



420 Villa Dr • Box Elder, SD 57719 • Phone: 605-923-1404 • Fax: 605-923-4264

### Volunteer Confidentiality Agreement

This agreement applies to all volunteers associated with and/or involved in the activities of the City of Box Elder. This includes all activity associated with the City of Box Elder at City Hall and any off-site activities.

All data, materials, knowledge and information generated through the City of Box Elder, or having to do with the City of Box Elder, or persons associated with our activities, is considered to be privileged and confidential and is not to be disclosed to any third party. All pages, forms, information, documents, printed matter, conversations, messages (received or transmitted) resources, email lists, email messages, client, staff, or public information is confidential and the exclusive property of the City of Box Elder. This also includes any information pertaining to City of Box Elder staff, clients and volunteers.

Any disclosure, misuse, or transmitting of materials and information whether intentional or unintentional could be cause for dismissal and /or prosecution according to applicable laws.

My signature signifies that I agree to these terms and conditions.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Volunteer's age (if under 18) \_\_\_\_\_ Signature parent/legal guardian: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_



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### Photo/Video Release Form

*The City of Box Elder occasionally uses photographs of volunteers/patrons and events in its publications and on its website. Please sign this release form to grant The City of Box Elder permission to use your photo/video.*

I hereby grant permission to the City of Box Elder to use my photograph on its website or in other official printed publication without payment or other consideration. I understand that once my image is posted on the City of Box Elder's website, the image can be downloaded.

I agree to indemnify and hold harmless and release the City of Box Elder, its employees, elected officials and other agents from all claims, demands, and causes of action which I, my heirs, representatives, or any other persons acting on my behalf may have by reason of this Release.

The City of Box Elder reserves the right to discontinue use of photos without notice.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Volunteer's age (if under 18) \_\_\_\_\_ Signature of parent/legal guardian \_\_\_\_\_

Witness: \_\_\_\_\_ Date \_\_\_\_\_