



VOLUNTEER INFORMATION FORM

Please Print Clearly

Name:		Email Address:	Birth Date:
Street:		Home Phone:	Cell Phone:
City:		Current Employer* or, If Student, School/City/Grade:	
State:	Zip:	Does your employer have a matching gifts program? _____Yes _____No	
*If Applicable, Employer contact and email address for potential donations of equipment and/or event sponsorships:			
Name: _____ Title _____ Phone #: _____ Email: _____			
<input type="checkbox"/> Please check here if you are volunteering for mandatory (court ordered/lawyer recommended) community service. <i>If so, you must speak with Kramden Staff before you may begin volunteering</i>			

How did you learn about Kramden? _____

Have you ever received a Kramden Computer Award? **Yes** **No**

The following Code of Conduct and Participation Guidelines were created to preserve a safe, productive, respectful and positive experience for all Kramden volunteers. Please review and sign this form. If you have any questions, please see a member of Kramden's Administration.

Code of Conduct: Kramden Volunteers are expected to:

- Arrive on time and work the complete shifts you have signed up for.
- Sign in and out of at the beginning and end of each shift or day.
- Refrain from crude language and inappropriate comments or humor. Kramden's culture is built on mutual respect, camaraderie, and community.
- Help where help is needed.
- Follow carefully all written procedures and verbal instructions.
- Maintain a clean and organized workspace. Help keep common areas clean.
- Wear closed-toe shoes in the back workroom (required). Follow all safety protocols.

Additional Participation Guidelines:

Participants must register to volunteer for all Kramden events unless otherwise noted on the Kramden website.

Please arrive on time, but no more than 10 minutes before your volunteer shift unless you have made prior arrangements from Kramden staff.

Minors may not participate without a signed parental release. See below.

Kramden's office complex, Commercial Park West, is a smoke free environment. No smoking is permitted on the property.

I understand and agree to follow the Code of Conduct and Participation Guidelines. In addition, Kramden Institute may contact me by email, mail and/or telephone for information about activities and volunteer events. Kramden Institute, has the right to use my name and/or photographic image as a volunteer on their website or other promotional materials. I hereby release, relieve, discharge, indemnify and hold harmless Kramden Institute Inc., its officers, employees and representatives, from any and all liability or claim of liability, whether for personal injury, property damage, or otherwise arising out of or in connection with my participation in Kramden events and other Kramden volunteer activities.

Signature _____ **Date** _____

Parent's Signature (required for Volunteers under the age of 18) _____