

# NEDCO

Neighborhood Economic  
Development Corporation

## Volunteer Application

Thank you for your interest in volunteering at NEDCO! Please complete this application and submit via email to [charlotte@nedcocdc.org](mailto:charlotte@nedcocdc.org) or return to one of the NEDCO locations listed below.

NEDCO – Lane County Location  
Attn: Volunteer Program  
212 Main Street  
Springfield, OR 97477  
Phone: 541-345-7106

NEDCO – Mid-Willamette Valley Location  
Attn: Volunteer Program  
2700 Market St NE, Suite 110  
Salem, OR 97301  
Phone: 503-779-2680

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ BEST CONTACT (EMAIL, PHONE): \_\_\_\_\_

What interests you about volunteering at NEDCO/SFM? \_\_\_\_\_

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Which volunteer positions interest you? \_\_\_\_\_

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Are you interested in taking a lead role in any of these positions? Which one(s)? \_\_\_\_\_

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How many hours per week are you available? \_\_\_\_\_ Please note your availability below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Do you have skills, experience or characteristics you would like to share with us (see Volunteer Descriptions to see what might be relevant to specific positions)?

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Do you speak any other languages aside from English?

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Do you have any limitations, physical or otherwise, related to volunteering of which we should be aware?

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How did you hear about NEDCO?

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I would like to receive NEDCO's enews:

- General NEDCO    Regional Housing Centers    Springfield Farmers' Market    Downtown Springfield

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If volunteer applicant is under 18 years of age:

\_\_\_\_\_  
Printed name of parent or guardian

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

*NEDCO will not discriminate against persons because of sex, race, color, religion, class, national origin, age, political or union affiliation, marital status, or sexual orientation, and will not allow such protected status to hinder access to either employment, volunteer opportunities, or services delivered by NEDCO.*

**Neighborhood Economic Development Corporation  
Non Disclosure/Confidentiality Agreement**

All staff and volunteers share in the responsibility of ensuring that client information, proprietary information and confidential business information that are vital to the interests and the success of NEDCO (Neighborhood Economic Development Corporation) are protected.

Proprietary information includes all information obtained by NEDCO regular and temporary employees, volunteers and interns during the course of their work.

Confidential information is any information about NEDCO that is not generally known to the public. This may include, but is not limited to, client information, sponsor lists, donor lists, customer lists, personnel files, computer records, financial and marketing data, software, hardware, and trade secrets. No such data may be removed from the Organization's premises without prior written authorization from the Executive Director.

All inventions, improvements, and ideas made or conceived by an employee during his/her period of employment with NEDCO that are construed to be related to the business of NEDCO shall be the exclusive property of NEDCO. The employee must apprise his/ her supervisor if there is a question of relevancy.

Employees are expected to hold confidential all that takes place within NEDCO's office. Non-managerial staff should not talk to the media about NEDCO or its activities without the express permission of their supervisor, or the Executive Director. Any issues or problems should be referred to the Executive Director both personally and by confidential memo.

Client information may be shared with any entity covered by our release of information/disclosure once it has been signed by the client. However, only information that is required to further the interests of the client should be shared. Client information should be discussed only with staff members needing the information in order to effectively further the interests of the client.

A violation of this policy may subject the employee/volunteer/intern to immediate termination and possible legal action.

I acknowledge that I have received NEDCO's Non Disclosure/Conflict of Interest Policy and that I have read and understand the Policy. I agree to comply with the Policy.

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Signature

Date

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Printed Name



**PHOTO AND ARTICLE RELEASE FORM**

To NEDCO (Neighborhood Economic Development Corporation), with its principal office at 212 Main Street, Springfield, Oregon 97477 I, \_\_\_\_\_ hereby authorize you to print, publish (in any medium or form, including but not limited to print, electronic, etc.) photographs including my image and likeness as well as any articles accompanying the photos.

\_\_\_ I also give permission to depict my minor children pictured as well, if applicable.

\_\_\_ I hereby agree to indemnify and hold harmless NEDCO against claims, damages, and incumbent legal fees that may result from publishing these photographs and quotes and/ or any infraction of the foregoing authorizations.

\_\_\_ Neither I, nor any other person appearing in such photographs that are giving permission herein, shall receive any compensation for the use of the photographs or quotes.

**ASSUMPTION OF RISK, RELEASE AND WAIVER**

The undersigned understands that there are risks involved in their participation as a volunteer through NEDCO, including but not limited to the risk of property damage, personal injury or death. I understand that the execution of this document is a precondition to my participation as a Volunteer Instructor. I further understand and acknowledge that neither NEDCO, nor any of the Project sponsors or underwriters provides insurance for me, or will otherwise indemnify me or anyone else who may participate, for any injuries, claims or any other liabilities arising from or related to my organization/employees/company/my volunteer service.

In consideration of organization/employees/company/my participation as a volunteer, I assume all risks and responsibilities surrounding my involvement and I release, agree to defend, hold harmless and indemnify NEDCO, its directors, officers, employees, agents and representatives of, from and against all liabilities, claims, demands or causes of action of any kind or nature that relate or pertain in any way to my participation. I understand and acknowledge that NEDCO is not responsible for my safety as a participant or volunteer and cannot guarantee my safety or security, and understand that I am solely responsible for my safety at all times.

I assume all of the risks involved with organization/employees/company/my participation as a volunteer. I assume these risks whether foreseen or unforeseen, whether they are due to intentional tortuous conduct or negligence on behalf of any individual, that arise from, or are in any way connected with organization/employees/company my participation as a volunteer.

I further agree to perform organization/employees/company/my volunteer duties to the best of my ability and to adhere to NEDCO rules and procedures.

I acknowledge and confirm I have read, understand and agree to this Assumption of Risk, Release and Waiver.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Phone number