

IAVM Student Volunteer Requirements and Agreement

This document sets forth the requirements and legal terms and conditions to be a volunteer for the International Association of Venue Managers, Inc. (hereafter "IAVM")

Please read this entire Agreement carefully prior to signing and initialing.

1. CRITERIA TO BE A VOLUNTEER

You must be available to volunteer for at least 40 hours, where needed, during the IAVM Venue Management School and Graduate Institute.

2. JOB FUNCTIONS

You must be able to perform the essential functions of the job. The essential functions include the following:

- You must be able to read directions and direct attendees to the proper functions
- You must be able to properly communicate with attendees in a business like atmosphere
- You must be able to lift 35 pounds

*Should you need special accommodations due to disability, please contact Greg Wolfe
greg.wolfe@iavm.org or 972-538-1024*

3. IAVM CODE OF ETHICS

Appropriate behavior is required at all times, during and after work hours when attending conference functions. This includes after hour hospitality suites. Excessive alcohol consumption will not be tolerated and you will not be invited to continue as a volunteer. You will be representing IAVM, as well as your university.

4. IAVM PERSONNEL MANUAL (Workplace Environment)

Volunteers shall not report for duty or at IAVM functions while under the influence of, or have in their possession while at business functions, any illegal drug or alcohol.

Volunteers may consume conservative amounts of alcoholic beverages provided by hosts at IAVM and other business-related receptions, dinners and social functions. Volunteers shall not drink to the point of intoxication; nor may consumption exceed the legal limit. **In IAVM's sole discretion, IAVM may terminate your volunteer services without prior notice.**

5. DRESS CODE

Volunteers are required to maintain a business-like appearance during conference hours, or whenever they are in contact with members; in other words, neat, clean, appropriate and consistent with our professional image. Professional business and professional casual are acceptable. "Professional casual" is clothing that includes collared shirts, slacks, skirts, Dockers, dresses and sweaters. Unacceptable clothing includes, T-shirts (unless part of a two layered ensemble), sweat shirts, sweat pants, shorts, exercise clothes, torn or repaired clothes or blue jeans. If there is any doubt, observe and/or ask your supervisor. Not every possible clothing consideration has been listed. Good judgment shall prevail and immediate feedback will be provided should something be considered as not acceptable. You will be representing IAVM, as a volunteer, as well as your university.

6. VOLUNTEER REPRESENTATIONS

- I acknowledge that I desire to perform volunteer services for the IAVM Venue Management School and Graduate Institute.
- I acknowledge that as a volunteer, I will not be paid money, but my school registration fees will be waived.
- **I acknowledge that if my duties are not performed as expected in IAVM's sole discretion, IAVM may terminate my volunteer services without prior notice.**
- I acknowledge, understand and declare that: To the best of my knowledge, I am in GOOD PHYSICAL CONDITION and have no disease or injury that would be aggravated by participation as a volunteer.
- I consent to ALL EMERGENCY MEDICAL TREATMENT as may be deemed appropriate under existing circumstances by medical personnel.

7. VIOLATIONS OF LAW AND IAVM POLICIES

I agree not to use my volunteer services to: (a) violate any local, state, or federal law; (b) stalk, harass or harm another individual; (c) collect or store personal data about other users; (d) impersonate any person or entity, or otherwise misrepresent your affiliation with IAVM or any person or entity; and (e) interfere with or disrupt IAVM services or disobey any requirements, procedures, policies or regulations of connected to your volunteer work for IAVM.

8. INDEMNIFICATION

On behalf of myself and my estate, I hereby agree to indemnify, defend and hold harmless IAVM, their respective Board of Directors, affiliates, subsidiaries, employees, agents, representatives, successors and assigns from any claims, demands, actions or liabilities, including attorney's fees and costs, should I or my spouse, children, representatives, heirs, successors or assigns take any action in violation of the provisions of this agreement. I understand that if I drive a vehicle in connection with my volunteer services, I must and will maintain automobile insurance with limits of liability consistent with the requirements under Texas law.

9. RELEASE AND WAIVER OF LIABILITY

As consideration for the opportunity to volunteer for the IAVM Venue Management School, I, on behalf of myself and my spouse, children, representatives, heirs, successors and assigns, hereby release, discharge and waive any and all claims, demands, actions or liabilities that either I or my spouse, children, representatives, heirs, successors and assigns now have or may hereafter have for injury, damages or other relief of any kind whatsoever resulting from or in any way related to my volunteer work. I further agree that neither I nor my spouse, children, representatives, heirs, successors and assigns, will make a claim against or sue IAVM, their respective Board of Directors, affiliates, subsidiaries, employees or agents for any injury, damage or other relief, including any an all workers' compensation and/or disability claims howsoever caused, resulting from or any anyway related to my volunteer work with IAVM.

10. GOVERNING LAW

This Agreement shall be construed in accordance with, and governed by the laws of the substantive laws of the State of Texas without reference to principles governing choice or conflicts.

11. SEVERABILITY

If any provision of the Terms is found by a court of competent jurisdiction to be invalid, the parties nevertheless agree that the court should endeavor to give effect to the parties' intentions as reflected in the provision, and that the other provisions of the terms remain in full force and effect.

12. ENTIRE AGREEMENT

The terms herein constitute the entire and exclusive and final statement of the agreement between you and IAVM with respect to the subject matter hereof, and govern your use of the services, superseding any prior agreements or negotiations between you and us with respect to the subject matter hereof.

13. ACKNOWLEDGEMENT

I have carefully read this volunteer agreement and release from liability and fully understand its contents and sign it of my own free will. I am aware that this is an agreement and release from liability and that it is a binding contract on me, my spouse, children representatives, heirs, successors and assigns and that it is enforceable by IAVM. I also acknowledge that any scholarship awarded will be distributed after completion of volunteer hours.

Volunteer Signature: _____ Date: _____

Advisor Signature: _____

By IAVM: _____ Date: _____

Please PRINT the following information:

College/University Attending: _____

Last Name: _____ First Name: _____

cc: Faculty Advisor or Professor