

**Veterans Moving Forward, Inc.
44225 Mercure Circle, Suite 130
Dulles, VA 20166**



General Volunteer Application

Dear Volunteer,

Thank you for your interest in volunteering with Veterans Moving Forward, Inc. (VMF). Volunteers are the lifblood of VMF and are so important to achieving our mission. We are always looking for new team members.

Our general volunteers serve in a multitude of roles in VMF. If you want to volunteer, we probably have a role that will suit you. Please indicate which area you are most interested in working in.

Please complete and sign the enclosed application, including the photo and media release agreement, NDA, and HIPPA statement, and return to Veterans Moving Forward, Inc., 44225 Mercure Circle, Suite 130 Dulles, VA 20166, or scan and send via email as a PDF file attachment to admin@vetsfwd.org. It is very important that **all** the attached forms are filled out entirely to protect the privacy of the veterans we serve.

(If you are interested in volunteering with our canine team as a Puppy Raiser or Sitter, helping with our canine training, or working with our dogs in other ways, please complete the separate Puppy Raiser/Puppy Sitter application.)

VMF will contact you within one week of receipt of your application and schedule a follow up phone call/interview to work together to determine the most appropriate use of your talents and skills.

Additional information about VMF, including our mission, the services we provide, our service dogs in training, etc., can be found on our Web site: <http://www.vetsfwd.org>.

Thank you for your interest in volunteering with VMF. With your help, we can continue to provide service dogs that make a difference in the lives of our Nation's disabled veterans.

Sincerely,

Volunteer Coordinator

Veterans Moving Forward, Inc.



General Volunteer Application
(Please complete in its entirety)

Name: _____

Contact Information:

Address: _____

Phone: _____

E-mail: _____

Emergency Contact:

Name: _____

Phone: _____

Availability (Days/Times): _____

I am interested in the following Volunteer support/activities:

Administrative Support

Fundraising

Event Planning & Support

Marketing & Communications

Photography

Video

Outreach Activities

Other _____

How did you hear about VMF?

Advertisement

E-mail

Facebook

Family or Friend

Magazine

News article

TV

Twitter

Website

Word of mouth

YouTube

VolunteerMatch

Other: _____

Are you a Veteran? Yes No Active Duty Military Yes No Branch: _____

Signature: _____ Date: _____

Printed Name: _____



Veterans Moving Forward (VMF) Photo and Media Release

I hereby grant Veterans Moving Forward Inc. (VMF) permission to use my testimonials, my likeness and/or my name in any and all of its publications, including its web site (www.vetsfwd.org), promotional and educational material. I also understand that these materials will become the property of Veterans Moving Forward and will not be returned. I hereby irrevocably authorize VMF to edit, alter, copy, exhibit or distribute these photos, video footage, and testimonial language for purposes of publicizing VMF's programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product. Additionally, I waive the right to any royalties or other compensation arising or related to the use of the photograph or video.

I am at least 18 years of age and am competent to contract in my own name. I have read this release before signing below, and I fully understand the meaning of this release.

Signature: _____ Date: _____

Printed Name: _____

Please sign and return the completed release to **VETERANS MOVING FORWARD, INC., 44225 Mercure Circle, Suite 130, Dulles, VA 20166**, or scan and send via email as a PDF file attachment to admin@vetsfwd.org.



MUTUAL NON-DISCLOSURE AND NON-USE AGREEMENT

Veterans Moving Forward, a Virginia nonprofit corporation recognized as tax-exempt under section 501(c)(3) by the Internal Revenue Service (known as “VMF” and “Disclosing Party” in this agreement), and _____ (known as “Receiving Party”) may have a need to disclose certain confidential information to each other for the purpose of reviewing, assessing and evaluating the potential for a possible business relationship advising on the suitability of veteran candidates seeking service dogs from Veterans Moving Forward.

In consideration of the mutual covenants and conditions set forth in this agreement, the parties agree as follows:

1. The term "Confidential Information" shall mean any information and data of a confidential nature belonging to the disclosing party/VMF, its affiliates, and/or licensors, vendors or clients, including without limitation, proprietary, technical, developmental, marketing, sales, operating, financial, performance, cost/pricing, business and process information, business practices, business plans, software (which may be proprietary to third parties), and computer programming techniques which are disclosed or made available pursuant to this Agreement in connection with the Specified Purpose, whether before or after the date hereof. Unless otherwise agreed to in writing, Confidential Information shall also include the existence of any discussions between the parties, as well as the terms and conditions of any such discussion, evaluation or resulting business relationship.
2. Confidential Information will not include any information which (a) was rightfully known to the receiving party prior to the time of disclosure by the disclosing party/VMF and not subject to restriction, (b) is available or becomes generally available to the public other than through a breach of this Agreement by the receiving party, (c) is acquired or received rightfully and without confidential limitation by the receiving party from a third party, (d) is independently developed by the receiving party without breach of this Agreement.
3. The receiving party agrees: (a) that the Confidential Information of the disclosing party/VMF will be used solely for the Specified Purpose and to fulfill any obligations the receiving party may have to the disclosing party/VMF pursuant to any written agreements the parties may enter into, and (b) to take all necessary and appropriate steps to keep confidential and protect the disclosing party/VMF's Confidential Information from disclosure to any third party, including, but not limited to, restricting access to all Confidential Information received from the other to only those volunteers, consultants, or employees who have a "need to know" and who are made aware of and agree to be bound by the obligations contained herein.



4. The receiving party agrees that the disclosing party/VMF's Confidential Information is and will remain the property of the disclosing party/VMF. All such Confidential Information and copies thereof will be returned or destroyed upon request of the disclosing party/VMF and all documents, memoranda, notes, and other writings whatsoever (including all copies, extracts or other reproductions) prepared by the receiving party or its advisors based on information contained in or relating to the Confidential Information shall be destroyed.
5. Each party acknowledges that unauthorized disclosure or use of the other party's Confidential Information will cause irreparable harm to such other party. Each party agrees that money damages would not be a sufficient remedy for any breach by it of this Agreement and that the non-breaching party shall be entitled to specific performance and injunctive or other equitable relief as a remedy for any such breach, in addition to any other rights and remedies available in law.
6. For a period of one (1) year after the completion of the Specified Purpose, each party agrees that it shall not , without first obtaining the other party's consent, solicit or attempt to solicit or hire or attempt to hire, directly or indirectly, in any capacity, any current or former employee of such other party who was substantially engaged in the Specified Purpose, either directly or indirectly; provided , however, that it will not be deemed a violation of this provision if one party hires or attempts to hire a current or former employee of the other party who applies independently for a position in response to a want-ad or other public job posting, or through a job fair, and not as a result of being solicited by the hiring party.
7. Neither this Agreement nor anything disclosed or provided pursuant to this Agreement: (a) requires the disclosure of Confidential Information, (b) will be construed in any manner to be an obligation to enter into any contract or business arrangement, (c) obligates either party to purchase any service or item from the other or offer for sale any products using or incorporating Confidential Information, (d) constitutes a grant of any intellectual property rights, including any license, implied or otherwise, or (e) constitutes a restriction on or waiver of the right of either party to initiate, develop, use, market or continue with any business , products or services which are the same, similar to, or competitive with the other party as long as such party shall not thereby have breached this Agreement.
8. Both parties agree and acknowledge that neither party nor its shareholders, officers, employees , agents or advisors make any representation or warranty (express or implied) as to the accuracy and completeness of Confidential Information except as may be expressly represented or warranted in any subsequent agreement concluded between the parties.



- 9. This Agreement shall be effective as of the first date of disclosure of Confidential Information to the receiving party. The confidentiality provisions in this Agreement shall survive termination of this Agreement and the parties' relationship relating to the Specified Purpose.
- 10. The laws of the State of Virginia, excluding its conflicts of laws rules, will govern this Agreement. If any provision of this Agreement is declared void or unenforceable, such provision will be severed from this Agreement, which will otherwise remain in full force and effect. This Agreement constitutes the entire agreement between the parties with respect to the subject matter addressed herein and may not be amended or modified except by writing signed by both parties.

IN WITNESS WHEREOF, The parties have caused this Agreement to be executed as of the dates set forth below.

ACCEPTED AND APPROVED BY:

ACCEPTED AND APPROVED BY:



Veterans Moving Forward, Inc. (VMF)

Sign: _____

Sign: _____

Print: _____

Print: _____

Date: _____

Date: _____

Veterans Moving Forward, Inc.



Policy on Confidentiality and Dissemination of Veteran Information and Staff Member Verification

Given the nature of our work, it is imperative that we maintain the confidence of veteran information that we receive in the course of our work. Veterans Moving Forward (VMF) prohibits the release of any veteran information to anyone outside the organization except in limited circumstances and discussions or disclosures of protected health information (PHI) within the organization should be limited to the minimum necessary that is needed for the recipient of the information to perform their job. Acceptable uses of PHI within the organization include but are not limited to peer review, internal audits, quality assurance and billing. I understand VMF provides services to veterans that are private and confidential and that I am a crucial step in respecting the privacy rights of VMF veterans. I understand that it is necessary, in the rendering of VMF services, that veterans provide personal information and that such information may exist in a variety of forms such as electronic, oral, written or photographic and that all such information is strictly confidential and protected by federal and state laws that prohibit its unauthorized use or disclosure.

If I, at any time, knowingly or inadvertently breach the patient confidentiality policies and procedures, I agree to notify the VMF HIPAA Privacy Officer Liaison immediately. In addition, I understand that breach of veteran confidentiality or privacy may result in disciplinary action up to and including suspension or termination of my relationship with VMF.

Upon separation of my employment or volunteer position, for any reason, or at any time upon request, I agree to return any and all veteran confidential information in my possession.

I have read and understand all privacy policies and procedures that have been provided to me by Veterans Moving Forward. I agree to all conditions of my relationship set forth in this agreement. This is not a contract of employment and does not alter the nature of the at-will relationship between Veterans Moving Forward and me.

Signature: _____ Date: _____

Printed Name: _____

Policies and Procedures

HIPAA Policy on PHI Access/Security

Veterans Moving Forward Policy on Security, Levels of Access and Limiting

Disclosure and Use of Protected Health Information

HIPAA Employee Privacy Statement Form

44225 Mercure Circle Suite 130 ★ Dulles, VA 20166
703-665-2129 ★ 866-375-1209 ★ admin@vetsfwd.org ★ www.vetsfwd.org