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**VOLUNTEER HANDBOOK**  
**SkillsUSA Massachusetts, Incorporated**



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[skillsusama](https://www.instagram.com/skillsusama)



[maskillsusa](https://www.facebook.com/maskillsusa)



[@maskillsusa](https://twitter.com/maskillsusa)



# Volunteer Handbook

## Welcome

Thank you for volunteering for SkillsUSA Massachusetts, Inc. Volunteers are very important to us and we want to support you. This information should help you to get started but if you have questions at any time or if you would like to receive information in a different way please ask.

## Overview of SkillsUSA

SkillsUSA is a national membership association serving high school, college and middle school students who are preparing for careers in trade, technical and skilled service occupations, including health occupations, and for further education. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel.

## Membership:

More than 360,000 students and teachers join SkillsUSA nationally, each year. In Massachusetts, SkillsUSA serves more than 34,000 students and teachers and is organized into more than 56 Massachusetts high schools and 4 community college and post secondary technical institutes. Combining alumni membership, the total number impacted annually in Massachusetts is over 37,000. SkillsUSA Massachusetts has been serving the career and technical education community in Massachusetts since 1972.

## Mission:

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics.

## Vision:

SkillsUSA produces the most highly skilled workforce in the world, providing every member the opportunity for career success.

## Partners:

More than 450 businesses, industry and labor organizations actively support SkillsUSA Massachusetts through financial aid, in-kind contributions, and involvement of their people in SkillsUSA activities. Many more work directly with local chapters. Commitment by industry to the annual state SkillsUSA Championships is valued at more than \$1.7 million.

## Programs:

SkillsUSA offers local, state and national opportunities for students to learn and practice personal, workplace and technical skills. These three components comprise the [SkillsUSA Framework](#), a blueprint for career readiness. Local chapters conduct a full program of work and many students also attend a district or state conference. At the state SkillsUSA Championships, more than 3,000 students compete in 100 occupational and leadership skill areas and gold medal winners move on to represent the Commonwealth of Massachusetts at the national competition each June. These state and national technical competitions help establish industry standards for job skill training and entry-level workers. SkillsUSA is recognized by the U.S. Department of Education as a successful model of employer-driven youth development training.

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## Resources:

SkillsUSA offers many resources for educators and students. The *Chapter Excellence Program* honors local chapter achievement around the SkillsUSA Framework of personal, workplace and technical skills.

The *SkillsUSA Career Essentials* suite is a solution to industry and education needs in preparing career-ready students who are productive and promotable. Including *Foundations*, *Experiences* and *Assessments*, the suite helps students develop the skills, attitudes and values that allow them stand out from other applicants in the skilled labor marketplace. *Jump into STEM!* provides tools and activities for SkillsUSA members to help both elementary- and middle-school students take part in interactive career experiences. *Student2Student Mentoring* gives high school students opportunity to mentor younger students around career exploration. *CareerSafe* is a 10-hour online OSHA safety-training program that provides students with a workplace credential. The *SkillsUSA Championships Technical Standards* is the official competition guide, with a full list of competencies as well as embedded academic skills.

## Who volunteers?

We have a large number of people who give their time in a broad range of ways in a voluntary capacity. We have opportunities for people to get involved in community service initiatives, the SkillsUSA Championships (as judges and competition Event Managers and Series Directors), to be part of our Alumni Association (as a conference assistant or member of the Alumni Executive Board), to be part of our Leadership Team (as a media volunteer, leadership trainer, script writer and event logistics staff) or as a member of our Board of Directors. There are also tasks that are one-off or that can be done from home for people who wish to help but have time constraints.

Many people volunteer – it is an expectation, which helps to keep the costs down for everyone. Volunteers generally do what they do to assist SkillsUSA Massachusetts, Inc. in meeting its goals but also because they like their involvement:

- They want to help because they like being part of SkillsUSA Massachusetts, Inc.
- They want to help because “someone did it for them once.”
- They want to learn new skills and meet new people
- They have skills that SkillsUSA Massachusetts, Inc. needs
- They want something to do with their time
- They enjoyed their own or their children’s participation as a member

We encourage people to help out as much as they can, and encourage an “everyone pitches in and one person – one job” culture. This way many can help and all feel significant, valued and included.

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## People to Help You

You will be shown the ropes by the lead staff (volunteer and/or paid) of the opportunity you select. Here is a list of lead staff/volunteers corresponding to some of our key opportunities:

Opportunity	Name	e-mail address	phone
Board of Directors	Brian Bentley, Board President	briansbentley@comcast.net	(508) 246-9815
Leadership Team	Karen Ward, CSD, Executive Director	kward@maskillsusa.org	(508) 230-1273
SkillsUSA Championships	John Brochu, Director, SkillsUSA Championships	jbrochu@jpkeefehs.org	(508) 309-8186
Alumni Association	Angela Bellaro, Alumni Advisor	akungulus@gmail.com	(717) 829-1291
One-off and limited time volunteers	Karen Ward, CSD, Executive Director	kward@maskillsusa.org	(508) 230-1273

## Getting Started

You may already be familiar with SkillsUSA Massachusetts, Inc. and our programs, conferences and volunteer affiliations, but if not please ask lead staff/volunteers. Things volunteers will know/receive:

- Mission, Vision, Values of SkillsUSA Massachusetts, Inc.
- To whom you are to report when arriving to volunteer | to whom you are responsible
- A safety briefing, list of emergency contacts and understand where First Aid can be obtained
- Where to park cars | policies related to transportation of students
- Meals, lodging provisions (should the opportunity require it)
- A briefing on the Code of Ethics (and a copy to sign)
- A briefing on Social Media Policy (and a copy of the policy to sign)
- A briefing on the Waiver of Copyright (and a copy to sign)

*NB: If a CORI is needed for your role we will let you know how to obtain this.*

## Volunteer Form

When you start, you need to complete a SkillsUSA Massachusetts, Inc. Volunteer Registration Form, which has your contact details, and details of a person to contact in an emergency. This is for our use only and will be kept with volunteer records.

## Keeping Everyone Safe

All volunteers will be provided a copy of our organization's Crisis Management and Communications Plan for each event. Information contained in the document will include but is not limited to:

- Action Steps in a Crisis
- List of potential emergencies
- List of Crisis Team Members, roles and responsibilities
- How to report injury and seek medical assistance

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If you see something that you think is unsafe, please alert the your corresponding lead staff/volunteer.

## What You Can Expect from Us

Whilst volunteering for SkillsUSA Massachusetts, Inc. you can expect to:

- Be treated with respect and equal to others
- Receive help and/or training for you to learn and develop skills
- Be given tasks that match your interests and skills
- Be provided with safe volunteering conditions
- Be protected by insurance
- Be thanked and recognized for volunteering

## What SkillsUSA Massachusetts, Inc. Expects from You

All volunteers are expected to:

- Treat everyone with respect, be polite and well behaved
- Follow the rules and procedures – you will apprise of these
- Ask if there is anything you don't understand
- Adhere to the Codes of Conduct, Social Media Policy and dress code
- Work cheerfully together with other volunteers
- Be reliable, and let relevant people know if you can't come / will be late
- Ask for support when needed, talk about any concerns you may have
- Let SkillsUSA Massachusetts, Inc. know on your Registration Form if you have any medical conditions/dietary constraints we should know about
- Notify corresponding lead staff/volunteer of change of address or phone number

Volunteers may choose to leave at anytime, however, we ask for as much notice as possible. SkillsUSA Massachusetts, Inc. also reserves the right to terminate a position if for justifiable reasons the person is considered unsuitable for the role.

## Concerns or Complaints

From time to time, issues and grievances will occur within SkillsUSA Massachusetts, Inc. – this is natural and we would like to try to resolve this as soon as possible.

If you have a concern or a complaint, you can:

- Speak directly to the person around which the complaint is directed;
- Speak to the corresponding lead staff/volunteer;
- Or speak to SkillsUSA Massachusetts, Inc. Board President and/or Executive Director

It is OK to raise concerns.

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## Conduct

Volunteers are expected to follow codes of conduct and adhere to all other policies of SkillsUSA Massachusetts, Inc. that pertain to their volunteer service. Inappropriate behavior may lead to disciplinary measures by SkillsUSA Massachusetts, Inc. Examples are:

- Bad language / abusive behavior directed at anyone
- Breach of trust
- Neglect of duties and responsibilities
- Failure to attend or lateness
- Theft or inappropriate removal of property
- Physical violence against any person/property
- Inappropriate communication, conduct, or contact with SkillsUSA Massachusetts, Inc. students or fellow volunteers, regardless of age
- Use of alcohol or illegal drugs while undertaking volunteer duties
- Committing a criminal offence while undertaking volunteer duties
- Smoking whilst in your role, in the presence of students

## Protecting People's Privacy

From time to time you may need to collect contact details and related information from members – it is important that this information is stored securely, and NOT distributed unless consent has been given. This information is only to be used for the purpose for which it was collected. For more information, discuss with corresponding lead staff/volunteer.

## Dress code

Volunteers set the tone for SkillsUSA Massachusetts, Inc. and need to dress appropriately for their duties. Comfortable and neat dress is appropriate for most volunteer roles. Specific clothing requirements, based on the specific volunteer opportunity will be communicated by corresponding lead staff/volunteer.

## Emergency

Volunteers should familiarize themselves with safety practices and emergency procedures adopted by SkillsUSA Massachusetts, Inc. or the facility and should be reachable by SkillsUSA Massachusetts, Inc. At a minimum, every volunteer must have access to a phone.

## Loss of personal property

Volunteers should exercise caution to protect their personal property. Purses, wallets or other valuable items should never be left unattended. If an item is lost or stolen, a corresponding lead staff/volunteer should be notified, but SkillsUSA Massachusetts, Inc. cannot be held responsible for replacement

## Non-smoking environment

Every SkillsUSA Massachusetts, Inc. event, activity, conference and meeting is a smoke-free environment. Smoking is not permitted in any indoor or enclosed areas. There are no 'designated smoking areas' defined by SkillsUSA Massachusetts, Inc. It is the responsibility of the volunteer to follow all rules related to smoking set forth by the venue at which the event, activity, conference or meeting is taking place. Responsible disposal of cigarette butts is required as is restraint from smoking in the presence of students whilst in your volunteer role.

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## **Reimbursement of expenses**

The volunteer is responsible for expenses incurred, except where purchases are made on behalf of SkillsUSA Massachusetts, Inc., corresponding lead staff/volunteer or the task has unusual cost level attached. The corresponding lead staff/volunteer, prior to the activity, should approve purchases of this nature. Receipts or invoices and a completed Expense Reimbursement Form will be required for reimbursement.

## **Safety and liability**

If a volunteer is injured during the course of volunteer service the corresponding lead staff/volunteer must be notified and the appropriate accident report forms need to be completed. If any volunteer has concerns....

## **Training/Planning Meetings**

All SkillsUSA Massachusetts, Inc. volunteer opportunities require volunteers to attend at least one planning meeting/training as specified by the corresponding lead staff/volunteer. It is expected that every volunteer attend required planning meetings/training opportunities as requested.

**Thank you again for joining our team of volunteers!**

## **Attachments:**

Volunteer Registration Form  
SkillsUSA Massachusetts, Inc. Code of Ethics for Volunteers  
SkillsUSA Massachusetts, Inc. Social Media Policy  
SkillsUSA Massachusetts, Inc. Volunteer Waiver of Copyright

# Volunteer Application Form



FOR OFFICE USE  
Volunteer Ref # \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your interest in volunteering with SkillsUSA Massachusetts, Incorporated. Volunteers play a vital role in planning, organizing, management and facilitation of our activities, events and conferences. All volunteer applications are reviewed with consideration of current volunteer opportunities. The information you provide will be stored in confidence under the provisions of the Data Protection Act. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

**Personal Details**

Name: \_\_\_\_\_ Mr.  Mrs.  Miss.  Ms.

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

County: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_

(Mobile) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Birth-date: \_\_\_\_\_  
Month / Day / Year

If you are involved with us as a volunteer and an emergency arises, whom should we contact?

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

Telephone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

**Equal Opportunities**

SkillsUSA Massachusetts, Inc. is committed to equal opportunities and all volunteer recruitment decisions will be based on merit, suitability for the role and experience. NO volunteer recruitment decision will be influenced, in any way, by race, color, nationality, religion, sex, marital status, family status, sexual orientation, disability, or age. SkillsUSA Massachusetts, Inc. fully endorses a Volunteer working environment free from discrimination and harassment.

SkillsUSA Massachusetts, Inc. is committed to standards of excellence in Child Protection practices. Where your volunteer role may have direct contact with children, you will be required to complete a CORI form, which will be processed by the state office of SkillsUSA Massachusetts, Inc.. The fee for a CORI is \$25.00 payable, by the Volunteer, to SkillsUSA Massachusetts, Inc. at the time this application is made. CORI will be processed along with this application. *Exceptions to the CORI requirement extend to volunteers who are employed by, therefore previously CORI checked and fingerprinted, by one of our member schools. This is the only exception to the CORI requirement.*

I am employed by one of SkillsUSA Massachusetts' member schools and have on file at the schools a current CORI and fingerprint profile.

Yes  No

Have you ever been convicted of an offence in the United States of America or elsewhere?

Yes  No

If you checked yes, please provide details below:

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## Your Skills and Interests

1. Have you ever done any Volunteer work before? Yes  No

If you answered yes, please tell us a little about the experience.

2. Why do you want to volunteer with SkillsUSA Massachusetts, Inc.? What has motivated you to get in touch with us?

3. Do you have any particular skills or qualities that you could use in your Volunteer work?

4. Are you applying for a specific Volunteer position? Yes  No

If yes, please provide the following (see list in #5);

Volunteer Opportunity: \_\_\_\_\_

Reference # \_\_\_\_\_

5. What Volunteer opportunities interests you?

- Board of Directors – Reference #BOD\_1
- Leadership Team Conference Management/Trainer – Reference #LDR\_1
- Leadership Team Media Services – Reference #LDR\_2
- Alumni Executive Board – Reference #ALM\_1
- Alumni Association Conference Volunteer – Reference #ALM\_2
- SkillsUSA Championships Management Team – Reference #SMT\_1
- Tabulation Center Team – Reference #SMT\_2
- Internship in the State Office – Reference #INT\_1
- Other – Reference #OTR\_1

6. Availability for Volunteer work, check all that apply (*some opportunities require larger commitment*)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Totally Flexible | <input type="checkbox"/> Evenings/Weekends  | <input type="checkbox"/> Conference Dates (depending on schedule) |
| <input type="checkbox"/> Part-Time Days   | <input type="checkbox"/> Part-Time Evenings | <input type="checkbox"/> Summer/school breaks                     |

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## References

**1.**  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Place of Work: \_\_\_\_\_ Position: \_\_\_\_\_  
(If applicable)  
Telephone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**2.**  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Place of Work: \_\_\_\_\_ Position: \_\_\_\_\_  
(If applicable)  
Telephone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_  
E-Mail: \_\_\_\_\_

If you have any questions when completing this application form, please contact the corresponding lead staff/volunteer. Contact information can be found in the Volunteer Handbook. If you would like to find out more about SkillsUSA Massachusetts, Inc. log onto our website at [www.maskillsusa.org](http://www.maskillsusa.org)

Is there any additional information you would like to bring to our attention?

I declare that the information I have provided is true. All my actions as a Volunteer will reflect the ethos of SkillsUSA Massachusetts, Inc. and I agree that being Child (Student) Centered will be central to my role.

Signed \_\_\_\_\_ Date \_\_\_\_\_

For office use only

Volunteer Position \_\_\_\_\_

Volunteer Interview \_\_\_\_\_

Volunteer Forms Complete/Fees Collected (if applicable) Yes  No

References Collected Yes  No

Volunteer Start Date \_\_\_\_\_

# Volunteer Handbook

## SkillsUSA Massachusetts, Inc. | Code of Ethics for Volunteers

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

Volunteer Street Address: \_\_\_\_\_

Volunteer Town/City, State & Zip: \_\_\_\_\_

Individual conduct and appearance is an important aspect of Career and Technical Education. At SkillsUSA's conferences and activities this phase of the education program becomes apparent. Since being a good example is one method of teaching, and students participating in SkillsUSA's conferences are impressionable, this Code of Ethics has been set for adult Volunteers. It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times.

1. SkillsUSA Massachusetts, Inc. defines the term "Volunteer" as a person who chooses to act; giving time, effort and talent, in recognition of a need, with an attitude of social responsibility and without concern for nor expectation of monetary profit.
2. The Volunteer is responsible for completing the required **Volunteer Registration Paperwork** and ensuring that all required forms and fees (CORI fee, Volunteer Dues, team wearing apparel fees), *if applicable*, are paid before volunteer service can begin.
3. Volunteers are expected to be on time and prepared for all SkillsUSA Massachusetts, Inc. opportunities for which they agree to engage as a volunteer.
4. Volunteers are assigned job duties during conferences and activities. It is the responsibility of the Volunteer to promptly carry out his or her job duties with a "Can Do Attitude" remembering, every job is important!
5. Volunteers are expected to exercise trust and be trust worthy, keep the volunteer commitments made and being honest about what can be committed to.
6. Volunteers are role models for students. As such, they are responsible for acting in a manner that sets a positive tone for the event, conference or activity. Volunteers must refrain from one-on-one interaction with students, connection, communication or social interaction with student members of SkillsUSA outside of the volunteer opportunity.
7. Volunteers are responsible for their actions. Volunteers are expected to be appropriate and respectful during interactions with fellow volunteers, staff, teachers, students and the public.
8. It is required, for all overnight volunteer opportunities, that every Volunteer spend each night in the room of the hotel to which the Volunteer is personally assigned.
9. Any conflicts amongst Volunteers should be resolved quickly and openly. Volunteers are expected to treat one another the way each would like to be treated.
10. Volunteers must practice self-care whilst serving. When daily responsibilities have ended, it is expected that Volunteers get appropriate sleep, when it is time to eat, Volunteers must make time to eat. Volunteer self-care is essential to being at ones best for our students.
11. Volunteers are expected to serve cheerfully and present a positive and enthusiastic attitude. Volunteers should avoid complaining, remembering, if you are tired, so is everyone else.
12. All Volunteers are expected to represent SkillsUSA Massachusetts, Inc. with respect. All Volunteers will be provided a copy of the SkillsUSA Massachusetts, Inc. Social Media Policy & Guidelines for Volunteers and agree to abide by its contents.

Violation of any items in this Code of Ethics for Volunteers and/or the Social Media Policy for Volunteers may result in a warning and/or coaching. Violations may be grounds for disqualification or suspension from volunteer service. If violations take place during an activity, meeting or conference, the violator may be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the appropriate parties.

I understand that, by signing this Code of Ethics for Volunteers, if I am in violation of any of the above and/or conduct myself in a manner unbecoming a SkillsUSA Massachusetts, Inc. Volunteer, I may be removed from volunteer service or suspended from volunteer service. I further agree to accept the penalty imposed on me with the understanding that all such actions will be explained to me. I realize the severity of the penalty may increase with the severity of the violation.

\_\_\_\_\_  
Typed or Print Name of Volunteer

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date



## Social Media Policy and Guidelines for Volunteers

SkillsUSA Massachusetts, Inc. has established this Social Media Policy as a guide for all Volunteers regarding posts to social networking websites. Social media is described as any website or medium (including video) that allows for communication with the public. This includes, but is not limited to, Facebook, Twitter, Instagram, LinkedIn, MySpace, YouTube, Flickr, Picasa, blogs, etc. This policy is in place to protect you, as a SkillsUSA Massachusetts, Inc. Volunteer. Below you will find both the policy and tips to protect yourself as a Volunteer.

1. SkillsUSA Massachusetts, Inc. has numerous Social Media pages that are owned and managed exclusively by SkillsUSA Massachusetts, Inc. and/or corresponding lead staff/volunteers. Ownership of these pages belongs to the SkillsUSA Massachusetts, Inc. and not any Volunteer whose current job includes posting to or monitoring these accounts. Volunteers do not, under any circumstances, create social media page(s) for SkillsUSA Massachusetts, Inc.
2. Volunteers must be aware of their association with SkillsUSA, Inc. SkillsUSA Massachusetts, Inc. and or the SkillsUSA Massachusetts Alumni & Friends Association when participating with online social networks. If a Volunteer identifies themselves as a SkillsUSA Volunteer or has a public facing position for which your SkillsUSA association is known to the general public, the Volunteer must ensure their Social Media accounts and related content (even if it is of a personal and not an official nature) is consistent with the Mission, Vision and Values of SkillsUSA.
3. Volunteers must recognize that they are responsible and potentially liable for anything written or presented online. The public image of SkillsUSA Massachusetts, Inc. Volunteers in social media, if they can be associated with SkillsUSA, SkillsUSA Massachusetts, Inc. and or the SkillsUSA Massachusetts Alumni & Friends Association, does matter. Malicious, offensive, disparaging remarks, untruthful statements, demeaning behavior, and illegal substance use, are all examples of behavior that can initiate a non invite or dismissal from volunteer service with SkillsUSA Massachusetts, Inc. Volunteers may also be disciplined by the corresponding lead staff/volunteers and/or Board of Directors for commentary, content, or images that are defamatory, lewd, proprietary, harassing, libelous, or that can create a hostile environment at SkillsUSA Massachusetts, Inc. events, activities and conferences.
4. SkillsUSA Massachusetts, Inc. requires Volunteers to write knowledgeably and accurately using appropriate professionalism. Speak respectfully about SkillsUSA Massachusetts, Inc., SkillsUSA Massachusetts Alumni & Friends Association, our current and potential members, and current and potential partners/affiliations. Despite any disclaimers made, SkillsUSA Massachusetts Volunteer's social media posts can result in members of the public forming opinions about SkillsUSA and its members, Alumni, and partners. Do not engage in any behavior that will reflect negatively on the reputation of SkillsUSA Massachusetts, Inc. or SkillsUSA Alumni & Friends Association.
5. SkillsUSA Volunteers may not initiate contact or accept requests for social networking with students they meet at SkillsUSA events. The term student refers to anyone under the age of 18 or anyone who is currently enrolled in a SkillsUSA affiliated school (middle school-high school-college/post secondary). This includes those who are 18 years of age or older, but are still enrolled in a CTE school program. If a SkillsUSA student member finds a Volunteer's social networking profile and requests to be linked, the Volunteer must respectfully decline. Any exceptions, including prior relationships, are subject to written explanation and approval from the corresponding lead staff/volunteers.
6. SkillsUSA Massachusetts, Inc. Volunteers shall not post any pictures or videos of minors/students in or at SkillsUSA programs/events/activities/or SkillsUSA conference sites to their personal social network pages.
7. It is important that social media platforms are monitored for negative comments about SkillsUSA, SkillsUSA Massachusetts, Inc. and the SkillsUSA Massachusetts Alumni & Friends Association. If Volunteers become aware of negative comments posted Volunteers should contact the corresponding lead staff/volunteers with any concerns.

### Tips to protect the Volunteer:

1. Volunteers must exercise common sense when using social networking websites.
2. Volunteers must make their online profiles private/unsearchable.
3. Volunteers must not accept "friend" invitations/invitations to connect from minors/students.
4. Volunteers must not affiliate their personal on-line presence with their Volunteer service with SkillsUSA Massachusetts, Inc.
5. Volunteers must not post photos of minors/students associated with SkillsUSA.
6. Volunteers should have no expectation of online privacy.

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## SkillsUSA Massachusetts, Inc. Volunteer Staff Waiver of Copyright

I, the undersigned, do hereby acknowledge that any scripts, PowerPoint presentations, slide decks, videos and photographs I will create and/or creative works, consisting of, but not limited to, signs, banners, logo designs, bulletins, announcements, brochures, programs, event content and or program content I will create at or for any activity, event or conference on behalf of SkillsUSA Massachusetts, Inc. for the entirety of my volunteer affiliation with SkillsUSA Massachusetts, Inc. are:

- 1) done on a voluntary basis;
- 2) a charitable act. I will receive no monetary compensation for the creation, editing, displaying or usage of said scripts, PowerPoint presentations, slide decks, videos and photographs I will create and/or creative works, consisting of, but not limited to, signs, banners, logo designs, bulletins, announcements, brochures, programs, event content and or program content I will create; and
- 3) not my property. While I may use and keep my own equipment, the rights to display and use any scripts, PowerPoint presentations, slide decks, videos and photographs I will create and/or creative works, consisting of, but not limited to, signs, banners, logo designs, bulletins, announcements, brochures, programs, event content and or program content I will create at or for any activity, event or conference belong solely to SkillsUSA Massachusetts, Inc. Regardless of medium, permission to use or display edited or unedited, compiled or uncompiled, versions of any creative works, videos and/or photographs I or any other volunteer may produce must be obtained from SkillsUSA Massachusetts, Inc. beforehand.
- 4) I understand that the granting of this permission by SkillsUSA Massachusetts, Inc. may not be automatic. I acknowledge that I do not have a personal copyrightable interest in the scripts, PowerPoint presentations, slide decks, videos and photographs I will create and/or creative works, consisting of, but not limited to, signs, banners, logo designs, bulletins, announcements, brochures, programs, event content and or program content I will create, edit or work with on behalf of SkillsUSA Massachusetts, Inc.

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Typed or Print Name of Volunteer

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Signature of Volunteer

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Date

