Fourth Light Farm

Volunteer Agreement

Fourth Light Farm · Milford, New Hampshire

EST. 2025

Thank you for giving your time and care to Fourth Light Farm ("FLF"). This agreement covers all of your volunteer service with FLF: farm and garden work, charitable activities, community programs, fundraisers and events, on or off FLF property. It explains what we ask of our volunteers, what you can expect from us, and the risks involved. Please read it carefully and sign below.

1. VOLUNTEER INFORMATION

FULL NAME _____ DATE OF BIRTH _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

EMERGENCY CONTACT NAME AND RELATIONSHIP _____ EMERGENCY CONTACT PHONE _____

ALLERGIES, MEDICAL CONDITIONS OR LIMITS WE SHOULD KNOW ABOUT (OPTIONAL) _____

2. YOUR VOLUNTEER ROLE

- I am volunteering of my own free will. I will not be paid wages, and I am not an employee, contractor or agent of FLF.
- I may stop volunteering at any time. FLF may also end my volunteer role at any time, for any reason.
- I will work only on tasks I have been shown or assigned, and I will ask before trying anything I am unsure about. This agreement applies to every FLF activity, program or event I volunteer for, now or later, on or off FLF property, until I withdraw in writing.

3. VOLUNTEERING IN PLACE OF AN EVENT FEE

If I have chosen to volunteer **instead of paying a fee** (or part of a fee) for an FLF event, program or class, I agree to complete the volunteer role and hours that were agreed in advance. If I do not complete them, I am responsible for compensating FLF for **either the remaining balance or the full amount of the fee**, at the discretion of the FLF Advisory Committee. Volunteering in place of a fee does not make me an employee, and the fee I do not pay is not wages.

EVENT / PROGRAM (IF APPLICABLE) _____ FEE AMOUNT _____

VOLUNTEER HOURS OR DUTIES AGREED IN PLACE OF THE FEE _____

4. CODE OF CONDUCT

- Be respectful and professional with everyone: volunteers, staff, board members, students, families and neighbors. We welcome humor and warmth.
- No profanity, vulgar language, harassment, discrimination, bullying or threats, in person or online.
- No alcohol, illegal drugs, weapons or smoking/vaping on FLF property or at any FLF activity or event, on or off site. Do not volunteer while impaired.
- Follow all safety instructions, wear appropriate clothing, footwear and protective gear, and stay out of areas marked off limits.
- **Children and youth:** never be alone with a minor, keep activities in view of other adults, and do not contact participants privately outside FLF activities.
- Report any injury, accident, unsafe condition or concern to an FLF leader right away.

5. ACKNOWLEDGMENT OF RISKS

I understand that FLF activities, whether farm and garden work, charitable activities, community programs, fundraisers or events, on or off FLF property, have real risks. They include: animals; tools and equipment; uneven, wet or slippery ground; lifting, carrying and repetitive work; setting up and taking down tents, tables and displays; weather, sun and heat; insects, ticks and plants; soil, compost and allergens; food and drink served at events; vehicles, parking areas and travel to and from

activities; crowds; and the actions of other people. These risks can cause injury, illness, property damage or, in rare cases, death. I choose to take part knowing these risks, and I accept them.

6. RELEASE OF LIABILITY

To the fullest extent allowed by New Hampshire law, I release and agree not to sue Fourth Light Farm, its directors, officers, volunteers, employees, landowners and agents (together, the "Released Parties") for any injury, loss or damage I suffer while volunteering or taking part in any FLF activity, program or event, on or off FLF property, including claims arising from ordinary negligence. I also agree to repay the Released Parties for costs they incur because of my own careless or unlawful actions. This release does not cover gross negligence or intentional wrongdoing.

7. EMERGENCY MEDICAL CARE

If I am hurt or become ill at any FLF activity or event and cannot speak for myself, I allow FLF to call emergency services and to arrange reasonable medical care for me. I am responsible for any resulting medical costs and for my own health insurance.

8. PHOTOS AND MEDIA

FLF may take photos or video at events. Please check one:

☐ Yes, FLF may use my name and image in newsletters, on its website and on social media. ☐ No, please do not publish my image.

9. PRIVACY NOTICE

What we collect. The information on this form (your contact details, date of birth, emergency contact, any health information you choose to share, and your signature), records of the activities, events and hours you volunteer, and photos or video if you agree in Section 8.

How we use it. To manage and schedule volunteers, contact and thank you, keep you safe and reach your emergency contact, run our farm, charitable activities, programs and events, and meet legal, insurance, grant and reporting requirements.

Who sees it. FLF directors, officers and authorized leaders who need it for these purposes; emergency responders when needed; and insurers, auditors, attorneys or government agencies when required or permitted by law. We also use secure online services to store records. We do not sell or rent your personal information.

How we protect and keep it. We store it securely and limit access to people who need it. We keep it only as long as needed for the purposes above and for legal and insurance requirements, then delete or destroy it.

Your choices. You may ask to see or correct your information, ask us to delete it (unless we must keep it by law or for insurance), or withdraw photo and media permission going forward, by contacting fourthlightfarm@gmail.com. Information about volunteers under 18 is collected with a parent or guardian's consent and handled with extra care.

Other people's information. While volunteering you may see personal information about participants, families, donors or other volunteers. Please use it only for FLF purposes, treat it with care, and do not post it online or share it outside FLF without permission.

10. PROPERTY

I will take care of FLF land, tools and equipment and use them only as authorized. I bring my own belongings at my own risk, and FLF is not responsible for lost, stolen or damaged items.

> **For volunteers under 18 — Parent or Legal Guardian Consent.** I am the parent or legal guardian of the volunteer named above. I have read this agreement, I understand the risks, and I give my permission for my child to volunteer. On behalf of my child and myself, I agree to every section of this agreement, including the Release of Liability, and I authorize emergency medical care.

11. AGREEMENT

I have read and understand this agreement and I am signing it voluntarily. I understand that I am giving up certain legal rights, including the right to sue for ordinary negligence.

VOLUNTEER SIGNATURE

DATE

PRINTED NAME

PARENT / LEGAL GUARDIAN SIGNATURE (IF VOLUNTEER IS UNDER 18)

DATE

PARENT / GUARDIAN PRINTED NAME AND PHONE

ACCEPTED FOR FOURTH LIGHT FARM (NAME AND TITLE)

DATE