



New River
Community Action
Serving Since 1965

VOLUNTEER / INTERN

POLICY HANDBOOK



As revised by Board of Directors March 21, 2013

Volunteers do not necessarily have the time; they just have the heart.
~Elizabeth Andrew



VOLUNTEER OPPORTUNITIES

NRCA holds the conviction that poverty and hunger are not acceptable conditions in our communities. We believe that ending poverty is an attainable goal through joint community efforts. Each of us has something to contribute; each of us can play a part.

Public Relations/ Writing/ Editing

Food Bank Assistance

Office/ Clerical Assistance/Receptionist

Distribute Posters and Flyers in Community

Pick Up Donations

Building/Yard Maintenance/ Handiwork

English/Spanish Translation

Transportation Services

Thanksgiving and Christmas Assistance

Head Start Preschool Classrooms and Bus Monitors

Retired and Senior Volunteer Program (RSVP)

Volunteer Income Tax Preparers

Intern Placements

For more information about volunteer opportunities, please contact a NRCA location.

				Head Start Centers	
Floyd County Office	745-2102	CHIP	633-5133 ext 465	Blacksburg	552-3279
Giles County Office	921-2146	RSVP- Floyd	745-2105	Christiansburg	381-7559
Montgomery Office	382-6186	RSVP - Giles	726-2507	Floyd	745-2120
Pulaski County Office	980-5525	Housing &	633-5133	Narrows	726-2700
Radford City Office	731-3663 ext. 6994	Homeless Programs	ext 440	Pearisburg	921-235
To Our House	382-6186	NRCA Buildings &	633-5133	Pulaski	994-5741
		Maintenance	ext. 453	Radford	731-4107

View our volunteer opportunities online at www.newrivercommunityaction.org

Volunteer Handbook



I. Importance of Volunteers at NRCA

NRCA was founded on the belief that successful programs require meaningful volunteer participation. NRCA needs volunteers!

The agency utilizes volunteers to enhance the delivery of services to NRCA participants and to assist the agency in building capacity to serve the community.

Volunteer hours also serve as in-kind hours as required by NRCA grants.

II. Who is a volunteer?

- **Volunteers cannot be paid for time worked.**
- People who receive a stipend or living allowance but are not paid employees are volunteers.
- Volunteers must sign in for each volunteer time period as requested by their supervisor.
- The following are considered volunteers (but not limited to):
 - Interns
 - Workforce Development/VIEW
 - Student service projects
 - Maintenance/grounds volunteers
 - Food Bank Volunteers
 - Backpack program volunteers
 - Clerical volunteers
 - Janitorial volunteers
 - Volunteer Bus Monitors
 - Board and Advisory Council members
 - Retired and Senior Volunteers
 - Volunteer tax preparers

III. Under Age 18 Volunteers

Children 14 years of age or older may be engaged in office work.

As a volunteer, no child under 18 years of age shall be permitted to:

- operate any power-driven machine;
- use dangerous or poisonous chemicals;
- participate in excavation, demolition, or roofing operations in any capacity;
- drive or serve as a helper on a truck or commercial vehicle.

IV. What Volunteers May Do

- Volunteers may serve on program and jurisdictional Advisory Councils.
- Volunteer opportunities are available for direct service to the community and to individuals in the community.
- Internship and service learning opportunities are available for students.
- Volunteers may include their volunteer/intern experience on their resume and future job applications.



V. Supportive Environment

NRCA is committed to establishing a supportive environment for volunteers.

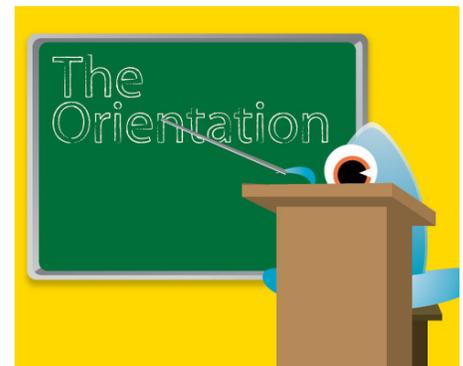
It is NRCA's policy to treat all volunteers on the basis of merit, qualifications, and competence. This policy is applied without regard to any individual's sex, race, religion, pregnancy, childbirth or related medical conditions, national origin, age, marital status, political affiliation, creed or color, or disability.

- As the NRCA volunteer community has roots in many cultures, we will work to promote respectful, sensitive, and proactive approaches to diversity issues.
- We will treat each volunteer as an individual while reinforcing a sense of belonging to the group.
- We will foster relationships so that clients are respected.

VI. Requirements

Orientation

At the beginning of an assignment, the supervisor will orient the volunteer to the volunteer's responsibilities. As volunteers proceed in placement, volunteers should not hesitate to approach their supervisor for assistance, especially if a situation arises about which the volunteer is unsure, even after training.



- I. Introductions
- II. Basic NRCA Information
 - NRCA Mission Statement
 - Staff – Roles and Responsibilities
- III. Schedule/Routine of Day-to-Day Activities
- IV. Volunteer Handbook
- V. Necessary Documents
 - Regular or on-going volunteer services require a volunteer agreement form (form is found at the end of this handbook). One-time activities do not require a volunteer agreement form.
 - Documentation of Current TB test, if required.
 - Volunteers must give signed permission on the Publicity Release Form before their names or other personal information may be released in the media. (form is found at the end of this handbook).
- VI. Other Information for volunteers, as applicable
 - Accident Reporting/Insurance coverage
 - Transportation Safety Guidelines
 - Correct Lifting Procedures
 - Fire Drills/Natural Disaster Plan
 - Disease Prevention Policy
 - Dress Code
- VII. Tour of Facility
 - Location/use of First Aid Kits and Fire Extinguishers
 - Hazardous Communication Manual location

INTERN Requirements

NRCA wants to ensure the success and quality of the experience for both NRCA and the student by providing learning opportunities, advice, and guidance to serve as the foundation for the intern's future workplace experiences.

- Only certain program supervisors are authorized to approve intern placements.
- Staff shall refer to the process for accepting internships to ensure proper procedures.
- Intern training plan must be completed for all intern placements.
- *Criminal record check is required for all interns.*

Background Check

A state police criminal record check will be conducted on all potential volunteers who will be working regularly with children or incapacitated adults.

An arrest, pending conviction or conviction of certain felony or misdemeanor crimes or a pending or founded child, aged or incapacitated adult abuse or neglect investigation may prohibit volunteer eligibility with NRCA.

Volunteers who have a pending child, aged or incapacitated adult abuse or neglect or criminal investigation initiated at any time during their volunteer service are subject to immediate suspension and/or termination of volunteer service.

Health Evaluation

Regular volunteers who will be working with children or incapacitated adults are required to have a tuberculosis (Tb) test prior to beginning their volunteer work and every two years thereafter.

- Written documentation of Tb test is required.
- Volunteers are asked to have this test done as soon as possible either before volunteering or within 3 days of beginning to volunteer.
- If safety of children or incapacitated adults may be in jeopardy by contact with a volunteer, the volunteer is prohibited from engaging in contact with children or incapacitated adults or participation in the serving of food until a medical professional confirms that any risk has been eliminated or can be reduced to an acceptable level.

Dress Code

Appearance of good grooming, cleanliness and appropriate dress reflect a favorable impression with clients and the community.

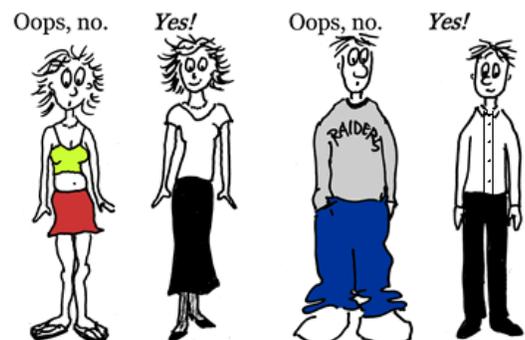
Managers have the discretion to determine appropriateness in appearance. Any volunteer unsure of what is appropriate should check with the manager or supervisor.

Shoes must be worn at all times. For safety reasons, closed-toe shoes with slip-resistant soles are required at Head Start Centers, on playgrounds, and on home visits.

Volunteers may wear walking shorts during summer months at their supervisor's discretion but length must be longer than fingertips when arms are stretched straight down sides.

Inappropriate attire:

- T-shirts with inappropriate slogans, tank tops, halter tops, muscle shirts and crop tops, tight (form fitting), low-cut or that allow chest/back/stomach skin to be exposed.
- Pants that drag on the floor or that allow stomach and/or lower back to be exposed, tight jeans, or mini-skirts.
- Any extreme in dress, accessory, fragrances, or hair.



VII. Volunteer Expenses:

Some volunteers may be provided reimbursement for expenses with approval of staff. Note: Not all NRCA programs reimburse volunteer expenses.

- Permission for reimbursement must be obtained prior to incurring the expense.
- To request reimbursement of expenses, a volunteer **MUST** complete a W-9 form.
 - NRCA finance dept. cannot issue payment without the form.
 - Volunteer may submit NRCA request form and W-9 to their volunteer supervisor.
- When a volunteer uses their privately owned vehicle, mileage reimbursement is provided at the established agency rate as approved by the Board of Directors.
 - This rate is compensation for gasoline mileage, wear and tear and insurance costs associated with the agency use of the vehicle.
 - NRCA is not responsible for any damage to volunteers' cars while on agency business.

Volunteers will be responsible for paying any fines they incur while performing volunteer services.

VIII. Reporting Abuse and Neglect



- If a child or adult discloses information to a volunteer concerning abuse or neglect toward themselves or another family member, immediately discuss this with the NRCA staff (in private).
- Do NOT ask the child questions and Do NOT discuss the information in the presence of the child or anyone else!
- Additionally, volunteers must report immediately to the local Department of Social Services any suspicion of child or adult abuse or neglect encountered while performing their volunteer work. The volunteer must file a report by law within twenty-four (24) hours even if someone makes a statement of suspicion other than the alleged victim. Volunteers should immediately inform the NRCA staff supervising volunteers of the report.

IX. Volunteer Drivers

Before driving for NRCA business, any volunteer/intern driver is required to provide:

- date of birth,
- driver's license number,
- Division of Motor Vehicles (DMV) driving record information, and
- proof of vehicle insurance liability coverage.

Any questionable driving record will warrant further investigation with NRCA's insurance company to determine full eligibility for volunteer driving.

When driving a personal vehicle, the volunteer's insurance is primary and NRCA's is secondary.

Defensive driver training is also required during the first year and every three years thereafter. NRCA will cover the costs of DMV checks and driver training.

Any driver convicted of a moving violation received while driving an agency vehicle will be relieved of driving duties.



X. Confidential Information Policy

Volunteers may have access to participants' information of a personal and sensitive nature. NEVER SHARE information about children or families with ANYONE other than NRCA staff. ***Confidentiality is of utmost importance at all times!***

All volunteers are required to sign a confidentiality statement (including Participants and community people serving on NRCA committees, council, or board).

Volunteers of NRCA must agree to keep information confidential, *even after a volunteer leaves NRCA service.*



Handling Confidential Information within NRCA



Volunteers are responsible for maintaining the privacy of any information to which they are exposed while serving as a volunteer, whether this information involves staff, volunteers, clients, or other persons in the overall agency business.

Information regarding customers should not be the subject of casual conversation either inside or outside the department.

- ***Computer Use as part of NRCA Volunteer Service***
 - Only NRCA approved, trained volunteers are allowed to enter, change, or delete data in NRCA's client database.
 - Confidential information on computers must be kept secure and individuals must have a password to enter the system.
 - Participant information must not be left on the computer screen when out of their office or for an extended period of time.
 - Agency confidential information shall not be put onto personal home computers.
 - Confidential participant information that is sent by computer email must be available only to approved staff or approved volunteers.
- ***Client Services/Home Visits***
 - ***All client records are confidential.*** Records must be kept in a locked file cabinet or area inaccessible to anyone other than staff or approved volunteer, and must not be left in an area where other clients or public have access. Records must not be left unattended, i.e. on desks.
 - A current Consent to Exchange Information Form must be on file before information can be exchanged with outside agencies or programs, and then only for the purposes of obtaining services in accordance with the Consent to Exchange Information procedures.
 - A current Consent to Exchange Information For Complaint Resolution Purposes must be on file before information can be exchanged with legislators, agencies, etc., who are assisting the participant to seek complaint resolution and before acknowledging that the person is a client
 - Home visit schedules with names of clients/clients are not to be posted in an area where they can be seen by anyone other than staff or approved volunteer.
 - Confidential information that is collected while on a home visit must be kept in a secure/confidential place until filed in the office.
 - Anyone other than NRCA staff accompanying staff on home visits, or involved in confidential conversations, must be approved by clients in advance, and permission must be documented. Non-staff must sign Volunteer Confidentiality Form in advance.
 - Participant sign-in sheets must be maintained by staff or approved volunteer, and not placed where people other than staff or approved volunteers have access.
 - Participant information (phone numbers, addresses, etc.) must not be kept where it can be accessed by anyone other than staff or approved volunteers.
 - A Publicity Release Form must be signed by clients before pictures can be taken.

XI. NRCA Tobacco-free Policy and Procedure

NRCA is a tobacco-free environment for staff, children, and participants. This policy covers the use of *any* tobacco product and applies to volunteers and participants of NRCA.

There will be no smoking or tobacco use inside any NRCA facility or NRCA vehicles at any time.

- There will be no tobacco use in personal vehicles when transporting persons on NRCA authorized business.
- There will be no tobacco use by volunteers when children are present.
- NRCA 's tobacco-free policy also applies to all off-site activities and functions.
 - During outdoor functions, the designated smoking area will be out of sight of children at least 100 feet away from the activity area.
 - Field trips, walks, and other off-site activities will be tobacco-free to the fullest extent possible. Because of the need to maintain a high adult/child ratio during field trips, volunteers will not leave the children for the purpose of a smoking break.
- Certain sites may decide to provide designated tobacco use areas outside the building. That decision is determined by the program director.
 - Any designated tobacco use area must be located out of children's sight, away from entrances used by children, and at least 20 feet away from any other entrances used by participants.
 - All smoking trash, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers.



XII. Drug Free Workplace Policy



NRCA is dedicated to providing a safe drug free workplace, and safe and dependable transportation services to the clients served.

It is NRCA's policy to assure that volunteers are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner.

This policy also applies to off-site lunch periods or breaks when a volunteer is scheduled to return to work.

All volunteers are required to notify NRCA of any criminal drug statute conviction immediately after such conviction. A felony criminal drug statute conviction will warrant termination of volunteer service.

Post-Accident Testing

If a volunteer driver is involved in an accident, the volunteer will be required to undergo urine and breath testing. Note: This includes all volunteers that are on-duty in the vehicle(s) whose performance could have contributed to the accident. Following an accident, volunteers will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. Volunteers involved in an accident must refrain from alcohol following the accident until he/she undergoes a post-accident alcohol test. Volunteers who leave the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and their volunteer service will be terminated.

"Prohibited substances" addressed by this policy include the following:

Alcohol Use - Volunteers should not report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when their breath alcohol concentration is 0.04 or greater. Volunteers shall not use alcohol while on duty. Volunteers shall not use alcohol within four hours of reporting for service.

Illegally Used Controlled Substances or Drugs - Any illegal drug or any substance identified of the Controlled Substance Act (21 U.S. C 812). This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.

Legal Drugs - A legally prescribed drug means that the individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. The misuse or abuse of legal drugs while performing volunteer service is prohibited.

Manufacture, Trafficking, Possession, and Use - Those who engage in the unlawful manufacture, distribution, dispensing, possession or use of prohibited substances are unable to volunteer for us. Law enforcement is notified, as appropriate, where activity is suspected.

XIII. Volunteer Health and Safety



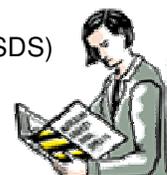
NRCA will make every effort to provide working conditions that are healthy and safe, and volunteers are expected to be equally conscientious about work-place safety, including proper work methods, reporting potential hazards, and abating known hazards.

Unsafe work conditions in any work area that might result in an accident should be reported immediately to a supervisor.

Worksite supervisors will provide safety written guidelines and training annually to all staff and volunteers. Volunteers should follow procedures as determined by site supervisor.

The Agency's safety policy or practices will be strictly enforced, including possible termination of employees or volunteers found to be negligent in the safe performance of their jobs.

1. Seat belts are **required** as is the use of age-appropriate child safety seats (staff, volunteers and participants) at all times while traveling on agency business in both agency and private vehicles.
2. Lift so that legs instead of back receives most of the strain; complying with OSHA fall protection guidelines as posted at NRCA offices, if appropriate.
3. No more than nine (9) passengers, including driver, will be allowed to travel in any van used for agency business or activities.
4. If a volunteer is injured in connection with volunteer service, regardless of severity of the injury, the volunteer must immediately notify the supervisor, who will see to necessary medical attention and complete required reports.
5. NRCA prohibits firearms and weapons of any sort, contraband, illegal drugs, or alcohol at its facilities or temporary work sites or vehicles at any time. NRCA prohibits firearms in volunteer's personal vehicle while on agency property or while providing volunteer service.
6. The transfer of any bodily fluid (blood, saliva, urine, etc.) may pass on diseases.
 - Use caution to avoid contact with these bodily fluids.
 - Bloodborne Pathogens Control Plan guidelines must be followed even when presence cannot be seen.
 - Each first aid kit contains plastic gloves; volunteers are required to use them.
 - Volunteers should notify their supervisor which must follow the Bloodborne Pathogens clean up process.
7. If volunteers are required to use hazardous materials, NRCA will provide volunteers with information regarding the following:
 - What chemicals are used in the workplace and where Safety Data Sheets (SDS) are located.
 - Where the chemicals are located.
 - Physical and health hazards associated with the chemicals.



- Protection measures that must be taken to prevent exposure.
- What to do in case of exposure to the chemicals.

Volunteers should consult the NRCA staff who supervises volunteers if they desire additional information on hazardous materials at their site.

XIV. Volunteer Insurance

NRCA volunteers are covered by agency insurance when performing NRCA activities.

- NRCA maintains medical coverage for volunteers involved in certain accidents while performing NRCA approved volunteer activities.
- Volunteers should consult the Finance Department for specifics about current coverage.
- This coverage does not replace a volunteer's personal medical coverage.

XV. NRCA Property

NRCA reserves ownership of all agency property, including, but not limited to locks and keys, documents, computers, computer passwords, desks and cabinets on its facilities or grounds, or temporary work sites and agency vehicles.

Supervisors are responsible for issuing agency property to volunteers and ensuring its return at the proper time.

- Agency property may not be taken home by a volunteer without the consent of the volunteer's supervisor.
- Any individual with custody of agency property is responsible for exercising reasonable and prudent care to ensure that loss or damage does not occur.
- Upon ending volunteer work with NRCA, volunteers must return all NRCA property before or on their last date of volunteer work. Volunteers who do not return agency property will be required to reimburse NRCA for the cost of any unreturned property. Any volunteer reimbursement owed to the volunteer will be applied to the value of the unreturned property



NRCA reserves the right to search any agency property at any time management deems necessary to assure safety and security.

Volunteer's Personal Property

- NRCA is not responsible for personal property of the volunteer while at NRCA locations.
- Personal property may not be covered under NRCA insurance policy.
- Volunteers should understand that all personal property brought onto NRCA's property may be inspected with the purpose of enforcing NRCA policies and to protect against theft.

XVI. Conflict of Interest Policy

Volunteers/interns that work directly with clients are not allowed to authorize financial assistance to any client, unless approved by supervisor (i.e. Emergency Assistance volunteers/interns providing direct client assistance).

A Volunteer must also certify that the provision of financial assistance to the clients of NRCA has not resulted, nor will result, in a personal or financial interest or benefit, either for themselves or for anyone with whom they have family or business ties.

- Family members include any of the following: wife, husband, father, mother, brother, sister, son, daughter, grandfather/mother, in-laws and step-relatives (for those relatives already noted), or anyone living in the immediate household.

XVII. Forbidden Actions



The following actions or threats thereof are forbidden:

1. Physical punishment, striking a child/adult, roughly handling or shaking a child/adult, restricting movement through binding or tying, forcing a child/adult to assume an uncomfortable position, or exercise as punishment
 2. Enclosure in a small confined space or any space that children or adults cannot freely exit themselves; however, this does not apply to the use of equipment such as cribs, play yards, high chairs, and safety gates when used with children preschool age or younger for their intended purpose
 3. Punishment by another child/adult.
 4. Separation from the group so that the child/adult is away from the hearing and vision of a staff member
 5. Withholding or forcing of food or rest
 6. Verbal remarks which are demeaning or abusive to the child/adult, staff, or other volunteers
 7. Punishment for toileting accidents
 8. Punishment by applying unpleasant or harmful substances
 9. Violations of other policies set forth in this handbook.
- Any action deemed inappropriate by NRCA.

Harassment Prohibited

Sexual harassment or any other kind of unlawful harassment in any form is prohibited.

NRCA has a duty to prevent, investigate, and remedy unwelcome sexual conduct that is a term or condition of volunteer service.

NRCA's policy is that the agency does not, and will not tolerate sexual or other unlawful harassment. These policies apply to all NRCA staff and volunteers.

Sexual harassment may include unwelcome sexual advances or requests for sexual favors; other verbal or physical nature. Any volunteer who engages in harassing conduct is subject to termination of service.

Volunteers who believe that they have been sexually or otherwise harassed arising from or during their service should immediately notify their supervisor or the agency hr manager at the main office.

There will be no retaliation against any volunteer who files a complaint under this policy or assisted in the investigation of a complaint that has been filed.



XVIII. Removal from Service

NRCA reserves the right to terminate a member's volunteer activities if his/her services are no longer needed for any reason.

XIX. Tips for All Volunteers

Tips For Volunteers

- Inform your NRCA staff or volunteer workstations who supervise volunteers of the day and time you want to volunteer. If you can't make it, call the staff so they will not continue to expect you.
- If you disagree with a procedure or a directive from staff, wait until an appropriate time to discuss it with the staff. Do not voice your displeasure with something in the presence of others. Staff is expected to be respectful of volunteers in this type of situation, and in turn, it is expected that volunteers be respectful of staff in the same manner.
- **NEVER LEAVE A CHILD ALONE AT ANY TIME!**
- Picking children up or holding them is discouraged. Allow children to initiate hugs or touches.
- If you have any questions or need help, immediately ASK FOR HELP, especially if there is an immediate threat of danger to a child or adult.
- Volunteers may count their volunteer experience on their resume and future job applications.
- Volunteers are encouraged to participate in volunteer recognitions. We truly appreciate your help and want to acknowledge you.
- At the end of the day, try to spend some time discussing your experiences with the staff.
- *Sign your In-Kind sheet and plan to come another day!*

XX. Volunteer Agreement Form

Volunteer:

Please sign and return THIS PAGE to the NRCA Staff who supervises volunteer upon receipt and review of NRCA Volunteer Handbook and Policies.

PLEASE SIGN
& RETURN

CERTIFICATION:

By my signature below, I acknowledge:

- I have received a copy of the NRCA Volunteer Handbook and Policies.
- I have read the Handbook and Policies and understand the contents and agree to abide by these policies.
- I volunteer my services to New River Community Action (NRCA), and understand the right of NRCA program participants to have their personal information held in confidence. In the performance of my duties as a NRCA volunteer, I agree to observe this right of confidentiality, and understand that any violation thereof may result in my removal from volunteer service.

Conflict of Interest - ✓ whichever applies:

I certify that the provision of financial assistance to the clients of NRCA has not resulted, nor will result, in a personal or financial interest or benefit, either for myself or for anyone with whom I have family or business ties.

OR

I certify that the provision of financial assistance to the clients of NRCA may result in a conflict of interest. Please list possible conflict(s) of interest: _____

_____.

I understand that I am a volunteer of NRCA and failure to follow these policies may cause my termination from volunteer service.

Print Name

Signature of Volunteer

Date:

NRCA Staff:

I have trained the above listed volunteer to perform volunteer service that may bring them in contact with confidential information, children and incapacitated adults. I have reviewed NRCA's Volunteer Handbook with the above volunteer/intern.

Print Staff Name

Staff Signature

Date

Keep signed page in volunteer's file and give a copy to the volunteer.

XXI. Volunteer Publicity Release Form

I give New River Community Action (NRCA) permission to use my/my family's name, quotes, likeness, image, voice, and/or appearance as such may be embodied in any pictures, photos, video recordings, audiotapes, digital images, and the like, [hereinafter "images or recordings"] taken or made on behalf of NRCA.

- I agree that NRCA has complete ownership of such images or recordings, including the entire copyright, and may use them for any purpose consistent with the NRCA mission.
- These uses include, but are not limited to illustrations, bulletins, exhibitions, videos, reprints, reproductions, publications, advertisements, and any promotional or educational materials in any medium now known or later developed, including the Internet.
- I acknowledge that I will not receive any compensation, etc for the use of such images or recordings and hereby release NRCA from any and all claims which arise out of or are in any way connected with such use.
- I understand that I may revoke my consent for publicity about me/my family produced after the date below if I so desire.

I have read and understand this consent and release.

I give my consent to the above statement.

OR

I do NOT give my consent to the above statement.

Signature

Date

Print Name

Parent / legal guardian (if a minor age 18 or under)

Instructions to NRCA Staff: This form must be kept in a secure confidential location. The files must be in alphabetical order and must not be destroyed.

Revocation of Publicity Release Form

I REVOKE my permission for production and use of publicity materials by New River Community Action (NRCA) to use my/my family's name, quotes, likeness, image, voice, and/or appearance as such may be embodied in any pictures, photos, video recordings, audiotapes, digital images, and the like, [hereinafter "images or recordings"] taken or made on behalf of NRCA after the date below. These uses include, but are not limited to illustrations, bulletins, exhibitions, videos, reprints, reproductions, publications, advertisements, and any promotional or educational materials in any medium now known or later developed, including the Internet.

I have read and understand this revocation of my consent and release for publicity.

Signature

Date

Print Name

Parent / legal guardian (if a minor age 18 or under)