**Volunteer Sign-Up Form**

Public Radio East volunteers participate in a wide variety of activities. Tell us about your interests and join us by completing this form.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City/State/Zip</td>
<td></td>
</tr>
<tr>
<td>Telephone - Home</td>
<td>Daytime</td>
</tr>
<tr>
<td>Email</td>
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I am interested in the following volunteer opportunities:

- [ ] FUND DRIVE - Answering the telephones during the on-air portion of the annual Fall and/or Spring Fund Drives.
- [ ] MAILINGS – Folding, stuffing, and labeling direct mail items.
- [ ] OFFICE/CLERICAL – Duties may include filing, computer data entry, answering the telephone and making telephone calls. (Note: office volunteers are not asked to solicit contributions by telephone.)
- [ ] PUBLIC RADIO EAST AMBASSADOR – Meet and greet the public at cultural events. Ambassadors set-up and staff informational tables at events that are co-sponsored by Public Radio East. For most concerts and performances, ambassadors receive event tickets when they staff the PRE information table.


Please tell us about your particular cultural interests and your hobbies:

Please note special talents, skills, or work experience that you would be willing to share with Public Radio East:

<table>
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<tr>
<th>Availability - please check all that apply</th>
<th>WEEKDAYS</th>
<th>WEEKENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Before business hours</td>
<td>Mornings</td>
</tr>
<tr>
<td></td>
<td>During business hours</td>
<td>Midday</td>
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<tr>
<td></td>
<td>Evenings</td>
<td>Evenings</td>
</tr>
</tbody>
</table>

*You will be required to have a background check before being able to volunteer at PRE.*

Please return to: Attn: Volunteers
Public Radio East
800 College Court
New Bern, NC 28562

For Office Use Only:
Application Received:
Confidentiality Agreement Received:
Background Check Approved Date:
PUBLIC RADIO EAST
THE NEWS AND CLASSICAL MUSIC NETWORK 89.3 WTEB
THE NEWS AND IDEAS NETWORK 88.5 WZNB / 90.3 WBJD / 88.1 GREENVILLE

Public Radio East Volunteer Agreement

Thank you for volunteering at Public Radio East (PRE). The purpose of this Agreement is to assure that you have a clear understanding of the expectations and obligations of your volunteer activities at PRE.

Name

__________________________________________________________

Address

__________________________________________________________

City/State/Zip

__________________________________________________________

Telephone (Home) ____________________________ (Daytime) ____________________________

Email

__________________________________________________________

Emergency Contact

__________________________________________________________

Relationship ____________________________ Telephone ____________________________

Assigned PRE Supervisor

__________________________________________________________

Term of Appointment: Three (3) years from Volunteer’s signature date below.

__________________________________________________________

GENERAL TERMS

As a Volunteer, I agree:

• To abide by all applicable policies and rules of Craven Community college (the LICENSE HOLDER) and PRE. These policies include but are not limited to, rules on sexual harassment, nondiscrimination, drug and alcohol abuse, and a smoke-free environment. These policies are available at www.cravenc.edu or upon request.

• That I will not receive any wage, salary, benefits or other compensation for my volunteer services. Further, I understand that I will not be considered under this Agreement or otherwise, as having employee status or be entitled to participate in any plans, arrangements or distributions by the LICENSE HOLDER pertaining to or in connection with any pension, bonus or similar benefit plans.

• That I or the LICENSE HOLDER may terminate this Agreement at any time without prior notice.

• That I may not act for, represent, or bind the LICENSE HOLDER in any manner.

• To defend, indemnify and hold harmless the LICENSE HOLDER from any and all loss or damage to persons or property which the LICENSE HOLDER, its employees, or other parties may suffer on account of any accident or occurrence caused by my negligence or misconduct.

BARKER HALL 800 COLLEGE COURT NEW BERN, NC 28562 252.638.3434 FAX 252.638.3538 WWW.PUBLICRADIOEAST.ORG
CONFIDENTIALITY

In performing my volunteer services at PRE, I understand that I will see and have access to confidential or sensitive information and documents related to PRE and the LICENSE HOLDER (Confidential Information). Confidential Information may be in a variety of forms, including but not limited to paper or electronic format and in possession, custody and/or control of employees who work at PRE and the LICENSE HOLDER. Confidential Information includes but is not limited to, programming plans, business plans, financial information and information about personnel, donors and listener-members, including donors’ credit/debit card information, and other sensitive information. I understand that the disclosure of Confidential Information may cause irreparable harm to PRE and the LICENSE HOLDER.

Specifically, I understand and agree that:

- I will not use Confidential Information for my own personal or other inappropriate purposes.
- I will not copy for my own use, any document that I am given, shown or have access to, except to the extent that I am given permission to do so by my supervisor.
- I will not remove any document or file from PRE or LICENSE HOLDER property.
- I will not look at, examine or retrieve any document or file except those to which I am given access or that I am otherwise authorized to handle.
- I will not discuss with anyone, unless authorized by my supervisor, any fact, matter, document, or file, the substance or the existence of which I would have known except for the duties I perform at or for PRE.
- If I am uncertain whether a particular fact, matter, document or file is covered by the confidentiality strictures of this agreement, I will resolve all uncertainties in favor of preserving the confidentiality of that item, and I will seek clarification from my supervisor before engaging in any conduct that may jeopardize the confidentiality of that item.
- I understand that PRE will take all necessary steps to respond to any violation of the terms in this agreement, including without limitation, referring such violations to appropriate law enforcement authorities for appropriate adjudication or prosecution.
- I understand that these Confidentiality provisions will survive the termination of my services at PRE.

By dating and signing this agreement in the spaces provided below, I certify that I have read this Agreement, that I understand the terms and conditions therein, and I agree to abide by them. I also agree to a background check.

_________________________  ____________________  ___________________
Signature                      Date                         Printed Name

Copies of this agreement will be maintained by the volunteer, the volunteer supervisor, and other PRE staff and/or management as deemed necessary.

Please return this form with your completed Volunteer Sign-Up Form to the address below.

BARKER HALL  800 COLLEGE COURT  NEW BERN, NC  28562   252.638.3434  FAX 252.638.3538  WWW.PUBLICRADIOEAST.ORG