



1039 E. 27<sup>th</sup> St. Erie, PA 16504  
 Phone: 814-455-4577  
 Fax: 814-459-7012  
[www.mcwerie.org](http://www.mcwerie.org)



**DRESS FOR  
SUCCESS<sup>®</sup>**  
 ERIE

1012 E. 28<sup>th</sup> St. Erie, PA 16504  
 Phone: 814-456-0733  
 Fax: 814-456-2377  
[www.erie.dressforsuccess.org](http://www.erie.dressforsuccess.org)

### Volunteer Group Registration

1. Thank you for your group's interest in volunteering with the Mercy Center for Women (MCW), Dress for Success Erie (DFSE) and/or Daily Threads Store. Please read and complete this registration form thoroughly. Failure to provide all information may result in the cancellation of your reserved volunteer day. PLEASE PRINT CLEARLY.
2. Please return this form to the MCW office at least one week prior to your reserved volunteer day. *Your reserved volunteer day will not be confirmed until this form is completed and returned to the MCW office.*

#### Group Leader Contact Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Occupation/Affiliation \_\_\_\_\_

#### Organization/Group Information

Group Name \_\_\_\_\_

Business  Organization  Church  School  Other \_\_\_\_\_

Address (If different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Website \_\_\_\_\_

#### Volunteer Information

Please use the Sign-In Sheet to list all MCW volunteers.

- Be sure to list volunteers according to their scheduled hours. (E.g., If the volunteer is working from 8 AM -12 PM, his/her/their name and information needs to be completed for the appropriate shift. If the volunteer is working all day, please put the information in both shifts
- **For Youth Groups: There must be an adult for every FIVE youth under the age of 18.** Please indicate the adult supervisor(s) on the Sign-In Sheet. Thank you for your cooperation. We look forward to seeing you!

#### For Office Use ONLY

Date Received \_\_\_\_\_ Scheduled Date \_\_\_\_\_ Confirmed Group Size \_\_\_\_\_

Notified of Work Location  YES  NO Location \_\_\_\_\_

Other \_\_\_\_\_

**Mercy Center for Women Volunteer Release, Waiver of Liability, and COVID-19 Assumption of Risk**

Please read this form and complete each section thoroughly. **PLEASE PRINT CLEARLY.** The form must be completed before volunteering on behalf of the Mercy Center for Women and Dress for Success. Thank you!

Please copy and distribute to all group volunteers.

**Volunteer Information** Date     /     /    

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_ Email \_\_\_\_\_  
Group Name/Organization \_\_\_\_\_

YES, I would like to be added to MCW's mailing list to receive the *Empower!* Newsletter and updates on upcoming events.

**Emergency Contact Information**

In case of emergency, please contact \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
Please list any special needs/accommodations \_\_\_\_\_

**Release and Waiver of Liability**

This Release and Waiver of Liability (the "Release") executed on this     day of    , 20   , by \_\_\_\_\_ (the "Volunteer") in favor of the Mercy Center for Women, a nonprofit organization, their directors, officers, employees, and agents (collectively, the MCW) and Dress for Success Erie (collectively DFSE).

The Volunteer desires to work as a volunteer for the MCW/DFSE and engage in activities related to volunteering (the "Activities"). The Volunteer understands that the Activities may include working at the MCW/DFSE offices, general maintenance/painting, and/or rehabilitating the former Holy Rosary School, now known as the Mercy Anchor Community Center (MACC) located on the MCW campus. The Volunteer hereby freely, voluntarily, and without duress executes this Release under the following terms:

- **Release and Waiver.** Volunteer does hereby release and forever discharge and hold harmless MCW/DFSE and its successors and assigns from all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from the Volunteer's Activities with MCW/DFSE.
  - Volunteer understands that this Release discharges MCW/DFSE from any liability or claim that the Volunteer may have against MCW/DFSE with respect to any bodily injury, personal injury, death, or property damage that may result with the Volunteer's Activities with MCW/DFSE, whether caused by the negligence of MCW/DFSE or its officers, directors, employees, or agents, or otherwise. Volunteer also understands that MCW/DFSE does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.
- **Medical Treatment.** Volunteer does hereby release and forever discharge MCW/DFSE from any claim whatsoever which arises or may hereafter arise on account of any first aid treatment, or service rendered in connection with the Volunteer's Activities with the MCW/DFSE.
- **Assumption of Risk.** The Volunteer understands that the Activities include work that may be hazardous to the Volunteer, including, but not limited to, loading and unloading items, handling materials, and transportation to and from the work site. Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases MCW/DFSE from all liability for injury, illness, death, or property damage resulting from Activities. **Each Volunteer is expected and encouraged to obtain his/her/their own medical or health insurance coverage.**
- **Photographic Release.** Volunteer does hereby grant and convey unto MCW/DFSE all right, title, and interest in all photographic images and video or audio recordings made for MCW/DFSE during the Volunteer's Activities with MCW/DFSE, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.
- **Other.** Volunteer expressly agrees that this Release is intended to be broad and inclusive as permitted by the laws of the State of Pennsylvania, and that this Release shall be governed and interpreted in accordance with the laws of the State of Pennsylvania. Volunteer agrees that if any clause or provision of the Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable. Misconduct of a sexual nature within the organization interferes with its moral mission and will not be tolerated. MCW/DFSE seeks to create an environment of hospitality for all persons which is free of misconduct of a sexual nature and encourages respect, equality, and kinship within the MCW/DFSE and beyond.

**COVID-19 ASSUMPTION OF RISK.** I expressly affirm that I am aware of the public health directives recommending social isolation and distancing in response to the current COVID-19 pandemic. I affirm and attest that I am not currently or have not exhibited within the last 72-hours COVID-19 related symptoms, such as: sore throat, cough, shortness of breath, and/or fever nor have I been exposed to individuals exhibiting the same. I am further aware and affirm that MCW/DFSE cannot prevent the possibility of exposure to COVID-19 at its facility or during my transportation to and from its location. I am aware and affirm that volunteering at MCW/DFSE involves risk of exposure from staff, other volunteers, and/or MCW/MACC residents. I am expressly aware of and affirm the potential health risks that may occur if I am exposed to COVID-19, up to and including death, and that my exposure brings with it the possibility of my exposing others, including members of my household or other communities. I acknowledge and I am aware of CDC and other public health recommendations concerning risks COVID-19 exposure presents to individuals in certain age groups and/or with high-risk health conditions. **I affirm that this waiver, in its entirety, includes all liability or claim that I, the volunteer may have against the MCW/DFSE, with respect to any exposure I may have to COVID-19 as a volunteer.**

**IN WITNESS WHEREOF**, the Volunteer has executed this Release as of the day and year first above written.

**Volunteer (Signature)** \_\_\_\_\_ **Parent/Guardian (>18)** \_\_\_\_\_

### **Mercy Center for Women and Dress for Success Erie Confidentiality Statement**

It is the policy of the Mercy Center for Women and Dress for Success Erie to provide high quality, ethical professional, and confidential services to our clients, volunteers, and donors. It is the responsibility of all personnel (paid and unpaid) to maintain confidentiality of information which one has access to directly or indirectly.

All information contained in client files, volunteer and donor records are to be kept in strict confidence. Additionally, any information overheard, witnessed, or read concerning our clients, volunteers, and donors is considered privileged information and is therefore confidential.

I have read the above statement, reviewed it, and agree to adhere to the Mercy Center for Women's and Dress for Success Erie Confidentiality Statement. Non-compliance with this statement will result in immediate termination.

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witness Signature** \_\_\_\_\_ **Date** \_\_\_\_\_