Hmong American Women’s Association

9235 W. Capitol Drive, Suite 414

Milwaukee, WI 53222

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**HMONG FAMILY STRENGTHENING HELPLINE VOLUNTEER UNDERSTANDING OF AGREEMENT**

This Hmong Family Strengthening Helpline (HFSH) Volunteer Understanding Agreement is effective as

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) by and between Hmong American Women’ Association (HAWA), whose address is 9235 W. Capitol Drive, Suite 414, Milwaukee, WI 53222 and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Purpose**

This Agreement outlines the relationship and mutually agreed upon agreement between the Parties to the Agreement (HAWA and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) and the HFSH Volunteers set forth. Wherein, HFSH Volunteer desires to accept volunteer with HAWA and HAWA desires to provide the HFSH Volunteer with a learning experience.

1. **HFSH Volunteer’s Obligation and Acknowledgements**
2. **While on duty for the Helpline, the HFSH Volunteer agrees and acknowledges his/her obligation to:**
3. Perform all work allocated to the HFSH Volunteer to the best of the HFSH Volunteer’s ability;
4. Exercise all due care and skill;
5. Comply with all lawful and reasonable directions and instructions given to the HFSH Volunteer by employees of HAWA during the course of the HFSH Volunteer;
6. Comply with any and all HAWA policies and procedures that apply, or may apply, to the HFSH Volunteer during the course of the HFSH Volunteer time;
7. At all times comply with any and all legislation, codes or guidelines, in whatever form, that are applicable to the HFSH Volunteer, and
8. Undergo any and all training that the HAWA deems necessary to enable the HFSH Volunteer to safely and efficiently perform the HFSH Volunteer’s duties during the HFSH Volunteer time.
9. **Confidentiality / Non-Disclosure**
10. Proprietary Information:

HFSH Volunteer recognizes that his/her relationship with HAWA creates a relationship of confidence and trust between himself/herself and HAWA with respect to any information that is (i) applicable to the business of HAWA; or (ii) applicable to the business of any client or customer of HAWA, which may be made know to him/her by HAWA or any client or customer of HAWA, or learned by him/her in such context during the period of his/her relationship with HAWA.

1. The HFSH Volunteer understands that there will be a monetary stipend of $0.50 per hour for up to 120 hours per month and is receivable up to 180 months **when** **funds are available**. Further, the HFSH Volunteer understands that he/she is not entitled to any other benefits of employment, including, but not limited to, health insurance or paid time off.
2. The HFSH Volunteer understands that this volunteering does not guarantee future employment with the HAWA.

**3. Term**

1. The HFSH Volunteer will commence on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(“Commencement Date”) and end

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(“Cessation Date”).

1. The HFSH Volunteer may not be extended beyond the cessation Date except by further agreement in writing executed by the Parties.
2. The HFSH Volunteer may be terminated prior to the Cessation Date in accordance with clause 4 of this Agreement.

**4. Termination of HFSH Volunteer**

The HFSH Volunteer accepts that the volunteer may be terminated at any time prior to the Cessation Date, at the Company’s sole discretion.

**5. Jurisdiction**

This Agreement shall be governed by, unconstructed and enforced accordance with the laws of Wisconsin. Company and HFSH Volunteer recognizes and accept that the State of Wisconsin shall have jurisdiction and venue for any dispute under this Agreement.

**6. Miscellaneous**

a. If any portion of this Agreement shall be held invalid, such invalidity shall not affect the other provisions hereof, and to this extent, the provisions of this Agreement are to be and shall be deemed severable. If any party hereto incurs any legal fees, whether or not action is instituted, to enforce the terms of this Agreement or to recover damages or injunctive relief for breach of this Agreement, it is agreed that the successful or prevailing parties shall be entitled to reasonable attorney fees and other costs in addition to any other relief to which it or they may be entitled.

b. This Agreement constitutes the entire understanding between all the parties and supersedes all previous understandings, agreements, communications and representations, whether written or oral, concerning the discussion by and between the Parties hereto.

c. This Agreement may not be amended in any respect whatsoever except by a further agreement, in writing, executed by each of the Parties.

d. If either Party should waive any breach of any provision of this Agreement, such Party shall not thereby be deemed to have waived any preceding or succeeding or succeeding breach(es) of the same provision, or have thereby waived any other provisions hereof.

**IN WITNESS WHEREOF,**

The Parties hereto have individually and by their duly authorized representatives executed and delivered this Agreement, to be effective as of the date first written above.

**AGREED TO AND ACCEPTED BY:**

**Hmong American Women’s Association (HAWA):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)

**VOLUNTEER:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Date)

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(Name)