

VOLUNTEER HANDBOOK

Volunteer Handbook & Service Packet

The Luc Cochran Foundation

Where Opportunity Meets Technology to Build Futures.

Policies, code of conduct, safety standards, and required
agreement forms for all TLCF volunteers.

The Luc Cochran Foundation • 501(c)(3) • EIN 99-1959689
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SECTION 1

Welcome to the TLCF volunteer team.

Thank you for choosing to serve with The Luc Cochran Foundation. Volunteers are not extra help at TLCF — they are the way the work happens. Every tutoring session, every résumé reviewed, every box of groceries handed to a family, and every student who learns to use a computer for the first time reaches someone because a volunteer showed up.

This handbook explains what you can expect from us and what we expect from you. Please read it in full before your first shift. It applies to every person who serves TLCF without compensation, including one-day event volunteers, recurring program volunteers, student and court-referred service volunteers, interns, and members of committees and the Board of Directors.

A note about this handbook

This handbook is a statement of policy and expectations, not an employment contract. Volunteering with TLCF is a voluntary relationship that either you or the foundation may end at any time, for any reason. TLCF may update these policies as programs, laws, or safety standards change; the current edition always governs.

Our purpose

TLCF is a Georgia nonprofit corporation and 501(c)(3) tax-exempt organization based in Jonesboro, Georgia, serving Clayton County and the broader metro Atlanta community. We bridge opportunity and technology so individuals and families can build brighter futures.

Our values in practice

Value	What it looks like on a shift
Dignity first	We serve neighbors, not cases. No one has to prove hardship to be treated with respect.
Show up	Reliability is the single most valuable thing a volunteer brings. Families plan around us.
Confidence, then capability	We teach at the learner's pace and never make anyone feel behind.
Privacy is care	What we learn about a participant stays inside the program.
Accountability	We track what we do, report it honestly, and correct it when we get it wrong.

SECTION 2

The programs you may serve.

TLCF runs four core programs. Volunteers are assigned to a specific program and role, and each has its own training, safety rules, and documentation requirements described later in this handbook.

Scholars Tutoring

Sliding-scale academic tutoring and homework support for K–12 students, delivered in person and online. Volunteer tutors work one-to-one or in small groups, log session notes, and coordinate with the program lead on student goals.

Digital Foundations

An online digital literacy course hosted and operated by TLCF at www.digitalfoundations.app, with a catalog of 89+ self-paced courses. Volunteers coach learners through computer basics, email, Google Workspace, online safety, and job-readiness technology skills.

Resume Workshop

In-person and remote résumé writing, interview preparation, and career readiness support for teens and adults. Volunteers review documents, run mock interviews, and help participants build a job search plan.

Nourish Network

Free food and household resource distribution for families in need. Volunteers sort and pack, staff distribution lines, load vehicles, manage intake, and handle recovery pickups from partner retailers.

Cross-program events

TLCF also runs seasonal drives, back-to-school events, community resource fairs, and partner activations. These follow the same conduct, safety, and confidentiality standards as ongoing programs.

SECTION 3

Volunteer roles and time commitments.

Roles are matched to your skills, availability, and the screening level the position requires. You may serve in more than one role, but each additional role requires its own orientation.

Role	Typical commitment	Screening level
Event / distribution volunteer	One shift, 2–4 hours	Registration + orientation
Nourish Network team member	Weekly or monthly shift	Registration + orientation + food safety briefing
Tutor (Scholars Tutoring)	1–2 hours weekly, 8-week minimum	Background check + youth safety training
Digital Foundations coach	1–2 hours weekly	Background check if serving minors
Résumé / career coach	2 hours monthly or by event	Registration + orientation
Intake & front desk	Scheduled shifts	Background check + confidentiality training
Skilled / professional volunteer	Project based	Depends on access to data or minors
Student & court-referred service	Documented hours	Registration + supervisor approval
Committee or Board volunteer	Ongoing	Conflict of interest disclosure

Minimum age requirements

- **Age 13–15:** may serve at distributions and events with a parent or guardian present for the full shift.
- **Age 16–17:** may serve without a guardian with a signed parental consent form on file, and may not supervise other minors or work alone with a participant.
- **Age 18+:** eligible for all roles, subject to screening.

Youth volunteers are never assigned to handle participant records, cash, or confidential intake information.

SECTION 4

How to become a TLCF volunteer.

Every volunteer completes the same intake path before a first shift. The process usually takes three to ten days depending on the role.

Step	What happens	Who
1. Apply	Submit the volunteer interest form at luccares.org/contact .	You
2. Conversation	A program lead reviews interests, availability, and role fit.	TLCF
3. Paperwork	Sign the agreements at the back of this handbook.	You
4. Screening	Background check where required; references for youth-facing roles.	TLCF
5. Orientation	General orientation plus program-specific training.	Both
6. Schedule	Shifts are confirmed in writing before you serve.	Both
7. Serve	First shift is paired with an experienced volunteer or staff lead.	You

Background checks

TLCF requires a criminal background check for volunteers who work with minors, handle participant records, handle funds, or serve in an unsupervised capacity. Checks are re-run every two years. Results are reviewed individually and confidentially; a record does not automatically disqualify anyone. Refusal to complete a required check ends the placement.

Disqualifying findings

Convictions or pending charges involving crimes against children, sexual offenses, violent offenses, elder or dependent abuse, or theft from a nonprofit or employer are disqualifying for youth-facing, records-handling, and funds-handling roles.

SECTION 5

Volunteer Code of Conduct.

This code applies whenever you are serving, wearing TLCF identification, on a TLCF or partner site, or otherwise representing the foundation — including online.

You are expected to

- Treat every participant, volunteer, staff member, and partner with courtesy and respect.
- Arrive on time, sign in and out, and stay for your full assigned shift.
- Follow the direction of the program lead or shift supervisor on site.
- Stay within the boundaries of your assigned role and training.
- Protect participant privacy at all times, including after your service ends.
- Report safety concerns, injuries, conflicts, and suspected abuse or neglect immediately.
- Dress appropriately for your role and wear your TLCF badge or shirt when provided.
- Use TLCF property, supplies, and food resources only for program purposes.

You may not

- Discriminate against or harass anyone, or use slurs, demeaning language, or intimidation.
- Be under the influence of alcohol or illegal drugs while serving, or bring them onto a site.
- Bring weapons of any kind to a TLCF site or activity.
- Solicit or accept money, gifts, or personal favors from participants.
- Sell, promote, or recruit for a business, political campaign, or religious group while serving.
- Photograph or record participants without a signed media release on file.
- Give money, rides, or housing to participants, or take a participant to your home.
- Provide medical, legal, financial, immigration, or clinical mental health advice.
- Post about participants or program details on personal social media.
- Discipline, restrain, or physically handle a child in any way.

Zero tolerance

Violence or threats, sexual misconduct of any kind, theft, intoxication on site, abuse of a child or vulnerable adult, and breaches of confidentiality result in immediate removal from service and, where required by law, a report to the appropriate authorities.

SECTION 6

Professional boundaries and relationships.

Volunteers frequently meet people during hard seasons of life. Clear boundaries protect both the participant and you.

Keep the relationship inside the program

- Communicate through TLCF channels — program email, the scheduling portal, or a staff-managed number — not personal phone numbers or social accounts.
- Meet in TLCF or partner spaces during scheduled program hours. Never meet a participant, especially a minor, alone in a private location.
- Use the two-adult rule for youth programs: a second adult must be present or able to see the interaction at all times, including in virtual sessions.
- For virtual tutoring, cameras on, sessions scheduled through TLCF, and a parent or guardian informed of the session time.
- Do not friend, follow, or direct-message a participant or the family of a minor participant.

Gifts, money, and personal help

Do not lend or give money, co-sign anything, provide transportation in a personal vehicle, or offer housing. If you see a need beyond what your role covers, bring it to the program lead — TLCF can often meet it through Nourish Network or a partner referral.

Existing relationships

If a participant is a relative, neighbor, coworker, or close friend, disclose it to the program lead. It is usually workable, but the assignment may be adjusted to protect confidentiality and fairness.

If a boundary gets crossed

Boundary issues are common and are not automatically discipline problems. Tell your program lead the same day. Concerns that are reported early are almost always resolved with a coaching conversation.

SECTION 7

Confidentiality and participant privacy.

Volunteers see sensitive information: household circumstances, income, school performance, immigration concerns, health details, and family conflict. TLCF treats all of it as confidential.

Rules for handling information

- Access participant information only when your role requires it.
- Never share a participant's name, image, situation, or attendance with anyone outside the program team — including your family, other volunteers, donors, or partners.
- Do not remove participant records, sign-in sheets, or intake forms from a TLCF site.
- Do not store participant data on personal devices, personal email, or personal cloud accounts.
- Do not photograph sign-in sheets, screens, or case notes.
- Written notes go in the TLCF system only, in factual, non-judgmental language.
- Shred or return any paper you are given at the end of your shift.

Limits of confidentiality

Confidentiality ends where safety begins. You must report — and TLCF must act on — suspected abuse or neglect of a child or vulnerable adult, a credible threat of harm to self or others, and any situation a court order or law requires us to disclose.

After you stop volunteering

Your confidentiality obligation continues indefinitely after your service with TLCF ends.

SECTION 8

Nondiscrimination, anti-harassment, and inclusion.

TLCF does not discriminate on the basis of race, color, national origin, ethnicity, ancestry, religion, sex, sexual orientation, gender identity or expression, age, marital or family status, pregnancy, disability, genetic information, veteran or military status, income, housing status, or any other status protected by federal, state, or local law. This applies to whom we serve, whom we accept as volunteers, and how we treat one another.

Harassment is prohibited

Harassment includes unwelcome conduct that demeans, humiliates, or intimidates a person because of a protected characteristic, as well as sexual harassment: unwelcome sexual advances, requests for sexual favors, sexual comments or jokes, unwanted touching, and displaying sexual material.

Reporting harassment

- Report to your program lead, or to any staff member or Board officer if the program lead is involved.
- Reports may be made in person, by email to hi@luccares.org, or in writing to the Board Chair at the mailing address on the cover.
- TLCF investigates promptly, keeps the matter as confidential as the investigation allows, and communicates the outcome to the reporting party.
- Retaliation against anyone who reports in good faith or participates in an investigation is itself a violation and is grounds for removal.

Accessibility and accommodation

TLCF welcomes volunteers with disabilities and will work with you on reasonable accommodations for training, scheduling, and role duties. Request an accommodation from your program lead or at hi@luccares.org; you are never required to disclose a diagnosis.

SECTION 9

Child and vulnerable adult protection.

Many TLCF participants are minors. Georgia law designates volunteers who work with children in a nonprofit setting as mandated reporters in most circumstances, and TLCF requires reporting from every volunteer regardless of legal status.

Prevention standards

- Two-adult rule at all times; no one-on-one unobserved contact with a minor.
- Bathroom and changing areas: never enter alone with a child; adults use separate facilities.
- No physical discipline, restraint, rough play, tickling, lap-sitting, or wrestling.
- Appropriate touch is limited to brief, public, non-sensitive contact such as a handshake or high-five.
- No transporting a minor in a personal vehicle.
- No private digital contact with a minor, including texts, DMs, and gaming platforms.
- Sign-in and sign-out of minors is to an authorized adult listed on the program roster only.

If a child discloses abuse

- Listen calmly. Do not interview, press for detail, or promise secrecy.
- Say you believe them and that you have to tell someone whose job is to keep them safe.
- Write down what was said in the child's own words as soon as possible.
- Notify the program lead immediately — the same day, before you leave the site.

Georgia reporting

Suspected child abuse or neglect is reported to the Georgia Division of Family & Children Services Child Protective Services Intake line at 1-855-GA-CHILD (1-855-422-4453). In an emergency, call 911 first. TLCF will support and never penalize a volunteer who reports in good faith.

SECTION 10

Health, safety, and emergency procedures.

General site safety

- Complete the site safety walkthrough on your first shift at any new location.
- Wear closed-toe shoes at distributions, warehouse work, and setup or teardown.
- Lift with your legs; use a partner or a cart for anything over 25 pounds.
- Keep aisles, doorways, and fire exits clear at all times.
- Report every injury, near-miss, and property damage incident to the shift supervisor before leaving.
- Do not operate a forklift, pallet jack, or power equipment without documented training.

Food safety — Nourish Network

- Wash hands before handling food and after breaks, restroom use, or touching your face.
- Wear gloves when handling unpackaged food; change gloves between tasks.
- Do not volunteer with food if you have had vomiting, diarrhea, fever, or jaundice in the last 48 hours.
- Check dates and packaging integrity; discard dented, swollen, leaking, or unsealed items.
- Keep cold items cold (below 41°F) and move refrigerated and frozen donations first.
- Never re-donate or take home food removed from distribution for quality reasons.
- Tie back long hair, remove loose jewelry, and cover open cuts.

Emergency procedures

Situation	First action
Medical emergency	Call 911, then notify the shift supervisor. Do not move an injured person unless there is immediate danger.
Fire or alarm	Evacuate by the nearest exit, go to the designated meeting point, wait for the head count.
Severe weather	Move to the interior room or hallway away from glass; wait for the all-clear.
Violent or threatening person	Do not engage. Move participants away, call 911, notify the supervisor.
Missing child	Notify the supervisor immediately; the site locks down and staff search before anyone leaves.
Power or system outage	Pause distribution or sessions, secure records and food, follow supervisor direction.

Illness and personal health

Stay home if you are sick. Notify your program lead as early as possible so the shift can be covered. TLCF follows current public health guidance and may require masks or other precautions at specific sites.

SECTION 11

Attendance, scheduling, and communication.

Scheduling

- Shifts are scheduled through the TLCF member portal or by your program lead and confirmed in writing.
- Arrive 10 minutes early for check-in and the shift briefing.
- Sign in and out every shift — hours are used for grant reporting and impact numbers.
- Give at least 48 hours' notice to cancel a routine shift, and as much notice as possible for emergencies.
- Tutors commit to a full 8-week cycle; consistency is central to student progress.

No-shows

Two unexcused no-shows in a program cycle pause a placement until a conversation with the program lead. Repeated late cancellations may lead to reassignment to an event-based role.

Communication standards

- Use your TLCF-listed email for program communication and respond within two business days.
- Copy the program lead on anything involving a participant issue, safety concern, or partner.
- Keep participant details out of email subject lines and group threads.
- Speak to media, donors, or public officials about TLCF only when the Executive Director has designated you to do so.

Dress code

Wear your TLCF shirt or badge when issued. Clothing should be clean, modest, and safe for the task, with no offensive graphics, political messaging, or advertising. Distribution and warehouse shifts require closed-toe shoes.

SECTION 12

Technology, records, and social media.

Acceptable use

- Use TLCF accounts, devices, and the participant portal only for assigned program work.
- Do not share your login, and use a unique password with multi-factor authentication when offered.
- Lock screens when you step away; never leave a session open on a shared computer.
- Report a lost device, phishing email, or suspected breach to the program lead the same day.
- TLCF systems, accounts, and data belong to the foundation and may be reviewed at any time.

Social media

- Never post participant names, faces, stories, intake details, or identifying context.
- Share only content already published by TLCF's official accounts.
- Make clear that personal opinions are your own and not the foundation's.
- Do not respond publicly to criticism, media inquiries, or rumors about TLCF; forward them to the Executive Director.
- Photos taken at TLCF events may only be posted after the program lead confirms media releases are on file for everyone visible.

Recordkeeping

Session notes, distribution counts, and hours must be entered before the end of the shift or within 24 hours.

Records should be factual and objective. Never backdate, estimate, or record activity that did not occur — TLCF reports these figures to grantmakers and the public.

SECTION 13

Ethics, conflicts of interest, and stewardship.

Volunteers are stewards of donated food, funds, equipment, and trust. TLCHF's Conflict of Interest, Whistleblower, Document Retention, and Nondiscrimination policies apply to volunteers and are available at luccares.org/about.

Conflicts of interest

- Disclose any financial, family, or business relationship that could affect a TLCHF decision.
- Do not use your volunteer role to obtain a benefit for yourself, a relative, or a business.
- Volunteers who are also program participants must be served through the standard process by someone else.
- Vendors, contractors, and their family members must disclose before participating in any purchasing decision.

Handling donations and funds

- Two people must be present whenever cash or checks are counted; both sign the count sheet.
- Never accept a cash donation individually — direct donors to luccares.org/donate or a staff member.
- Do not promise a donor a specific use of funds; restricted gifts require Executive Director approval.
- Volunteers may not take home surplus food, supplies, or donated goods unless a staff lead documents the release.

Reporting concerns

Report suspected fraud, theft, misuse of resources, falsified records, or policy violations to the Executive Director, or to the Board Chair if leadership is involved. Good-faith reports are protected under TLCHF's Whistleblower Policy, and retaliation is prohibited.

SECTION 14

What you can expect from TLCF.

Our commitments to you

- A clear role description, training, and a named point of contact before your first shift.
- A safe, respectful, harassment-free environment and the equipment your role requires.
- Honest feedback, and a chance to give feedback about your experience.
- Verification letters and documented service hours for school, court, employer, or scholarship requirements.
- Recognition of your contribution and an invitation to volunteer appreciation events.
- The right to say no to a task that is unsafe or outside your training.

Supervision and feedback

Each volunteer has a program lead who provides direction, answers questions, and checks in periodically. Recurring volunteers receive an informal review after the first 60 days.

Expenses and benefits

Volunteers are unpaid and are not employees of TLCF. TLCF does not reimburse routine travel or meals unless a program lead approves an expense in writing in advance. Mileage driven for TLCF may be deductible as a charitable contribution; consult your own tax advisor. TLCF does not provide workers' compensation coverage for volunteers.

Ending your service

You may stop volunteering at any time; please tell your program lead so participants can be transitioned. TLCF may end a placement at any time, including for conduct violations, unreliability, program changes, or a poor role fit. Return badges, keys, materials, and TLCF property on your last day. Volunteers removed for a zero-tolerance violation are not eligible to return.

SECTION 15

Problem solving and grievance procedure.

Step	Action	Timeline
1	Raise the concern directly with your program lead.	Within 5 days of the issue
2	If unresolved or the lead is involved, submit it in writing to the Executive Director at hi@luccares.org .	Within 10 days
3	The Executive Director reviews, gathers facts, and responds in writing.	Within 15 business days
4	If still unresolved, appeal in writing to the Board Chair at the mailing address on the cover. The Board's decision is final.	Within 30 days

Safety, harassment, abuse, and financial misconduct concerns skip the first step and go directly to the Executive Director or Board Chair.

Corrective action

For non-zero-tolerance issues, TLCF generally uses progressive steps: a coaching conversation, a documented warning with expectations, reassignment or suspension, and finally removal from service. TLCF may move directly to removal when the situation warrants it.

SECTION 16

Quick reference card.

Need	Contact
Emergency (medical, fire, threat)	911
Suspected child abuse or neglect	1-855-GA-CHILD (1-855-422-4453), then your program lead
Shift questions, cancellations, scheduling	Your program lead / TLCF member portal
General TLCF office	833-TLCF-NOW (833-852-3669) • Local 770-678-1667
Email	hi@luccares.org
Harassment, ethics, or misconduct report	hi@luccares.org, attn: Executive Director / Board Chair
Mailing address	1560 Commercial Court, Suite H, Jonesboro, GA 30238
Website / policies	luccares.org • luccares.org/about
Digital Foundations course platform	www.digitalfoundations.app

Before every shift

- Am I healthy enough to serve today?
- Do I have my badge, closed-toe shoes, and the right clothing?
- Do I know who my supervisor is and where the exits are?
- Have I signed in?
- Do I know what I may not do today — photos, private contact, giving out information?

REQUIRED FORM 1 OF 4

Volunteer agreement and acknowledgment.

Please complete forms 1 through 4. Signed forms are kept in your volunteer file and must be on file before your first shift.

I acknowledge and agree that:

- I have received, read, and understand the TLCF Volunteer Handbook, including the Code of Conduct, confidentiality, child protection, and safety sections.
- I will follow all TLCF policies and the direction of TLCF staff and program leads while serving.
- I am a volunteer, not an employee, agent, or contractor of TLCF, and I am not entitled to wages, benefits, workers' compensation, or unemployment coverage.
- My volunteer relationship with TLCF is at-will and may be ended by either party at any time, with or without cause or notice.
- I will protect the confidentiality of all participant, donor, and organizational information during and after my service.
- I consent to a criminal background check and reference checks if my role requires them, and I will promptly disclose any arrest or conviction that occurs during my service that relates to the safety of participants.
- I understand that violating these policies may result in immediate removal from service.
- Everything I have provided to TLCF in my application is true and complete.

Volunteer printed name

Date of birth (if under 18)

Volunteer signature

Date

Program / role assigned

Program lead

Parent or guardian consent (volunteers under 18)

I am the parent or legal guardian of the volunteer named above. I give permission for my child to volunteer with The Luc Cochran Foundation and I agree, on my own behalf and my child's, to the terms of this handbook and the agreements that follow.

Parent / guardian printed name

Phone

Parent / guardian signature

Date

REQUIRED FORM 2 OF 4

Confidentiality and information security agreement.

In consideration of being permitted to volunteer with The Luc Cochran Foundation ("TLCF"), I agree to the following:

- **Confidential information** includes participant names, contact details, household and financial circumstances, school and academic records, health information, immigration status, case and session notes, donor records, personnel information, and any TLCF business information not published by the foundation.
- I will access confidential information only as required by my assigned role, and will not seek out information about a participant for personal reasons.
- I will not disclose confidential information to anyone outside the TLCF program team, including family, friends, other volunteers without a need to know, employers, media, or on social media.
- I will not copy, photograph, email, download, or store confidential information on personal devices or accounts, and will not remove records from TLCF or partner sites.
- I will report any actual or suspected loss, theft, or unauthorized disclosure of confidential information to TLCF immediately.
- I will return or securely destroy all confidential material in my possession when my service ends.
- I understand this obligation continues indefinitely after my volunteer service with TLCF ends.
- I understand that TLCF is legally required to disclose certain information, including suspected abuse or neglect of a child or vulnerable adult and credible threats of harm, and that I must report such concerns to TLCF and appropriate authorities rather than keep them confidential.
- I understand that a breach of this agreement may result in immediate removal from service and, where applicable, legal action.

Volunteer printed name

Date

Volunteer signature

Program / role

Parent / guardian signature (if under 18)

Date

REQUIRED FORM 3 OF 4

Release of liability and assumption of risk.

PLEASE READ CAREFULLY. THIS IS A RELEASE OF LEGAL RIGHTS. Sign only after reading in full.

In consideration of being permitted to participate as a volunteer with The Luc Cochran Foundation, a Georgia nonprofit corporation ("TLCF"), I, the undersigned, agree as follows:

1. Assumption of risk.

I understand that volunteer activities may include lifting and carrying, warehouse and distribution work, use of equipment and hand tools, food handling, setup and teardown, driving to and from sites, outdoor work in varying weather, and contact with the public. I acknowledge these activities carry inherent risks, including physical injury, illness including communicable disease, property damage, and in rare cases death. I knowingly and voluntarily assume all such risks, whether known or unknown.

2. Release and waiver.

On behalf of myself, my heirs, executors, administrators, and assigns, I hereby release, waive, and discharge TLCF, its directors, officers, employees, volunteers, agents, partners, and site hosts (the "Released Parties") from any and all claims, demands, damages, causes of action, and liabilities of any kind arising out of or related to my volunteer service, including claims arising from the ordinary negligence of the Released Parties. This release does not apply to gross negligence, willful misconduct, or any liability that may not be released under Georgia law.

3. Indemnification.

I agree to indemnify and hold harmless the Released Parties from any loss, liability, damage, or cost, including reasonable attorneys' fees, arising out of my own negligent or intentional acts or my violation of TLCF policy while volunteering.

4. Medical treatment.

I authorize TLCF to secure emergency medical treatment on my behalf if I am unable to consent, and I accept financial responsibility for the cost of that treatment. I understand TLCF does not provide health, accident, disability, or workers' compensation insurance for volunteers.

5. Personal property.

I understand TLCF is not responsible for loss of or damage to my personal property, and that I use my personal vehicle for volunteer purposes at my own risk and under my own insurance.

6. Fitness to serve.

I represent that I am physically and mentally able to perform the volunteer duties assigned to me, and I will inform TLCF of any limitation that affects my safety or the safety of others.

7. Governing law and severability.

This agreement is governed by the laws of the State of Georgia, and venue for any dispute lies in Clayton County, Georgia. If any provision is held unenforceable, the remaining provisions remain in full force.

I have read this Release of Liability and Assumption of Risk, understand it, and sign it freely and voluntarily.

Volunteer printed name

Date

Volunteer signature

Phone

Parent / guardian signature (volunteers under 18)

Date

REQUIRED FORM 4 OF 4

Photo, video, and media release.

The Luc Cochran Foundation documents its work to report to donors, grantmakers, and the community. This release is voluntary; you may decline and still volunteer.

Grant of rights

I grant The Luc Cochran Foundation and those it authorizes the irrevocable, royalty-free, worldwide right to photograph, film, record, and interview me while volunteering, and to use, reproduce, edit, publish, and display my name, likeness, image, voice, and statements — in whole or in part — in TLCHF newsletters, websites, social media, annual and impact reports, grant applications, presentations, press materials, fundraising appeals, and other communications, in any medium now known or later developed.

No compensation

I understand I will receive no payment or other compensation for this use, that TLCHF owns all resulting materials, and that I have no right to inspect or approve the finished use.

Release

I release TLCHF, its directors, officers, employees, volunteers, and agents from any claim arising from the use described above, including claims for defamation, invasion of privacy, or right of publicity.

Participant media is separate

This release covers you as a volunteer only. You may never photograph or record a program participant. All participant media is captured by designated staff with a separate signed participant release.

Choose one:

☐ I GRANT permission as described above.

☐ I DECLINE. Please do not use my name, image, voice, or likeness in TLCHF materials.

Volunteer printed name

Date

Volunteer signature

Email

Parent / guardian signature (volunteers under 18)

Date

ADMINISTRATIVE

Office use: volunteer file checklist.

Item	Received	Date	Initials
Volunteer application / interest form	☐		
Form 1 — Volunteer agreement & acknowledgment	☐		
Form 2 — Confidentiality & information security	☐		
Form 3 — Release of liability & assumption of risk	☐		
Form 4 — Photo, video & media release	☐		
Parental consent (under 18)	☐		
Emergency contact information	☐		
Background check completed / cleared	☐		
Reference checks (youth-facing roles)	☐		
General orientation completed	☐		
Program-specific training completed	☐		
Food safety briefing (Nourish Network)	☐		
Youth protection training (Scholars Tutoring)	☐		
Badge / shirt issued	☐		
Portal account created	☐		

Emergency contact

Emergency contact name

Relationship

Phone

Alternate phone

Allergies / medical notes TLCF should know

Date

The Luc Cochran Foundation is a 501(c)(3) tax-exempt organization, EIN 99-1959689. Questions about this handbook may be directed to hi@luccares.org.