

Volunteer Instructor Agreement



Volunteer Expectations

- ✓ Clear our background check.
- ✓ Observe at least 1 class before you teach as a *Secondary Instructor*.
- ✓ Teach as a *Secondary Instructor* before you teach as a *Primary Instructor*.
- ✓ Teach as a *Primary Instructor* within 60 days of attending Orientation.
- ✓ Teach a minimum of 4 classes per year.
- ✓ Familiarize yourself with materials and class objectives.
- ✓ Arrive 20-30 minutes before class begins.
- ✓ Dress business casual for your class.
- ✓ Contact The Women's Resource if unable to teach your class.
- ✓ (In-Person Classes) Do not bring food to classes.
- ✓ (In-Person Classes) Observations and/or plans to co-teach need to be scheduled in advance through the YourLife Program Manager (This policy is a safety measure that protects our clients and our partners).

Conflict of Interest Policy

1. I will **not** advertise or attempt to promote or sell **any** product or service while volunteering for The Women's Resource (TWR).
2. I will **not** provide my personal or professional contact information to clients in finance classes for any reason.
3. I will **not** distribute any materials other than those provided to me by The Women's Resource.
4. I will **not** bring guests, friends or children along to my class.
5. I will **not** reschedule my assigned class directly with one of TWR's partners.

As a volunteer instructor of The Women's Resource of Greater Houston, I agree to the terms and conditions of this policy with the understanding that any violations of the agreement will cause the relationship to be dissolved.

Virtual Instructor & Intellectual Property Agreement

Thank you so much for offering your time and talent as a volunteer for The Women's Resource! We are grateful for your support as we wouldn't be able to offer virtual learning opportunities without you.

As you know, these are challenging times and we are working hard to provide opportunities for our volunteers to serve and for our clients and the public to gain knowledge that will help them develop healthy financial habits.

When we first set out to design and create our own tailored financial education curriculum, we agreed this information should be shared in approved settings only, restricting the public use of the curriculum and protecting our brand.

As an approved and trained volunteer of The Women's Resource, we are entrusting you with increased access to our intellectual property and ask that you do not share this in any unapproved public or private setting.

The curriculum should only be shared and utilized during workshops or classes which are managed and produced by The Women's Resource.

Please acknowledge your agreement that you will:

- NOT share any portion or whole of The Women's Resource curriculum, instructor guides, Power Point presentations or any other intellectual property outside of pre-approved events, workshops, classes, meetings.

Thank you for your willingness and support in joining us on this new adventure and for your understanding of the new challenges this journey brings.