





## Adult Volunteer Consent and Release

**Name:** \_\_\_\_\_

The volunteer position you have applied for upholds considerable responsibilities which includes access to confidential information concerning our clients. As a condition of your potential volunteer service to AZ Lost Boys Center, we will perform a background investigation. Your participation in this process is voluntary; however, if you choose not to sign this release, you will not be considered as a candidate for a volunteer position.

All information received from your background check will be kept confidential.

I hereby authorize AZ Lost Boys Center to complete a personal background check, including a criminal history. In connection with this request, I authorize all law enforcement agencies to release information they may have about me to the person or company with which this form has been filed, or their agent, and release them from any liability and responsibility from doing so. This authorization, in original or copy form shall be valid for this and future reports or updates that may be requested. Further information may be available upon written request within a reasonable period of time.

**Do you have any prior names or surnames?**      **Yes**    **No**

If yes please list name(s): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ **State** \_\_\_\_\_

**References:** Please provide three references below.

- |    | <b>Name</b> | <b>Phone Number</b> |
|----|-------------|---------------------|
| 1. | _____       | _____               |
| 2. | _____       | _____               |
| 3. | _____       | _____               |

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Confidentiality and Ethics Statement

As a volunteer of AZ Lost Boys Center, I agree to the following.

### Confidentiality

- Keep confidential information confidential unless legally obligated to do otherwise.
- Refrain from using or appearing to use confidential information acquired in the course of my service for unethical, illegal, or personal gain.

### Integrity

- Refrain from violating any criminal or civil law or regulation.
- Refrain from either actively or passively subverting the attainment of the Center's legitimate and ethical objectives.
- Refrain from engaging in or supporting any activity that would discredit AZ Lost Boys Center.
- Perform my duties in accordance with relevant laws, regulations, and standards of the Center.
- Represent the interests of all people served by this organization and not favor special interests inside or outside the organization.

*I \_\_\_\_\_ agree to the standards written above. I also agree to report any potential future conflicts of interest or observed unethical activity of which I have become aware to the appropriate parties. I do not currently have pending against me any criminal proceedings, nor have I been placed under arrest for or been convicted of a criminal offense within the past year.*

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



**AZ LOST BOYS CENTER, INC.  
VOLUNTEER AND EMPLOYEE NON DISCLOSURE  
AND NON COMPETITION AGREEMENT**

1. The undersigned is a volunteer or employee at AZ Lost Boys Center, Inc., an Arizona non-profit corporation. During the course of his/her volunteer work or employment (hereinafter "work"), undersigned has or will have access to information, process and ideas that are not generally known and that AZ Lost Boys Center, Inc. considers confidential. By way of example, AZ Lost Boys Center, Inc. considers the following to be confidential:

- a. Names, address, telephone numbers, email addresses and other personal information concerning AZ Lost Boys Center clients, their relatives and friends.
- b. Names, addresses, telephone numbers and email addresses for donors, potential donors, volunteers, supporters, employees and other persons that are or may be interested in AZ Lost Boys Center, Inc.
- c. Electronic data including computer program lists, source codes and object codes.
- d. All information relating to programs and policies now existing or currently under development by AZ Lost Boys Center, Inc.
- e. All documents or information concerning grants that AZ Lost Boys Center, Inc. has applied for or may apply for.

2. The undersigned is aware of the fact that the above list is intended to be illustrative and that other confidential information which the undersigned may have access to shall also be held confidential including such information that may exist or arise in the future. In the event that undersigned is not sure whether certain information is confidential, undersigned shall treat that information as confidential unless the undersigned is informed to the contrary in a writing signed by either (a) the Chairman of the Board of Directors or, (b) the Executive Director of AZ Lost Boys Center, Inc.

3. Undersigned agrees to surrender to AZ Lost Boys Center, Inc., all notes, records and documentation that were available used, created or controlled by undersigned during any work upon termination of his or her relationship with AZ Lost Boys Center, Inc. Also, subsequent to termination of work with AZ Lost Boys Center, Inc., employee agrees not to use any confidential information learned or obtained by the undersigned while associated with AZ Lost Boys Center, Inc.

4. If the undersigned violates any of his or her agreements to treat information confidential or if the undersigned violates the non-competition agreements contained in this contract, the remedies at law for AZ Lost Boys Center, Inc. shall be inadequate and, in addition to any other rights and remedies AZ Lost Boys Center may have, it shall be entitled to injunctive relief.

5. Should any court determine that any of the covenants in this agreement are unreasonable as to duration, scope or geographic areas, such covenants shall be reformed to the minimum extent required to be enforceable and, as so reformed, shall remain in full force and effect as provided herein with respect to such duration, scope and territory as a court of competent jurisdiction determines to be reasonable under applicable law.

6. Undersigned agrees to indemnify, defend and hold AZ Lost Boys Center, Inc. harmless against, and respect of all liabilities, losses, claims, costs or damages (including reasonable legal fees incurred in connection with any of the foregoing or in seeking enforcement of this agreement) resulting from or arising out of any failure by the undersigned to perform any of his or her obligations, covenants or agreements hereunder.

7. This Covenant shall be binding upon the inure to the benefit of the parties and their respective heirs, personal representatives, successors and assigns. This Covenant shall be governed by and construed in accordance with the laws of the State of Arizona.

Dated \_\_\_\_\_ Signed \_\_\_\_\_

Volunteer / Employee