



VOLUNTEER HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

I, _____ have received and read the Houston
Volunteer Printed Name
**Zombie Walk Volunteer Handbook. I have had the opportunity to ask any
questions I have regarding the contents of the handbook.**

Volunteer Signed Name

Date Signed



VOLUNTEER CONFIDENTIALITY STATEMENT

Confidentiality

I agree to hold in confidence all information I become privy to regarding clients of Houston Zombie Walk. I will not remove from the office of HZW any electronic or written records, or copies thereof, without express permission of HZW or its client. I accept full responsibility for maintaining the confidential nature of all records, client contacts and information marked confidential.

I understand that I am personally responsible and fully liable for any violation of this agreement.

Volunteer Signed Name

Volunteer Printed Name

Houston Zombie Walk Volunteer Manager Signature

Date Signed



HOUSTON ZOMBIE WALK DRIVER POLICY

Volunteers assigned to driving duties ("drivers") must at all times meet the following criteria:

- drivers must have a current, valid driver's license for the state of Texas; and
- drivers must maintain a clean driving record.

Any volunteer driving an HZW vehicle or driving on HZW business must observe all safety, traffic, and criminal laws of this state. No driver may consume alcohol or illegal drugs while driving an HZW vehicle, while on HZW business, while in an HZW vehicle, or prior to the volunteer's shift if such consumption would result in a detectable amount of alcohol or illegal drugs being present in the volunteer's system while on duty. In addition, no driver may consume or use any substance, regardless of legality or prescription status, if by so doing, the driver's ability to safely operate a motor vehicle and carry out other work-related duties would be impaired or diminished. No driver may pick up or transport other volunteers while in an HZW vehicle or on HZW business, unless there is a work-related need to do so. Any illegal, dangerous, or other conduct while driving that would tend to place the lives or property of others at risk is prohibited.

Anything a driver does in connection with the operation of motor vehicles can affect that driver's fitness for duty or insurability as a driver. Regardless of fault, circumstance, on- or off-duty status, time, or place, any driver who receives a traffic citation from or is arrested by a law enforcement officer, or who is involved in any kind of accident while driving, must inform the Volunteer Manager or Board Chairman about the incident immediately or as soon as possible thereafter. Any penalty, fine, imprisonment, fee, or other adverse action imposed by a court in connection with such an incident must be reported immediately to the Volunteer Manager or Board Chairman. In both of the above situations, the matter will be reported to the HZW insurance carrier so that a prompt decision on continued coverage of the volunteer can be made. The driver involved in an accident or cited by a law enforcement official for violating a motor vehicle law must turn over any documentation relating to such incident as soon as possible to the Volunteer Manager or Board Chairman, and must cooperate fully with HZW in verifying the information with other parties involved and with law enforcement authorities. While parking tickets will not affect a driver's insurability, any parking ticket issued on a vehicle that is being used for HZW business should be reported to the Volunteer Manager or Board Chairman at the earliest possible opportunity.

Any volunteer who violates any part of this policy, or who becomes uninsurable as a driver, will be subject to reassignment and/or disciplinary action, up to and possibly including termination from HZW. All volunteers with driving duties must sign this agreement:

I have read and understand the Houston Zombie Walk Driver Policy, and I agree, in the event that I am ever found to be uninsurable, or that I lack a clean driving record or a valid and current driver's license, that if necessary, I will accept an alternative assignment.

Volunteer Signed Name

Volunteer Printed Name

Date Signed



VOLUNTEER INTERESTS SURVEY

This Interests Survey is designed to help the Volunteer Manager learn more about you in an attempt to place you in roles which are best suited to your interests. By having this information up front, the Volunteer Manager can work towards creating a more enjoyable volunteer experience for you which in turn enhances the experience for our patrons and sponsors. Please note that position vacancies may necessitate you being placed in a role which you did not specifically identify as an interest.

Volunteer Printed Name

Date

Please place an "X" in all boxes next to the statements which you feel best describes you as a Houston Zombie Walk Volunteer:

- I enjoy interacting with the general public.
- I am comfortable working directly with children.
- I am skilled at applying Make-Up and Special F/X and would like to apply Make-Up and Special F/X during events.
- I can be responsible for collecting money and providing change to patrons.
- I am of legal age to serve alcohol and am willing to serve alcohol.
- I would be good at working a Reception Desk and selling tickets.
- I can organize and lead raffles and auctions and would like to conduct raffles and auctions.
- I am willing to help with heavy lifting.
- I know how to set up and am willing to operate sound systems.
- I meet the requirements of the Driver Policy and am willing to drive Houston Zombie Walk vehicles.
- I have no preference what I do and would work where ever I am needed.

What is the maximum number of hours you would wish to work in an 8 hour shift? _____

Please list any scheduling limitations you may have. _____

Do you have equipment items you would be willing to bring to events for Houston Zombie Walk to use during the events (e.g., generators, folding chairs, canopies, etc.)? _____