

Thank you for your interest in volunteering with Vivid Events KC.

Volunteers play a vital role in many aspects of business, community and organizations. The information you provide will be stored in confidence under the provisions of; Data Protection Act. Only authorized staff will have access to your information.

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthdate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you are involved with us as a volunteer and an emergency arises, who should we contact?**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred hospital: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Your rights and responsibilities:***

1. ***Volunteers have the right to decline and/or cancel the day of an event as long as there is a 2 hour notification. (Please respect this request in the event that we will need to find a replacement.)***
2. ***Volunteers must remain professional at all times;(positive attitude, no foul language, no consumption of drugs and alcohol during time of assignment, dressed in appropriate VEKC uniform upon request, request breaks when needed to prevent feelings of being overwhelmed)***
3. ***Volunteers must take (2) 15 minute breaks and (1) 30 minute break during events that last more than (5) hours.***
4. ***Bringing your lunch and light snacks are suggested. Meals and snacks are subject to be provided depending on event and time length of event.***
5. ***If VEKC is supplying the food and drinks for an event you are allowed access to food. However, if food is NOT provided by VEKC you may NOT have access to any food.***
6. ***Always sign in and out before and after an event when you volunteer if you require hour documentation for a specific reason.***
7. ***If required, you will receive a certificate at the end of each quarter or sooner with your total hours served. (3-4x a year)***
8. ***Volunteers should be aware of the perks offered to them: 20% off their rental at VEKC after 4 consecutive events and limit (2 redeemed discounts) per year, a complimentary company t-shirt, invitation to appreciation luncheons and similar events, unlimited networking opportunities and a chance to enter drawings for prizes during appreciation events.***
9. ***Any volunteer in non-compliance with the contract will be asked to leave immediately, return their company shirt right away and asked to leave the premises with a non-request of return.***

***Thank you for understanding!***

***Vivid Events KC,***

***Signature of agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| **Name/Event** | **Time In** | **Time Out** | **Total Hours Served** |
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