



Name: _____ **Date:** / /
First Middle Last

Address: _____ **Phone:** () _____
Number Street (Apt./Unit) Primary

Phone: () _____
City State Zip (Alternate)

Email: _____

Emergency Contact Information:

Name: _____ **Phone:** () _____
First Middle Last

Relationship: _____

Volunteer Checklist

- 1. Volunteer Checklist
 - Complete this form with your contact information.
- 2. Photo ID
 - Submit **color copy**.
 - Options include driver's license, state ID, or passport
- 3. Authorization, Request, and Release for Disclosure of Information
 - Complete APPLICANT SECTION of this form.
 - **We will submit it to the current/previous employer.**
- 4. Fingerprint/Criminal History
 - Complete Livescan Fingerprint Request (*for FBI and MI State Police Background Check - Agency ID # 7169K*)
 - If needed, schedule an appointment to be fingerprinted by phone (866) 226-2952 or on-line <http://www.ibtfingerprint.com/>
 - **Take the completed Livescan form to your appointment.**
- 5. Volunteer Acknowledgement
 - Complete information, sign, and date this form.
- 6. Handbook Acknowledgement
 - Read handbook and sign and date the last page.

AUTHORIZATION, REQUEST, AND RELEASE FOR DISCLOSURE OF INFORMATION

I, the undersigned Volunteer Applicant, hereby authorize my current and former employers to disclose to Detroit 90/90/University Preparatory Academy/University Prep Science & Math any unprofessional conduct by me involving a minor, and to make available to the School copies of all documents in my personnel record relating to such unprofessional conduct.

“Unprofessional conduct” includes any of the following regardless of whether or not a criminal conviction resulted:

- Any acts of misconduct, or
- Any acts of immorality, moral turpitude, or inappropriate behavior involving a minor, or
- Commission of a crime involving a minor

I hereby release any of my current and former employers who provide information and records pursuant to this authorization, and all employers acting on behalf of such current and former employers, from any liability for providing such information (unless the employer knew the information disclosed was false or misleading, or disclosed the information with reckless disregard for the truth, or the disclosure was strictly prohibited by a state or federal statute). I hereby waive any written notice required under the Michigan Volunteer Right to Know Act with regard to disclosures covered by this authorization.

It is my understanding that any information obtained in the course of this investigation will be held strictly confidential by the Organization and their agents. Information gathered will be used only for the purpose of evaluating my qualifications for volunteering at the Organization.

I understand that Detroit 90/90/University Preparatory Academy/University Prep Science & Math cannot place a volunteer who does not sign this statement, as described in Act 451 of Public Acts of 1976, SS 1230b(1).

VOLUNTEER APPLICANT to complete this portion	Applicant's Signature: _____ Date: _____ Applicant's Full Name: _____ Applicant's Former Names: _____ Applicant's Social Security Number (last 4 digits): _____ Applicant's Date of Birth: _____ Current/Former _____ Employer: _____ Supervisor/Contact Name: _____ Mailing Address: _____ City: _____ St. _____ Zip _____ Fax: _____ Phone Number: _____			
CURRENT/FORMER EMPLOYER to complete this portion	In response to the above request, I am providing the following information regarding the above named employee/former employee (please check one option): <input type="checkbox"/> No record of any misconduct <input type="checkbox"/> Record of Misconduct (see attached documentation) _____ <table style="width: 100%; border: none;"> <tr> <td style="border: none;">Representative Name</td> <td style="border: none;">Representative Signature</td> <td style="border: none;">Date</td> </tr> </table>	Representative Name	Representative Signature	Date
Representative Name	Representative Signature	Date		

Please forward the completed information by mail or fax.

Mail: Detroit 90/90 HR
P. O. Box 11290
Detroit, MI 48202

Fax: (313)887-1607

Request #	Date:	By:
1.		
2.		

Thank you for your prompt response.

LIVESCAN FINGERPRINT REQUEST

Schedule a fingerprinting appointment
on-line <http://www.ibtfingerprint.com/>
or by phone (866) 226-2952.

AUTHORITY: MCL 28.214, MCL 28.273 & MCL 28.162; COMPLIANCE: Voluntary, however failure to complete this form will result in denial of request.

After fingerprinting, return signed and completed form to employer or licensing agency.

I. Fingerprint Reason					
1. Code SE-MICHIGAN SCHOOL EMPLOYMENT (ADAM WALSH ACT)			\$46.50 + LS FEE		
2. Requestor/Agency ID 7169K		3. Agency Name UNIVERSITY PREP ACADEMY			
II. Applicant Information: Type or clearly print answers to all fields before going to be fingerprinted.					
1a. Last Name		1b. First Name		1c. Middle Initial	1d. Suffix
2. Any Alternative Names, Last Names, or Aliases (Optional)					
3. Place of Birth (State or Country)		4. Date of Birth		5. Social Security Number (Optional)	
6. Driver License State		7. Driver License Number			
8. Address					
9. City		10. State		11. ZIP Code	
12. Sex	13. Race	14. Height (Ft. & In)	15. Weight (Lbs)	16. Eye Color	17. Hair Color
III. Live Scan Information: Type or clearly print answers to all fields at the fingerprinting site.					
1. Date Printed			2. Picture ID Type Presented		
3. TCN			4. Live Scan Operator		

I understand the personal information and fingerprints submitted by live scan are used to search against criminal identification records from both the Michigan State Police (MSP) and Federal Bureau of Investigation (FBI). I hereby authorize the release of any records to the person or agency listed above.

I further understand MSP and the FBI may also retain the submitted information and fingerprints as permitted by the Privacy Act of 1974, 5 USC § 552a, for routine uses beyond the principal purpose listed above. Routine uses include, but are not limited to, disclosures to governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security, or public safety.

Signature: _____ Date: _____

28 CFR §16.34- Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

** ENSURE THAT THE CORRECT FINGERPRINTING REASON CODE AND AGENCY ID ARE USED. MSP WILL CHARGE FOR SECOND REQUESTS DUE TO INCORRECT CODES. **

Volunteer Handbook

Detroit 90/90: October 2012

WELCOME!

On behalf of the Board of Directors of Detroit 90/90, we welcome you to Detroit 90/90 and wish you great success as a volunteer within the organization. We are embarked on a great and noble challenge: Reinventing public education in America so that every child has a real opportunity to learn and live a fulfilling and contributing life. Our philosophies and learning strategies give shape to this revolutionary project. But it is the people of Detroit 90/90—our Advisors at University Preparatory Academy and University Prep Science & Math, our coaches and administrative staff, the members of the central management team, and our VOLUNTEERS—who provide the intelligence and heart that will determine our success.

This handbook was developed to describe some expectations for our volunteers and to outline Detroit 90/90's guidelines. If you have any questions about any of our policies, please contact your Principal or School Administrator.

Working together, we are convinced we can change the face of American education and have a positive impact on the lives of thousands of urban children.

Sincerely,

Detroit 90/90 Board of Directors

Responsibilities of DETROIT 90/90 Volunteers

DETROIT 90/90 Volunteers, because of their proximity to students, are frequently confronted with situations that, if handled incorrectly, could result in liability to DETROIT 90/90 AND UNIVERSITY PREPARATORY ACADEMY AND UNIVERSITY PREP SCIENCE & MATH (collectively referred to hereafter as Detroit 90/90) and personal liability to the Volunteer. It is the organization's intent to minimize that possibility.

- Volunteers shall maintain a standard of care for supervision, control and protection of students commensurate with assigned duties and responsibilities.
- Volunteers shall not send students on any personal errands.
- Volunteers shall not transport students in a private vehicle without the approval of the school leader and legal guardian.
- A student shall not be required to perform work or services that may be detrimental to his/her health.
- Volunteers shall not associate with students in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive, or involve illegal substances such as tobacco, alcohol or drugs.
- Volunteers who through conversations and/or observations suspect sexual/physical abuse of students are required by law to report the situation directly to Wayne County Protective Services and should notify their Principal of their intent to do so.

Data & Confidentiality

Our profession, legal and ethical considerations require that we safeguard our students', parents', staffs', volunteers', schools', and company's confidential information with strict diligence. Except in the performance of regular duties, do not discuss information about students or staff outside of proper channels within Detroit 90/90. Any information pertaining, or related to a students or staff matters are not to be discussed outside of Detroit 90/90, even with family members. Whenever discussing a student, use extreme caution to make sure that the information is not overheard or misused. Be careful about the materials you leave exposed around when you have students or visitors in your work space. It is imperative that you scrupulously maintain our students' and staffs' confidentiality.

Electronic Communication Policy

Computers, computer files, telephones, cell phones, voicemail systems, the E-mail system, software, and any other electronic devices or related parts (collectively referred to as "electronic devices") furnished to Volunteers are Detroit 90/90's property to assist users in performing their jobs and advance the mission and goals of Detroit 90/90 . The electronic devices, including E-mail, Internet, telephone, voicemail systems and the computers and software are to be used for business related purposes. Detroit 90/90 treats *all* documents, data and messages sent, received, created, edited, or stored in any electronic device including E-mail, Internet, computer or voicemail systems as shared, non-confidential messages. Users must apply the same standards and care to their electronic communications as with other forms of communication (written or oral). Inappropriate use can have serious consequences both for Detroit 90/90 and the Volunteers.

1. The use of the computer system and its or other electronic devices is consent by the volunteer to all monitoring of his/her use by Detroit 90/90. The log-on procedures and passwords do not give rise to any volunteer expectation of privacy. Volunteer recognizes Detroit 90/90's right to monitor all use with or without additional notice to the user or further volunteer consent to such action of Detroit 90/90. Volunteers should, however, protect their passwords so that others do not abuse it and their workstation. The right to monitor in this policy is limited to the Superintendent, Business Supervisor, IT professionals, and other management personnel as designated by the Superintendent. Detroit 90/90 has the capability to, expressly reserves the right to, and will from time to time, access, review, copy and delete any information sent, received, created, edited, or stored in the E-mail (including E-Mails accessed (sent or received) from third party servers), Internet, or voicemail systems or with use of Detroit 90/90 computers and its electronic devices, to the extent permitted by applicable law for legitimate business purposes. Detroit 90/90 may disclose such information to any party (inside or outside Detroit 90/90) it deems appropriate.

2. You may make occasional incidental use of electronic devices for personal use (less than 5%) during non-work time provided that you abide by all provisions in this policy. The abuse of this policy will subject the volunteer to discipline and/or a request for reimbursement. It must be understood that any personal information will be treated no differently from other information, which will be accessed, monitored, utilized and disclosed by Detroit 90/90 to the extent permitted by applicable law. Accordingly, users cannot use electronic devices, including the computer systems, E-mail, Internet or voicemail systems to send, receive, create, edit or store any information that they wish to keep private. Users should treat the E-mail, Internet, voicemail systems, and any other system of an electronic device as a shared file system (such as the system for word processing documents which are publicly available Detroit 90/90 documents) with the expectation that information sent, received or stored in the system will be available for review by Detroit 90/90 for any purpose as stated above. Should circumstances require that you place a long-distance call, we ask that you use a personal calling card or call collect.

3. Detroit 90/90 prohibits the use of its electronic devices, including its computers, the Internet, telephones, voicemail, or the e-mail system to harass, insult or intimidate, or use in any way that is disruptive or harmful to volunteers; to engage in any unlawful activity, enterprise or scheme; to transmit defamatory, obscene, offensive or harassing information; to transmit information that discloses personal information without authorization or to otherwise use in any other way that is in violation of Detroit 90/90 policies. For example, but not by way of limitation, the display or transmission of sexually explicit images, messages, cartoons, ethnic slurs, racial comments, off-color jokes or anything that may be construed as harassment is not allowed. Volunteers should not send confidential or proprietary documents over the internet without the approval of his or her supervisor.

4. Detroit 90/90 purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Detroit 90/90 does not have the right to reproduce such software for use on more than one computer. Volunteers may only use software on local area networks or on multiple computers according to Detroit 90/90's software license agreement. Detroit 90/90 prohibits the illegal duplication or downloading of software and its related documentation. Use of the E-mail system or the Internet to copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited. The installation or use of computer games or any other unauthorized software is a violation of Detroit 90/90 policy and will not be permitted. Any questions regarding the use of the system or software should be addressed to the Superintendent or Business Supervisor.

5. Detroit 90/90 rules for document retention apply to all electronic communications. Electronic material/communications can be required as evidence in legal proceedings.

6. Volunteers must know and recognize that the use of deletion keystroke does not necessarily mean that the document has been eliminated from the computer system.

7. Volunteers may not send any form of a personal chain letter or mass mailings (including virus warnings) to other

individuals or groups. Mass mailings and chain letters refer to emails addressed to more than four individuals.

8. Viruses can quickly spread from one location throughout the entire affiliate. If you suspect that you have a virus, shut down your computer and contact the IT Department.

E-mail

Always consider the following protocol before you send an e-mail:

1. E-mail access is provided for Detroit 90/90 business.
2. Always use business-like and clear language.
3. Only use Detroit 90/90 provided or authorized mail systems.
4. Always use the utmost care, sufficient discretion, and security when sending confidential and proprietary business information by e-mail.
5. Always keep your passwords private. Unauthorized use of another volunteer's ID is strictly prohibited. Never send an email under someone else's name.
6. When you leave your work area, log off your e-mail or institute a password to protect your workstation.
7. If you change any e-mail before forwarding it, clearly indicate every change.
8. Type "DO NOT FORWARD" on any email you do not want forwarded, and don't forward email marked "DO NOT FORWARD."
9. Never use profanity, inappropriate language, or send discourteous or offensive e-mails.
10. Don't read misdirected e-mails; return them to their senders.
11. Don't expect e-mail to be private.
12. When sending an attachment by e-mail, identify the software and versions. Do not send large attachments and do not send non-business e-mails to more than 4 or more persons.
13. Inappropriate use of e-mail should be reported immediately to Management.
14. Remember, e-mail is not always the most appropriate method of communicating. Depending on the circumstances, a phone call, memo, or face-to-face meeting may be better.

Threatening E-Mails: A user who receives a threatening e-mail at the office or home should:

1. Keep the e-mail in their mailbox.
2. Forward a copy of the e-mail to IT personnel and your immediate supervisor.
3. Notify the Central Management Division, the Building Administrator, or your Supervisor.

Internet

The Internet represents a valuable resource to Detroit 90/90 for specifically defined business functions and to promote the mission of Detroit 90/90. It also exposes Detroit 90/90 in an unprecedented and highly visible fashion as compared to a secured network. Detroit 90/90 may be implicated for a range of inappropriate or unethical use by individuals who were provided Internet access.

1. Use of Detroit 90/90-provided Internet services to access, download or send material that is not business related is prohibited. The Internet is to be used primarily for business purposes.
2. Transmission of sensitive and proprietary business information over the Internet is strongly discouraged, unless required to meet a critical business need. Supervisor's approval should be obtained in advance.
3. Software and data that is obtained from the Internet must not violate the intellectual property rights of others.
4. Business functions or divisions electing to publish on the Internet must first secure the necessary Detroit 90/90 approvals and maintain an ongoing approval process when the content of published information changes.
5. Certain sites lacking sufficient business justification or that interfere with the operations of Detroit 90/90 information technology may be blocked.
6. Where applicable, the same policies and rules covering communication or material (i.e., content, appropriateness,

security, business purpose) outlined above apply equally to Internet usage.

7. Volunteers may not post any electronic communication that could be misconstrued as an endorsement by Detroit 90/90, or could reflect negatively on Detroit 90/90. Be aware that items posted to Internet bulletin boards, mailing lists, and others, are identified by Detroit 90/90 staff e-mail address.
8. If you feel you must utilize a site for research and/or teaching that could be construed as inappropriate by a reasonable person/parent, you must first consult with the Assistant Superintendent and receive written authorization.

Limited personal use of the Internet is allowed by Detroit 90/90. However, the volunteer-user is reminded that use of any and all Detroit 90/90 property is primarily for the purpose of Detroit 90/90 business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the person's responsibilities.

This policy should be read and interpreted in conjunction with all other Detroit 90/90 policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Volunteer-users are prohibited from accessing the Internet for any unethical purposes, including pornography, violence, gambling, racism, harassment, or any illegal activity.

Social Networking

As outlined elsewhere in the handbook, Detroit 90/90 respects the legal rights of our volunteers. In general, what you do on your own time is your affair. However, activities in or outside of work that affect your job performance, the performance of others, or Detroit 90/90's business interests are a proper focus for Detroit 90/90 policy.

Online social media enables individuals to share their insights, express their opinions and share information within the context of social, industry, areas of expertise, or general opinions on a globally distributed scale. Each tool and medium has proper and improper uses. While Detroit 90/90 encourages all of its volunteers to join a global conversation, it is important for volunteers who choose to do so to understand what is recommended, expected and required when they discuss Detroit 90/90 -related topics, whether as part of their work, just at work, or on their own time.

1. Know and follow the Detroit 90/90's policies.
2. Volunteers are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Be mindful that what you publish will be public for a long time. Imagine you are posting it on the bulletin board in the break room, and it will never be taken down.
3. When you discuss Detroit 90/90 or Detroit 90/90-related matters as part of your work, identify yourself—name and, when relevant, your role at Detroit 90/90. Write in the first person. You must make it clear that you are speaking for yourself and not on behalf of Detroit 90/90.
4. Unless posting to a Detroit 90/90-sanctioned site, do not utilize Detroit 90/90 logos, trademarks, or other intellectual property.
5. Don not cite or reference clients, partners or suppliers without their approval. When you do make a reference, where possible link back to the source.
6. If you publish content to any website outside of Detroit 90/90 and it has something to do with work you do or subjects associated with Detroit 90/90, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent Detroit 90/90's positions, strategies or opinions."
7. If you are advocating for Detroit 90/90 (i.e. telling people how great our services/products are), you must identify yourself as a volunteer of Detroit 90/90.
8. Respect copyright, fair use and financial disclosure laws.
9. Don't provide confidential or other proprietary information.
10. Respect your audience and/or co-workers. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in Detroit 90/90's workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory—such as politics and religion.
11. Find out who else is blogging or publishing on the topic, and cite them.
12. Be aware of your association with Detroit 90/90 in online social networks. If you identify yourself as a Volunteer, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients. Do not create potential conflicts of interest between the Detroit 90/90, its clients, or future clients.

13. Don't pick fights, be the first to correct your own mistakes, and don't alter previous posts without indicating that you have done so.
14. Try to add value. Provide worthwhile information and perspective. Detroit 90/90's reputation is best represented by its people, and what you publish may reflect on its reputation.
15. In regards to volunteering situations, volunteers should not use social media sites to research potential volunteers, provide references or recommendations, or circumvent Detroit 90/90'S performance management process. Contact Administration or Central Management for guidance in these situations.
16. For supervisors, it is best to avoid conflicts by "friending" members of your team, or attempting to gain access to "volunteer only" sites. Contact the Central Management Division for guidance in these situations.
17. Use common sense.

This policy should be read and interpreted in conjunction with all other Detroit 90/90 policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior, and protecting the best interest of Detroit 90/90, its volunteers and customers.

Volunteer-users are prohibited from accessing the Internet for any unethical purposes, including pornography, violence, gambling, racism, harassment, or any illegal activity. Violation of this policy, or the failure to report any violations of this policy, can lead to disciplinary action up to and including discharge.

Voice Over IP - E911

Some Detroit 90/90 locations utilize Voice Over IP (VoIP) based phone services. These services offer us a great deal of flexibility and productivity but also function differently than traditional phone services. Our VOIP service provider provides Enhanced 911 ("E911") Services to its VoIP customers. When you make an E911 call, it is routed directly to the Public Safety Answering Point (PSAP) for your area. Unlike the E911 service from a local telephone Company, E911 on corporate phones WILL NOT work in the following instances:

- If you lose power to customer premise equipment (i.e. – modem, wired/wireless routers, VoIP adapters, etc.)
- You move your phone equipment to a different physical address (e.g., you take it home, to a different office, room, etc.)
- Your internet connection slows or is interrupted
- Your service is turned off or disconnected for non-payment
- A service outage occurs for any other reason
- You are using a "softphone" (software based phone on your PC).

It is the volunteer's responsibility to convey these limitations to any household residents, volunteers, guests and third parties who may use the corporate VoIP service.

Please be aware that if you will be working from another office for an extended period of time that the E911 information for your phone needs to be updated to represent the physical location of the phone.

Detroit 90/90 Property

No Detroit 90/90 vehicle or property such as tools, office machines, supplies, computers, etc. may be used without prior consent of management. Utilization of organization vehicle, tools, equipment or other organization property for personal use is prohibited unless the Assistant Superintendent or Business Supervisor has granted prior authorization.

If you are granted authorization, you understand and agree that the organization is not liable for personal injury incurred during the use of organization property for personal projects. As a organization volunteer, you accept full responsibility for any and all liabilities for injuries or losses, which occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition and you agree that you are required to pay for any damages that occur while the equipment or tools are used for personal use.

Standard of Conduct

Detroit 90/90 considers volunteers to be partners in our mission. Since each volunteer is regarded by the community as a representative of Detroit 90/90, it is important that such contacts be a credit to Detroit 90/90. This includes, anytime while representing Detroit 90/90 in the following situations:

- To and from job sites
- Driving Detroit 90/90 vehicles
- Dealing with Detroit 90/90 vendors
- Any time you could generally be understood to be representing Detroit 90/90

Disregard of this responsibility may be cause for termination of volunteer opportunities at Detroit 90/90.

Media Inquires

Detroit 90/90 will generally provide a response to media inquiries within 24 hours of receipt. Individuals designated to speak on the organization's behalf are the CEO, Superintendent(s), Principal(s), or Business Manager(s). No one other than these individuals should represent Detroit 90/90's position to the media. When inquiries require a detailed technical explanation, a spokesperson may be designated to address a particular issue.

All media inquiries, whether verbal or written, are to be directed to the Superintendent who will evaluate the request and answer or direct it as appropriate.

Conflict of Interest

Detroit 90/90's business affairs are to be conducted with honesty, integrity and the highest order of business ethics. In all cases, volunteers are expected to act legally and ethically and in the best interest of Detroit 90/90. Volunteers must refrain from taking part in, or exerting influence on, any transaction, investment or business, in which their own interests may conflict with the best interests of Detroit 90/90.

Volunteers are prohibited from owning any interest in, working for, or accepting compensation in any form from any of our customers, competitors or suppliers except as specifically authorized in writing by an officer of Detroit 90/90. All volunteers are required to disclose in writing to the Executive Leadership of Detroit 90/90 any proprietary or financial interest they may have in any organization with which Detroit 90/90 does business or with which it is in competition so that a determination can be made as to whether a conflict of interest exists.

Nothing in this Handbook is intended to restrict investment or require disclosure of any investment by any volunteer in a stock or other security of any corporation listed on a national securities exchange or regularly traded by national securities dealers, provided that such investment does not exceed one percent of the market value of the outstanding securities of such corporation.

Volunteer Safety

Detroit 90/90 will provide a safe and healthy work environment for all volunteers. Volunteers are expected to comply with all safety requirements whether established by management or by federal, state, or local law. Any safety violation or any accidents resulting in injuries to volunteers should be reported immediately to management. Safety equipment must be used at all times. Volunteers are responsible for the following items:

- Knowing and following all safety rules established for your site, department, and job task
- Promptly reporting any unsafe acts or conditions to your supervisor or the organization
- Working in such a way that ensures our safety as well as the safety of co-workers
- Helping fellow volunteers with safety requirements
- Requesting help when unsure of how to perform a task safely
- Using and maintaining all safety devices and guards as provided
- Maintaining physical and mental health conducive to safety
- Performing work in ways that will not imperil others
- Not leaving unsafe conditions on any job site
- Abiding by the safety rules of location

Accidents and Injuries

All accidents, whether or not resulting in personal injury, that you are involved in that arise out of or during the course of your volunteering, involving Detroit 90/90 vehicles or equipment, property, or people, no matter how trivial, must be reported immediately to your Building Administrator or Central Management with as much information as possible.

If necessary, in instances of personal injury, your Supervisor will see that medical attention is administered. Your Supervisor should also be notified if you become sick while at work and you will be given necessary assistance in these situations.

Any injuries you sustain in recreational activities on Detroit 90/90 property, regardless of when such activities are conducted, are your sole responsibility. Detroit 90/90 assumes no responsibility for any such injuries.

Blood-Borne Pathogens

Blood-borne pathogens are infectious diseases (such as HIV, hepatitis, etc.) carried in blood or other body fluids. If you are called upon to assist with first aid, avoid unnecessary exposure to body fluids. Use latex gloves and scrub down afterwards. As with any accident, injury or safety-related incident, tell your direct supervisor or Building Administrator and provide a written report immediately following.

Housekeeping

All volunteers are expected to maintain their work area in a neat and orderly manner. Desktops should be cleaned off each evening, and excess clutter stored in drawers, etc.

Coffee and soft drinks are permitted at your desk. Empty cups, cans, etc., should be cleaned and removed each evening, and all food and eating confined to food areas provided at each facility.

In our business, good housekeeping is the daily responsibility of each volunteer. Without a well-kept office, workflow is inhibited and our public image suffers significantly. Please keep your desk and surrounding work area neat, clean, organized, and free of articles that clutter your area.

Good housekeeping reflects business professionalism, and your cooperation in such efforts is expected.

Physical Security

Detroit 90/90 will assist its volunteers in safeguarding their personal property while on site. However, Detroit 90/90 cannot assume responsibility for the personal belongings of its personnel and volunteers.

All volunteers and their possessions will be subject to search, surveillance, and interrogation whenever Detroit 90/90 feels such action must be taken to maintain security or protect its property. These activities will be conducted only when deemed reasonably necessary by Detroit 90/90 and will be handled in as discreet a manner as possible to avoid personal embarrassment.

Workplace Violence Prevention

Detroit 90/90 is committed to offering volunteers an environment free from violence. Therefore, we enforce a clear policy of zero-tolerance for all forms of violence in our workplace including, but not limited to: physical assault, verbal or nonverbal threats or intimidation, possession of any type of weapon (concealed or otherwise), destruction or defacing of Detroit 90/90 property, and the use of profanity or threatening abusive language, stalking or intimidation. Detroit 90/90 will determine, in its discretion, whether an act is violent or not.

It is important that every volunteer understand that there is no such thing as an idle threat. Detroit 90/90 will interpret any threatening statement or gesture as "intent to carry it out" and will not accept as a defense that a volunteer was "only joking or fooling around."

After investigation, anyone who is found to have engaged in an act of violence will be disciplined up to and including discharge. All violence allegations will be thoroughly investigated on a case-by-case basis as promptly as practical. Detroit 90/90 will take the appropriate corrective action as warranted by such investigation. All violence complaints will be handled in as confidential a manner as possible, consistent with resolution of the problem.

Also, if a volunteer feels they are in danger of a violent act, they must inform the Building Administrator or Central Management so that Detroit 90/90 can take any necessary precautions.

Concealed Weapons Policy

The organization strictly prohibits possession of weapons of any type on all Detroit 90/90 property (including leased

properties), including guns, both concealed and visible, and without regard to the validity of any permits. Also included are knives, explosives or any other deadly object.

The organization reserves the right to search a person, vehicle, or other locations on Detroit 90/90 property when there is cause for suspicion.

Violators are subject to termination of volunteer opportunities, criminal prosecution or any combination of sanctions.

Fire, Tornado & Emergency

Volunteers are required to comply with posted fire, tornado, and emergency policies.

Should evacuation of the building be necessary, volunteers shall follow instructions for evacuation procedures as established by Detroit 90/90 safety programs. Volunteers are responsible for familiarizing themselves with all building exits and safe areas.

In addition, Detroit 90/90 worksite locations have emergency procedures in place should a lock down be necessary. Volunteers shall follow instructions for these procedures as established by Detroit 90/90 safety programs. Volunteers are responsible for familiarizing themselves with these procedures.

Smoking

By state law, smoking will not be permitted on organization property.

Parking

You must park in volunteer designated parking areas. Handicapped, visitor parking spaces & fire lanes must remain free for their intended use. Damage to volunteer vehicles (for any reason) is the responsibility of the volunteer. We strongly recommend not leaving personal articles, especially of any value, in your vehicle or in plain site where they may become a target for theft. See also "***Personal Property***".

Solicitations

In an effort to assure a productive and harmonious work environment, persons not employed by the organization and persons not engaged as volunteers may not solicit or distribute literature in the workplace at any time for any purpose.

The organization recognizes that volunteers may have interests in events and organizations outside the workplace. However, volunteers may not solicit or distribute literature concerning these activities during work time. Work time does not include lunch periods, work breaks, or any other periods in which volunteers are not on duty.

In addition, the posting of written solicitations on organization bulletin boards is restricted. If volunteers have a message of interest to the workplace, they may submit it to their supervisor for approval.

Volunteer Handbook Acknowledgement

I acknowledge receipt of the Detroit 90/90 Volunteer Handbook edition noted below.

The Volunteer Handbook describes important information about Detroit 90/90, and I understand that I should consult the Building Administration or Central Management Division regarding any questions not answered in the Handbook.

Since the information and policies described herein are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this Handbook is neither a contract nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies in this Handbook and any revisions made to it.

Failure to comply with these guidelines may result in my ability to volunteer at Detroit 90/90 being restricted or eliminated.

**VOLUNTEER NAME
(PRINTED):**

VOLUNTEER SIGNATURE:

DATE:

Detroit 90/90: October 2012

[I UNDERSTAND THAT A SIGNED COPY OF THIS ACKNOWLEDGEMENT WILL BE KEPT IN MY VOLUNTEER FILE.]