

**Appendix A  
Long-Term Volunteer Acknowledgement and Release**

I have received, read, and understand the following documents and, in consideration of the opportunity to provide gratuitous services, as a volunteer, to the Smithsonian Institution, I agree to abide by their terms and conditions:

- Smithsonian Directive 208 (Standards of Conduct Regarding Smithsonian Institution Volunteers).
- Diversity and Equal Employment Policy Statement
- Prevention of Workplace Harassment Policy Statement
- Procedures for Requesting Reasonable Accommodation for Individuals with Disabilities
- EEO Complaints Procedures for Individuals Associated with the Smithsonian Institution
- SD 102 (Disclosing, Protecting, And Commercializing Inventions) if applicable
- Handbook for Volunteers Working Behind-the-Scenes

In consideration of the opportunity to serve as volunteer, I agree that the Smithsonian may use my name, likeness, voice, statements and image for any educational, promotional, archival or any other standard museum purpose in any media whatsoever. I also agree that the Smithsonian owns all work products and other material created or developed by me in the scope of my volunteer duties, including all copyright or other intellectual property rights as a work made for hire under United States copyright law. In the event such work product or other materials is deemed not to be a work made for hire owned by the Smithsonian, I hereby transfer and assign all right, title, and interest including copyright to the Smithsonian. I understand that I must request Smithsonian permission before I may use any work product that I prepared as a volunteer and that the Smithsonian has sole discretion to grant or deny my request. As is stated more fully in SD 208, I will not share outside the Smithsonian any Smithsonian information that is confidential, sensitive, or of such character that its disclosure might be contrary to the best interests of the Smithsonian, unless I have first obtained my supervisor's approval. I also recognize that my appointment as a volunteer may be discontinued without cause or notice at any time.

I assume all risk of loss, damage, or injury arising from my participation as a Smithsonian volunteer and release and hold harmless the United States, Smithsonian Institution, their agents and employees, from any liability or claim for loss, damage, or injury by me because of my participation. The foregoing waiver and does not purport to compromise any rights the volunteer may have under the Federal Employee's Compensation Act, the Federal Tort Claims Act, or the Volunteers Protection Act of 1997.

**The initial assignment that I have been asked to perform is:**

This assignment may be modified as mutually agreed between me and the Smithsonian.

Agreed to by:

**Signature:** \_\_\_\_\_

**Print name:**

**Date of signature:**

**Print name of person to contact in case of emergency:**

**State relationship to volunteer:**

**Phone:**