



# The Lingo Project

## Volunteer Agreement & Acknowledgment

This Volunteer Agreement (“Agreement”) is entered into by and between **The Lingo Project** (“Organization”) and the undersigned volunteer (“Volunteer”) as of the date signed below. By signing this Agreement, the Volunteer agrees to abide by all guidelines, and expectations outlined herein, as well as those published on The Lingo Project website and communicated during training.

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### 1. Acknowledgment of Guidelines

Volunteer acknowledges that they have **read and understood all Program and Classroom Guidelines** available on The Lingo Project website, including but not limited to:

- Classroom expectations and teaching behavior
- Dress code and appearance
- Confidentiality policies
- Program structure and sustainability practices
- Volunteer roles and boundaries
- Communication and media use

Volunteer agrees to always follow these guidelines while serving with The Lingo Project.

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### 2. Curriculum Ownership & Use

- The Lingo Project curriculum, lesson plans, teaching guides, videos, and all related materials (“Curriculum”) are the **exclusive intellectual property** of The Lingo Project and protected by copyright and other applicable laws.
- Volunteer may **only use the Curriculum while actively serving** with The Lingo Project and **only for approved program purposes**.
- Volunteer **may not**:
  - Copy, reproduce, or distribute the Curriculum in any form
  - Share Curriculum materials digitally, physically, or on social media
  - Sell, modify, or repurpose the Curriculum for personal, commercial, or organizational use
  - Post Curriculum materials on any public or private platform without prior written approval

Upon ending service, Volunteer agrees to **return or destroy all Curriculum materials** as instructed.

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### 3. Confidentiality

Volunteer agrees to maintain **strict confidentiality** regarding:

- Student information and personal stories
- Curriculum and internal training materials
- Program operations and internal communications

Volunteers may **share student successes or experiences only during approved settings**, such as volunteer huddle times or staff meetings.

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#### 4. Communication & Technology Use

- Volunteer agrees to use **WhatsApp, email, or other communication tools** provided by The Lingo Project only for program-related purposes.
- Volunteer will not share student contact information or program materials outside approved channels.
- All communication must remain professional, respectful, and aligned with The Lingo Project's mission.

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#### 5. Program Fees & Nonprofit Understanding

- Volunteer understands that The Lingo Project is an independent nonprofit and does not receive government funding.
- A **low monthly fee** is charged to adult students to cover program and operational expenses; this fee **does not generate profit** and is allowed by the IRS for tax-exempt nonprofit organizations.
- Volunteers are responsible for directing any student or external inquiries about fees to program leadership.

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#### 6. Classroom Behavior & Conduct

Volunteer agrees to:

- Follow the approved curriculum and classroom procedures
- Treat students with dignity, patience, and respect always
- Honor students' diverse backgrounds and avoid assumptions about education, immigration status, or ability
- Not pressure students to participate or share personal information
- Maintain appropriate dress and professional behavior in class

Volunteers must report any requests from students for personal loans, financial assistance, or other inappropriate requests to leadership immediately.

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#### 7. Accountability

- Volunteers understand that violations of this Agreement may result in additional training, reassignment, or **removal from the program**.
- Volunteer acknowledges that The Lingo Project may pursue legal remedies to protect its **intellectual property or program integrity**.

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#### 8. Acknowledgment & Signature

By signing below, Volunteer confirms that they:

- Have read and understood this Agreement and The Lingo Project Guidelines
- Agree to abide by all policies and procedures outlined herein
- Understand the expectations and responsibilities of serving with The Lingo Project

**Volunteer Name:**

**Signature:**

**Date:**