other face-to-face constituent contact will wear an CMBC-Indy JfL name tag. Individual volunteers will be informed of the dress standard for their duties at the time of assignment.

Attendance and Time

Volunteer attendance is important to the operation of each program. Volunteers should notify the Site Leader in advance if they are unable to be present for assigned duties. Volunteers are responsible for completing and submitting their volunteer time **CMBC Church Office**. Time not accounted for is the responsibility of the volunteer.

Safety and Liability

CMBC-Indy aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of the volunteer's service, it is important that the volunteer notify the Site Leader and complete an incident report and submit the report to the volunteer's supervisor. All volunteers must sign a release absolving Christ Missionary Baptist Church of liability when Christ Missionary Baptist Church volunteers voluntarily and knowingly subject themselves to certain risks while performing volunteer services on behalf of Christ Missionary Baptist Church.

Reimbursement of Expenses

Volunteers may be eligible for reimbursement of pre-approved, actual out-of-pocket expenses, incurred while engaging in volunteer service for CMBC-Indy JfL. Reimbursement requests must be submitted to the Site Leader.

Emergency Closings

CMBC-Indy JfF strives to ensure the safety of all volunteers. In the event of inclement weather, volunteers will be responsible for contacting their volunteer site to inform the JfL Site Leader that they will not be performing their scheduled service. If there is a cancellation of classes, the CMBC-Indy Jobs for Life™ Site Leader will notify volunteers scheduled to perform service via phone of the closing.

Return of Property

Volunteers are responsible for CMBC-Indy JfL property which includes all materials, files, keys, passwords or any other written or electronic information issued to volunteers or in volunteer's possession or control. All CMBC-Indy JfL property must be returned on or before your last day of assignment. CMBC-Indy JfL may take all actions deemed appropriate to recover or protect its property.

Sexual Harassment in the Workplace

CMBC-Indy JfL is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. CMBC Indy-JfL encourages volunteers to bring any incidents of sexual harassment to the immediate attention of the Site Leader.

Conflict of Interest

No person who has a conflict of interest with any activity or program of the agency, whether personal, philosophical, or financial shall be accepted or serve as a volunteer with the agency.

Accepting Payment or Gifts: No volunteer shall accept payment of any kind (including gifts, cash, discounts, concessions, services or other similar item or benefits) for services rendered as part of his or her volunteer service. This includes payment for speaking engagements or for participation in workshops or similar activities without prior approval from the Site Leader.

Competing with CMBC-Indy JfL: No volunteer shall prevent or hinder CMBC-Indy Jobs for Life™ from lawfully competing with others or divert business or personnel from CMBC-Indy Jobs for Life™.

Political Activities: Volunteers are encouraged to take an active interest and to participate in the political and governmental process. However, except for registered lobbyists and others authorized to act on behalf of CMBC-Indy Jobs for Life™, volunteers participating do so as individuals and not as representatives of JfL. To avoid any inference of support or sponsorship by JfL, a volunteer must never represent that his or her political donation, endorsement or other political activity was made or engaged in with the approval, or on behalf, of CMBC-Indy Jobs for Life™. Likewise, volunteers must not engage in political activities during their volunteer service on behalf of CMBC-Indy Jobs for Life™.

The Making of Statements: No volunteer shall use JfL stationery or any title of CMBC-Indy Jobs for Life™ or refer to JfL or misidentify him or herself as an employee thereof in connection with any matter as to which he or she is not authorized as a representative of JfL and to express an opinion on its behalf.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall agency business.

Failure to maintain confidentiality may result in termination of the volunteer's relationship with the agency or other corrective action.

Volunteer Recruitment and Selection

Interviewing

Prior to being assigned or appointed to a position, all volunteers will be interviewed to ascertain their suitability for and interest in that position. The interview should determine the qualifications of the volunteer, their commitment to fulfill the requirements of the position, and should answer any questions that the volunteer might have about the position. Interviews may be conducted either in person or by other

Youth Volunteer and/or Service Learning

Volunteers, under 18, must have written consent of a parent or guardian before volunteering. Students volunteering for service learning credit hours for their school, must submit school name and contact information before volunteering.

Criminal Records Check

As appropriate for the protection of clients, volunteers will be asked to submit to a background criminal check. Volunteers who do not agree to the background check may be refused assignment.

Participant Contact

Where volunteers are to be placed in direct contact with minor participants

Length of Service

All volunteer asked to make a one-year commitment to service

Volunteer Training and Development

Orientation

All volunteers will receive a general orientation on the nature and purpose of the agency, an orientation on the nature and operation of the program or activity for which they are recruited, and a specific orientation on the purposes and requirements of the position which they are accepting in that effort.

On-the-Job Training

Volunteers will receive specific on-the-job training to provide them with the information and skills necessary to perform their volunteer assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the position and the capabilities of the volunteer.

Site Leadership in Orientation and Training

The Site Leadership with responsible over delivery of services should have an active role in the design and delivery of both orientation and training of volunteers. Those leaders who will be in a supervisory capacity to volunteers shall have primary responsibility for design and delivery of on-the-job training to volunteers assigned to them.

Lines of Communication

Volunteers are entitled to all necessary information pertinent to the performance of their work assignments. Accordingly, volunteers should be included in and have access to all appropriate memos, materials, and meetings relevant to the work assignments. To facilitate the receipt of this information on a timely basis, volunteers should be included on all distribution schedules and should be assigned a site or mailbox for receipt on information distributed in their absence. Primary responsibility for ensuring that the volunteer receives such information will rest with the direct supervisor of the volunteer. Lines of communication should operate in both directions, and should exist both formally and informally. Volunteers should be consulted regarding all decisions which would substantially affect the performance of their duties.

Absenteeism

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers should inform their staff supervisor as far in advance as possible so that alternative arrangements may be made. Continual absenteeism will result in a review of the volunteer's work assignment or term of service.

Substitution

Volunteers may be encouraged to find a substitute for any upcoming absences which might be filled by another volunteer. Such substitution should only be taken following consultation with a supervisor and care should be taken to find a substitute who is qualified for the position.

Substitutes may only be recruited from those who are currently enrolled as volunteers with the agency.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Prior to dismissal of a volunteer, staff should seek the consultation and assistance of the Volunteer Program Manager.

Reasons for Dismissal

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of agency equipment or materials, abuse or mistreatment of clients or co-workers, failure to abide by agency policies and procedures, failure to meet physical or mental standards of performance, and failure to satisfactorily perform assigned duties.

Concerns and Grievances

Decisions involving corrective action of a volunteer may be reviewed for appropriateness. If corrective action is taken, the affected volunteer shall be informed of the procedures for expressing their concern or grievance.

Resignation

Volunteers may resign from their volunteer service with the agency at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

Exit Interviews

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position, suggestions the volunteer may have to improving the position, and the possibility of involving the volunteer in some other capacity with the agency.

Site Leadership Team

Job Description: Site Leader

Primary Responsibility

Develop, encourage, and lead volunteer leadership team that cultivate relationships and community among students. Create a culture that will inspire, guide and equip the unemployed and underemployed to find and retain meaningful employment.

Oversee and monitor the CMBC-Indy Jobs for Life™ training course to ensure effective curriculum delivery and student involvement. Keep track of students' progress toward meeting Jobs for Life™ graduation requirements. Direct and encourage Site Leadership Team members.

Works closely with: All Site Leadership Team members

Representative Duties:

Staffing:

- Recruit, equip and direct the JfL Site Leadership team, responsible for each identified key leadership support function: Prayer; Student Relations; Champion; Business Relations; Course Instructor and Small Group Discussion Leader
- Recruit additional volunteers as needed

Administer

- For ministry impact statistic, oversee and maintain all record keeping of key student information and demographics
- Administer Pre-Class and Post-Class Survey
- Coordinate operational logistics for CMBC-Indy Jobs for Life™ classes (facility set-up, name badges, attendance, Optional. transportation, childcare, meals/refreshments, etc.)

Planning

- Develop an overall implementation plan, timeline, and budget
- Define your site's objective and expectations for Jobs for Life™ training
- Schedule guest presenters from the community to participate in CMBC-Indy Jobs for Life™ classes 7, 8, 11 and 12 (Optional: Class 15). We encourage Site Leadership to invite Business Leaders within the local church and community to participate in these

classes. This a great way for students to experience community and for Business Leaders to experience transformational ministry in a CMBC-Indy Jobs for Life™ class.

- Work with Student Relations Leader to plan CMBC-Indy Jobs for Life™ Student Celebrations (Class 8-Midpoint mini-celebration: Class 16- Mini-celebration: CMBC-Indy Jobs for Life™ Graduation Ceremony)
- Coordinate schedule to provide optional services such as childcare, transportation, and meals if needed
- Schedule regular contact with volunteer team leaders by phone, email, and scheduled team meetings throughout CMBC-Indy Jobs for Life™ training course to encourage and direct
- Establish an “emergency backup” plan to cover unexpected course instructor absence

Estimate time per Week: 6 to 8 hours

Follow up:

- Develop a “reminder” process for CMBC-Indy Jobs for Life™ Instructors and Small Group Discussion Leaders of their scheduled class commitment
- Work with CMBC-Indy Jobs for Life™ Instructors and Champion Team Leader to review and track student assignments and progress

Effective Skills/Attributes Include:

- Self Starter
- Strong communication skills
- Strong team leadership skills
- Ability to delegate
- Excellent organization and planning skills
- Commitment to follow-through
- Detail oriented/multi-tasked oriented
- Mature decision-making process
- Creative problem solver
- Experience directing/encouraging volunteers
- Patient

Student Relations Leader: Job Description

Primary Responsibility:

Recruits and screens CMBC-Indy Jobs for Life™ Students, the unemployed and underemployed, who are ready to work and have demonstrated the desire to improve their life situation. Organizes and plans all student activities to include:

- Student Screening
- Champion/Student matching in conjunction with the Champion Leader and Site Director

Also oversees the review and tracking of student progress toward CMBC-Indy Jobs for Life™ Graduation

Reports to: Site Leader

Works closely with: All CMBC-Indy Jobs for Life™ Site Leadership Team members

Representative Duties

Planning:

- Develop a plan to recruit and screen potential CMBC-Indy Jobs for Life™ students
- Work with the Champion Relations Team Leader to match Champions to students
- Work with Site Leader to develop student progress tracking system
- Schedule regular review of student progress and required assignment make-up
- Organize CMBC-Indy Jobs for Life™ Mini-celebration (Class 8 and 16) and CMBC-Indy Jobs for Life™ Graduation Ceremony
- Optional: Plan informal CMBC-Indy Jobs for Life™ Alumni/Champion post-graduation gatherings

Recommended Follow up: 3-12 month after graduation to encourage and support CMBC-Indy Jobs for Life™ alumni and to track their progress.

Reporting:

- Attend all Site Team Leader meetings to report student class progress
- Provide student progress update Site Leader on regular basis for data entry

Effective Skills/Attributes Include:

- Sensitivity to problems and needs of the poor
- Effective communication/coaching skills
- Self-starter
- Perseverance
- Good administration/organization skills
- Personable, Dependable
- Ability to make sound decisions
- Task oriented
- Genuine concern for others
- Good Follow-through
- Good community connections helpful
- Team Player

Business Relations Leader: Job Description

Primary Responsibility:

Introduces and educates area businesses and community service resources to the benefits of hiring Jobs for Life™ graduates. Identifies local businesses that will list jobs openings for CMBC-Indy Jobs for Life™ students. Identifies and organizes local job listings for students. Assists with the selection and scheduling of guest presentations from local business/government representatives (CMBC-Indy Jobs for Life™ classes 7, 8, 11 and 12). Interviews and directs qualified Jobs for Life™ Graduates to identified job placement opportunities.

Reports to: Site Leader

Works closely with: Community Leaders, Student Relations and Course Instructor

Representative Duties

Planning:

- Develop a plan to recruit businesses and community resource involvement in and commitment to Jobs for Life™
- Visit and participate in local business networking organizations, (e.g., Chamber of Commerce) to promote Jobs for Life™ benefits
- Establish a working relationship with the local Workforce Investment board and the local one stop career centers
- Work with your Class Relations Leader to invite community guest speakers/participants to CMBC-Indy Jobs for Life™ classes 7, 8, 11 and 12

Follow Up:

- Contact each community guest speaker/participant to extend thank you and to solicit feedback on CMBC-Indy Jobs for Life™ experience
- Contact businesses that hire graduates to determine their satisfaction with CMBC-Indy Jobs for Life™ course

Reporting:

- Obtain weekly list of area job postings for CMBC-Indy Jobs for Life™ training for CMBC-Indy Jobs for Life™ classes
- Attend Site Team Meetings to report progress toward job placement goals
- Provide business contact information to the Administration Leader for data entry

EFFECTIVE SKILLS / ATTRIBUTES INCLUDE

- Relationship-oriented self-starter
- Ability to work independently
- Excellent communication and presentation skills
- Mature decision making and problem solving skills
- Effective organization and planning skills
- Commitment to delivery and follow-through
- Determination and perseverance
- Sensitivity to problems and those in need

Job Description: Champion Leader

PRIMARY RESPONSIBILITY

- Recruit, train, direct, encourage and support a team of Champions
- Regularly review and monitor the student progress toward CMBC-Indy Jobs for Life™ Graduation requirements

Reports to: Site Leader

Works closely with: Student Relations, Prayer Leader, Course Instructor

REPRESENTATIVE DUTIES:

Staffing: Champion team

Planning:

- Develop a plan to recruit and equip Champions
- Plan to attend every class
- Assist with the Champion/Student matching
- Schedule 2-3 informal Champion “Reinforcement” Gatherings

Estimated Time per Week: up to 5 hours

POST JOBS FOR LIFE TRAINING

Follow up:

- Weekly contacts with Champions throughout CMBC-Indy Jobs for Life™ training course to track and evaluate graduates’ progress
- Coordinate a team of Champions to make quarterly contacts (3/6/9/12 months) with CMBC-Indy Jobs for Life™ graduates over a period of one year (12 months) after CMBC-Indy Jobs for Life™ Graduation to support, encourage and track CMBC-Indy Jobs for Life™ graduates.

Reporting:

- Attend Site Team meetings to report progress toward goals

- Document regular student updates to the Confidential Student Progress Report (see www.jobsforlife.org/Resources).

Effective Skills/Attributes Include:

- Self Starter
- Effective people skills
- Ability to delegate
- Perseverance/ dedication
- Effective leader
- Patient, well balanced
- Flexible
- Good discernment
- Dependable
- Compassionate
- Models Integrity
- Sensitivity to problems/needs of the poor
- Emotional and spiritual maturity

Job Description: Champion

Primary Responsibility

1. Commit to journey with a Jobs for Life™ (CMBC-Indy Jobs for Life™) student for a 2 to 6-month period to provide friendship, support, guidance, assistance and a sense of community that will help the student complete the course and overcome employment barriers.
2. Track and report student progress through the post CMBC-Indy Jobs for Life™ follow-up period.

Reports to: Champion Team Leader

Works closely with: Site Leader, Student Relations, CMBC-Indy Jobs for Life™ Instructor, and Prayer Team

Duties and Responsibilities

- Regularly attend CMBC-Indy Jobs for Life™ Training Classes
- Serve as a Small Group Discussion Leader as needed
- Work one-on-one with your student to assist with class and homework assignments, as needed, to meet CMBC-Indy Jobs for Life™ Graduation Requirements (such as resume preparation, vocational plan development, interview preparation)
- Maintain and report regular contacts with students during/post CMBC-Indy Jobs for Life™ training to encourage and support graduates

Requirements:

- Attend the Champion Team Orientation.
- Connect weekly with the student(s) throughout the CMBC-Indy Jobs for Life™ training course.
- Submit weekly student updates that tracks student progress to meet the CMBC-Indy Jobs for Life™ graduation requirements.
- Immediately notify the Champion Team Leader of any changes to the Champion/Student relationship.
- When possible, contact your CMBC-Indy Jobs for Life™ graduate for post Jobs for Life™ training updates at a 3/6/9 month intervals and submit quarterly post-training updates to the CMBC-Indy Jobs for Life™ course Site Leader.

Planning:

- Develop a student follow-up schedule that provides consistent support and builds a meaningful relationship based on respect and trust.

Commitment Required:

- Estimated time per week: 2 to 4 hours

Skills/Temperament:

- Good Listener
- Dedicated
- Tolerant
- Good Discernment
- Personable
- Compassionate
- Sensitive to Problems/Needs of the Poor
- Demonstrates Perseverance
- Patient, Well Balanced
- Flexible with Boundaries
- Dependable
- Trustworthy
- Models Integrity
- Emotionally and Spiritually Mature

Job Description: Business Relations Team Leader

Primary Responsibility

Introduces and educates area businesses and community service resources to the benefits of hiring Jobs for Life™ graduates. Identifies local businesses that will list jobs openings for CMBC-Indy Jobs for Life™ students. Identifies and organizes local job listings for students. Assists with the selection and scheduling of guest presentations from local business/government representatives (CMBC-Indy Jobs for Life™ classes 7, 8, 11 and 12). Interviews and directs qualified Jobs for Life™ Graduates to identified job placement opportunities

Reports to: Site Leader

Works closely with: Community Leaders, Student Relations and Course Instructor

Representative Duties

Planning:

- Develop a plan to recruit businesses and community resource involvement in and commitment to Jobs for Life™
- Visit and participate in local business networking organizations, (e.g., Chamber of Commerce) to promote Jobs for Life™ benefits
- Establish a working relationship with the local Workforce Investment board and the local one stop career centers
- Work with your Class Relations Leader to invite community guest speakers/participants to CMBC-Indy Jobs for Life™ classes 7, 8, 11 and 12.

Follow Up:

- Contact each community guest speaker/participant to extend thank you and to solicit feedback on CMBC-Indy Jobs for Life™ experience
- Contact businesses that hire graduates to determine their satisfaction with CMBC-Indy Jobs for Life™ course

Reporting:

- Obtain weekly list of area job postings for CMBC-Indy Jobs for Life™ training for CMBC-Indy Jobs for Life™ classes
- Attend Site Team Meetings to report progress toward job placement goals
- Provide business contact information to the Administration Leader for data entry

Effective Skills / Attributes Include:

- A relationship-oriented self-starter
- Self-Starter

- Ability to work independently
- Excellent communication and presentation skills
- Mature decision making and problem solving skills
- Effective organization and planning skills
- Commitment to delivery and follow-through
- Determination and perseverance
- Sensitivity to problems and those in need

Helpful Experience would include:

- Sales or Marketing skills
- Community Business Leader / Active Community Involvement
- Experienced Employer Interviewer
- Economic Development, Public Affairs/Community Affairs
- Administer Pre-Class Survey
- Class Celebrations
- Student Graduation
- Post Graduation Follow-up activities

Volunteer Waiver and Release Form

Volunteer Name: _____

☐ Check here if Volunteer is under age 18

Contact E-mail (required): _____

Parent/Legal Guardian Email (required): _____

Address: _____

Phone: _____

Emergency Contact

Name: _____

Relationship to Participant: _____

Phone Number: _____

**VOLUNTEERS MUST COMPLETE THE
WAIVER AND RELEASE FORM
PARENT/LEGAL GUARDIAN SIGNATURE IS REQUIRED
IF VOLUNTEER IS UNDER AGE 18**

CMBC-Indy
1001 Eugene Street
Indianapolis, IN 46208
CMBC1001@yahoo.com

Fax: 866-792-8187

WAIVER AND RELEASE FORM

RELEASE OF LIABILITY

In return for being allowed to participate in Christ Missionary Baptist Church JfL volunteer activities and all related activities, including any activities incidental to such participation ("Volunteer Activities"), the undersigned **Volunteer or Parent/Legal Guardian** of Volunteer if Volunteer is under age 18 (hereafter referred to using "I", "me", or "my") releases and agrees not to sue the Asante Africa Foundation or its officers, directors, employees, sub-contractors, sponsors, agents and affiliates ("the Foundation") from all present and future claims that may be made by me, my family, estate, heirs, or assigns for property damage, personal injury, or wrongful death arising as a result of my participation in the Volunteer Activities wherever, whenever, or however the same may occur.

I understand and agree that the CMBC-Indy JfL are not responsible for any injury or property damage arising out of the Volunteer Activities, even if caused by their ordinary negligence or otherwise.

I understand that participation in the Volunteer Activities involves certain risks, including, but not limited to, serious injury and death. I am voluntarily participating in the Volunteer Activities with knowledge of the danger involved and I agree to accept all risks of participation.

I also agree to indemnify and hold harmless the CMBC-Indy JfL for all claims arising out of my participation in the Volunteer Activities.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the state in which the Volunteer Activities take place and agree that if any portion of this Agreement is invalid, the remainder will continue in full legal force and effect.

I also acknowledge that the CMBC-Indy JfL have not arranged and do not carry any insurance of any kind for my benefit or that of Volunteer (if Volunteer is under 18), my parents, guardians, trustees, heirs, executors, administrators, successors and assigns. I represent that, to my knowledge, I am in good health and suffer no physical impairment that would or should prevent my participation in Volunteer Activities.

I also understand that this document is a contract which grants certain rights to and eliminates the liability of the Foundation.

(Signature of Volunteer)

Date

I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

(Signature of Parent/Legal Guardian if Volunteer is Under 18)

Date

I am the parent or legal guardian of the Volunteer. I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

PUBLICITY RELEASE

In return for being allowed to participate in **Christ Missionary Baptist Church Jfl** volunteer activities and all related activities, including any activities incidental to such participation ("Volunteer Activities"), the undersigned Volunteer or Parent/Legal Guardian of Volunteer if Volunteer is under age 18 (hereafter referred to using "I", "me", or "my") hereby grants to the **CMBC-Indy Jfl**, the absolute and irrevocable right and permission to use, publish, broadcast and/or copyright the use of Volunteer's name, address, voice, photograph and/or likeness, caricature, and personal information, in its current form or as retouched, digitized, cropped, altered, distorted or modified in any way, in any and all advertising, promotional, or other materials based upon or derived from the Volunteer Activities in any manner, in any media whatsoever for any and all purposes, including by way of example but without limitation advertising, promoting or publicizing products and services throughout the universe, in perpetuity, in any and all media now known or hereafter devised (including without limitation on the Internet), without additional compensation. I further agree that anything derived there from will be owned solely by the Authorized Parties. I shall not authorize the use of any print, negative or other copy thereof by anyone other than the Authorized Parties.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the state in which the Volunteer Activities take place and agree that if any portion of this Agreement is invalid, the remainder will continue in full legal force and effect.

(Signature of Volunteer)

Date

I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

(Signature of Parent/Legal Guardian if Volunteer is Under 18)

Date

I am the parent or legal guardian of the Volunteer. I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.