



## Welcome to The Evergreen Initiative!

### **What do we do?**

Mission Statement: Our mission is to better the lives, conditions, and surroundings of those living in the Evergreen community of San Jose, as well as the Bay Area, by organizing various charitable community service projects intended to help us fulfill our purpose. We organize projects to help us fulfill our mission by creating various programs, projects, or drives including but not limited to food drives to help the homeless, projects to clean up litter in parks, and educational programs to supplement the knowledge of students.

### **Who are we?**

Founded in 2018, The Evergreen Initiative is a high-schooler run 501(c)(3) nonprofit that strives to make a positive impact in the Bay Area. This organization is a way to give back to our community and we hope others will join us in our mission.

For more information about The Evergreen Initiative leadership, please visit:

<https://evergreeninitiative.weebly.com/leadership.html>

Questions? Contact us at: [evergreeninitiative.sj@gmail.com](mailto:evergreeninitiative.sj@gmail.com)

Website: [evergreeninitiative.weebly.com](http://evergreeninitiative.weebly.com)

[Like us on Facebook](#) || [Follow us on Instagram](#)



## Registration Form Instructions

Before you join The Evergreen Initiative, there are a few things that we will need you to do. Please follow the instructions carefully and make sure you provide everything that is asked for.

**Step 1:** Complete the online General Information form. Make sure that the information provided is accurate. <https://forms.gle/uLzMwfDTUQggUeth6>

**Step 2:** Print out and complete the Registration Form. (this includes the General Information Form, Waiver of Liability, and Photo Release forms, collectively the “Registration Form”) Send a clear & legible PDF scan (*no images, must be one file*) to [evergreeninitiative.sj@gmail.com](mailto:evergreeninitiative.sj@gmail.com). Please make sure your form is fully and accurately completed!

**Step 3:** Start volunteering!

For more information on how to receive volunteer opportunities by performing outreach (such as by sending emails), please visit [bit.ly/EIoutreach](http://bit.ly/EIoutreach) for more information.

To sign up as either a tutor or teacher, please visit: [bit.ly/EItutorsignup](http://bit.ly/EItutorsignup)

To sign up as a volunteer and for information about additional opportunities, please visit: <https://evergreeninitiative.weebly.com/volunteer.html>

Please also keep in mind that you are *required* to attend the mandatory monthly volunteer meeting, which takes place on the first Sunday of each month from 5:00 to 6:00 pm.

### **TL;DR:**

1. Fill out: <https://forms.gle/uLzMwfDTUQggUeth6>
2. Complete and turn in: the registration form, below.
3. Start volunteering!



## General Information Form

\*Required

### VOLUNTEER INFORMATION

First Name\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_

Age\*: \_\_\_\_ Gender (M/F/Other)\*: \_\_\_\_ Grade\*: \_\_\_\_\_ Birthday\*: (MM/DD/YYYY): \_\_\_\_\_

School\*: \_\_\_\_\_

Email Address\*: \_\_\_\_\_ (one you check regularly)

Home Address\*: \_\_\_\_\_

Home Phone\*: \_\_\_\_\_ Volunteer Cell Phone\*: \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION

#### PARENT/GUARDIAN 1

First Name\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_

Email Address\*: \_\_\_\_\_

Relation to Volunteer\*: \_\_\_\_\_ Phone\*: \_\_\_\_\_

#### PARENT/GUARDIAN 2

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relation to Volunteer: \_\_\_\_\_ Phone: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

First Name\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_

Email Address\*: \_\_\_\_\_

Relation to Volunteer\*: \_\_\_\_\_ Phone\*: \_\_\_\_\_



## Volunteer Policies and Procedures (read and comply):

- Volunteers may be removed from the organization by a majority vote of the Board of Directors or if the Executive Team has determined that the volunteer has violated these guidelines, or any other agreed-upon code of conduct.
- Treat other volunteers, and other people you may interact with as a volunteer with respect. Treat all members of the public, employees, and other volunteers with respect and courtesy.
- The Evergreen Initiative believes that regular attendance to events, community service projects, fundraisers, etc. is vital to the group's success. While we cannot mandate that you attend every event, we encourage active membership with awards for dedicated volunteers.
- Smoking, vaping, possessing or drinking alcohol, possessing or using drugs except prescribed drugs under the direction of a physician, during any The Evergreen Initiative event or activity will result in immediate expulsion.
- Respect confidential information that is available to you as a result of your volunteer work with The Evergreen Initiative, and refrain from using it for personal gain or for personal, non-related reasons. Bring any violation of this confidentiality to any Executive Team member or the Board of Directors.
- Any media taken at The Evergreen Initiative functions CANNOT be used in any public way unless approval is granted by the Board of Directors or Executive Team prior to the use of the media. Violation of this rule may result in immediate and unconditional expulsion.
- This organization, The Evergreen Initiative, is a legally registered nonprofit organization. This status only further requires seriousness during activities and other events. If you are a disturbance, or otherwise disruptive to the event, activity, or other organization operation, you may be removed from the organization at the discretion of The Evergreen Initiative President/CEO and/or Officers.
- Volunteers who do not adhere to the rules, policies, and guidelines of The Evergreen Initiative may be subject to dismissal from the organization. A volunteer may be dismissed at any time. The Evergreen Initiative reserves the right to request a volunteer leave immediately if such circumstances warrant such an action.
- Ask questions when you don't fully understand your role or responsibility, and provide as much notice as possible if you are unable to fulfil your volunteering commitment.
- Prohibited Conduct Includes: Falsifying of Company records; Theft and deliberate or careless damage or destruction of any Company property, or the property of any volunteer or other members; Unauthorized use of Company equipment, time, credit/gas cards, credit lines or accounts, materials, or facilities; Carrying or storing firearms or any other dangerous weapons on Company premises including parking and common areas at any time; Engaging in criminal conduct whether or not related to volunteer performance; Causing, creating, or participating in a disruption of any kind during working hours on Company property, including but not limited to provoking a fight, threatening, fighting, horseplay, or inappropriate practical jokes; Insubordination, including but not limited to failure or refusal to obey the lawful orders or instructions of a member of the Executive Team, or the use of abusive or threatening language another volunteer; Using abusive language including but not limited to swearing and cursing at any time on Company premises or while representing The Evergreen Initiative.
- No compensation will be paid for your volunteer work as a volunteer. However, volunteer hours are awarded for volunteers' time. Please let us know at least two weeks in advance via email if you need The Evergreen Initiative to sign a volunteer log or take action to verify your volunteer hours.
- Please make sure that all of the contact information you have given us is complete and accurate. If any information changes, please notify us as soon as possible.

I certify that the information above is true and accurate to the best of my knowledge. In addition, I have read and agree to comply with the above policies and procedures to the best of my ability.

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

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

If the volunteer is under the age of 18:

I certify that the information above is true and accurate to the best of my knowledge. In addition, I have read and agree to assist my child in complying with the above policies and procedures to the best of my ability.

Parent Name: \_\_\_\_\_

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



## Waiver of Liability Form

In consideration of being permitted to participate in the activities of The Evergreen Initiative, I acknowledge and agree to, on my own behalf, and on behalf of my personal representatives, heirs, assigns, executors, administrators and next of kin, as follows:

1. I am aware and acknowledge that injury or death may result from participating in the activities of The Evergreen Initiative and from the use of the premises and facilities or any equipment therein or thereon.
2. Upon entering the premises and facilities of The Evergreen Initiative I will inspect the same and my observation and use of said premises and facilities shall constitute an acknowledgement that I find and accept them to be safe and reasonably suited for their intended purpose.
3. I hereby release The Evergreen Initiative and its respective directors, officers, shareholders, employees, agents, contractors and their successors and assigns (collectively, the "Releasees") from and against any and all liability for any loss, damage, injury, expense, demand or cause of action that I may suffer whether with respect to personal injury, death, damage to or destruction of property, theft or otherwise, which may arise as a result of my presence in, upon or about the premises as a consequence of my use of the facilities and equipment.
4. I will indemnify and hold harmless the Releasees, collectively and individually, from any and all losses, liabilities, damages, demands, costs and expenses that they may incur, for any reason whatsoever, which may arise as a result of my participation in the contemplated activity, and my presence in, upon or about the premises. I acknowledge that I have read this Waiver of Liability, and have received the opportunity to discuss this with my legal counsel. Further, I acknowledge that I fully understand the terms of this Waiver of Liability and that I have signed it freely and voluntarily without any inducement, assurance, guarantee or oral representation being made.

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

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

If the volunteer is under the age of 18:

Parent Name: \_\_\_\_\_

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



## Photo Release Form

For good and valuable consideration I irrevocably grant to The Evergreen Initiative permission, all rights to, in and of my name, image, likeness, sound of my voice as recorded, publicity and biographical information (the“Materials”) and any of the associated works of authorship (including written materials or transcripts of what I say) used in or with my recording (the “Written Materials”) on any medium in perpetuity, throughout the universe and for any purpose related to the business of The Evergreen Initiative. I irrevocably grant to The Evergreen Initiative the rights to copyright, edit, use, modify, copy, exhibit, display, publicly perform, publish, broadcast, print, reprint, create derivative works from, distribute, and sell the Materials and the Written Materials in their entirety or in any portion, in any form or medium that now exists or may exist in the future, individually or in conjunction with other works or as a collective work, in print, audio, video, electronic, or digital form, including but not limited to the exercise of such rights through Internet or Intranet sites, computer online services, and all other electronic and non-electronic media and distribution mechanisms now known or later developed.

I waive any right of notice, inspection or approval of the uses of the Materials or the Written Materials, including for advertising, marketing, promotional, testimonial or other uses. Additionally, I waive any right to royalties or other compensation arising from or related to the use of The Materials or Written Materials. I also understand that the Materials and Written Materials may be used in diverse settings within an unrestricted geographic area.

I warrant that I am the sole owner of, or have obtained a license for, all rights in the Written Materials, that the Written Materials do not infringe the copyright or other property rights of any third party, and that I have full power to convey the rights granted in this Agreement.

I release and discharge The Evergreen Initiative including without limitation its officers, employees, agents, and representatives, from any and all claims, demands, and causes of action that I may have against it by use of the Materials or the Written Materials, including without limitation any claims based on the right of privacy, the right of publicity, copyright, libel, or slander.

I grant to The Evergreen Initiative the right to assign or license to third parties any of the rights contained herein.

**I understand that The Evergreen Initiative events are public, and I may be removed at any time due to improper conduct, at the directors’ discretion. Any media taken of The Evergreen Initiative volunteers at The Evergreen Initiative functions CANNOT be used in any public way unless approval is granted by the Board of Directors prior to the use of the media. Violation of this rule may result in immediate and unconditional expulsion.**

By signing this document I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby.

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

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

If the volunteer is under the age of 18:

Parent Name: \_\_\_\_\_

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