



Sunnyvale Community Services

725 Kifer Road, Sunnyvale, CA 94086 408.738.4321

Working to Prevent Homelessness and Hunger

Sunnyvale Community Services Volunteer Media Agreement

In consideration of the opportunity afforded me to participate as a volunteer for Sunnyvale Community Services (SCS), I agree to the following media policies:

1. **Media Authorization.** I consent to the unrestricted use by Sunnyvale Community Services, or any person authorized by Sunnyvale Community Services, in any medium, including the Internet, of any photographs, recordings, interviews, videotapes, film, or similar visual or auditory recordings of me created in connection with my participation as a volunteer. SCS staff will attempt to limit use of your image upon request on a case by case basis. This accommodation by SCS is not an agreement to do so on an ongoing basis and SCS is not under any obligation to delete or retract published images.
2. **Social Media.** Inappropriate use of social media can pose risks to our confidential and proprietary information and reputation, and can jeopardize our compliance with legal obligations. As a volunteer with Sunnyvale Community Services, I agree to the following social media policy. This policy covers all forms of social media including but not limited to: Facebook, YouTube, Twitter and all other social networking sites, and all other internet postings, including blogs. This policy applies regardless of whether the social media is accessed using Sunnyvale Community Services IT facilities and equipment or equipment belonging to volunteers. If this policy is breached in any way, I agree to delete my posting immediately upon request by Sunnyvale Community Services.

Social Media Volunteer Policy

Volunteers may not post disparaging or defamatory statements about: Sunnyvale Community Services staff, clients, volunteers, suppliers, board of directors, vendors or affiliates and stakeholders past or present. Volunteers should not post social communications that might be misconstrued in a way that could damage Sunnyvale Community Services' business reputation, even indirectly.

Volunteers may not take or post photos or videos of or include names or identification information about any Sunnyvale Community Services' clients.

Any social media posts which include photos, videos or names of volunteers, staff or other affiliates of Sunnyvale Community Services may only be done with the permission of those

individuals. Any such posts related to volunteer service at SCS, may only include individuals over the age of 18.

Volunteers agree to discuss any concerns about Sunnyvale Community Services operations, clients, staff, volunteers, programs or policies with Sunnyvale Community Services staff, management or board of directors as appropriate. Any grievances or concerns shall be handled in person, through email or other professional, private forms of two-way communication. Volunteers agree that concerns or grievances shall not be posted on social media.

Volunteers agree to report any social media content that reflects poorly on Sunnyvale Community Services to an SCS director.

Volunteers may be asked periodically to assist in spreading certain SCS communications through their social media outlets. This is not a requirement for volunteering. Any such requests should be posted in adherence to the other social media guidelines in this policy.

Volunteers are not required to link to any SCS social media as part of their volunteer commitment.

Volunteers are permitted to use social media occasionally on their personal devices during their volunteer shift on SCS premises if it does not interfere with their volunteer duties and is not in any way inappropriate or unprofessional or otherwise a violation of this social media policy. Volunteers should not use SCS computers or IT resources to check private emails or post to social media during their volunteer shift.

This Agreement will be effective as of the date _____

I have read, understand, and accept this Agreement and have been given adequate time to review it and ask questions.

Volunteer's Signature: _____

Printed Name: _____

THANK YOU FOR VOLUNTEERING WITH SUNNYVALE COMMUNITY SERVICES