

2016 Bike MS: City to Shore Ride /// Planning Team Commitment Form

Member Profile

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_

Preferred (circle one) Home / Work / Cell

Email Address\*: \_\_\_\_\_

\*To ensure open communication between all planning team members, email addresses will be shared with all members

T-shirt Size: XS S M L XL XXL XXXL Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

How long have you been involved with Bike MS? \_\_\_\_\_

How have you been involved (circle accordingly) as a: cyclist / volunteer / both

Team Name (if applicable): \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Are you affiliated with any other rides, groups or organizations?: \_\_\_\_\_

What special training or skills do you already have that might relate to volunteer jobs? (Check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Administrative/Clerical | <input type="checkbox"/> Advertising/PR     | <input type="checkbox"/> LCI (LAB)            |
| <input type="checkbox"/> First Aid/CPR           | <input type="checkbox"/> Event Coordination | <input type="checkbox"/> Logistics            |
| <input type="checkbox"/> Personnel Management    | <input type="checkbox"/> Massage Therapy    | <input type="checkbox"/> Data Entry           |
| <input type="checkbox"/> Coaching/Mentoring      | <input type="checkbox"/> Group Facilitating | <input type="checkbox"/> Consulting           |
| <input type="checkbox"/> Project Management      | <input type="checkbox"/> Public Speaking    | <input type="checkbox"/> Entertainment        |
| <input type="checkbox"/> Volunteer Coordination  | <input type="checkbox"/> Telemarketing      | <input type="checkbox"/> Other please specify |

Do you have any physical limitations?  No  Yes \_\_\_\_\_

Primary Emergency Contact: Name: \_\_\_\_\_

Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Emergency Contact: Name: \_\_\_\_\_

Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Info: Allergies: \_\_\_\_\_

Other Medical details in case of emergency: \_\_\_\_\_

WHY I JOINED Share a brief statement regarding your reason for joining the planning team. If you **DO NOT** want your reason shared - please indicate this:  I do not want my statement shared

**2016 Bike MS: City to Shore Ride /// Planning Team Commitment Form**

**2016 Projects: All Members**

*As a 2016 Planning Team member, it is the expectation that all will assist with the tasks listed in this section (blue) as part of the general Planning Team responsibilities.*

| Project            | Duration   | Project Manager |
|--------------------|------------|-----------------|
| <b>PHONE CALLS</b> | March-Sept | Hollis Weston   |

**We ask everyone to commit to at least 2 call campaigns\***

> Rank your 4 top call date/topic preferences (1 = most preferred date/topic)

> Indicate any months you are absolutely not available to make calls

| Month     | Audience                             | Purpose                         | Est. Needs | Ranking |
|-----------|--------------------------------------|---------------------------------|------------|---------|
| March     | 2015 Rookies                         | Register                        | 10         | _____   |
| April     | 2015 Rookies                         | Register                        | 14         | _____   |
| May       | 2016 Rookies                         | Welcome/GRS/Expo                | 8          | _____   |
| May       | Past GRS Participants                | RC Pledge                       | 10         | _____   |
| June      | 2016 Participants Paid \$300-\$399   | Longs Sleeve Incentive Reminder | 8          | _____   |
| July      | 2016 Rookies                         | Welcome/GRS/Expo                | 5          | _____   |
| July      | 2016 Rookies                         | No Expo RSVP Received           | 7          | _____   |
| August    | 2016 Rookies                         | Welcome/GRS/Ride Weekend        | 12         | _____   |
| August    | Past Participants Not Registered     | Register                        | 10         | _____   |
| September | TBD                                  | Fundraising Push                | 7          | _____   |
| September | Past Participants Not Registered TBD | Register                        | 12         | _____   |
| October   | 2016 VIPs                            | Thank You & Prize Reminder      | 15         | _____   |
| October   | Raised \$500-\$649 TBD               | Sweatshirt Prize Promo/Deadline | ALL        | _____   |

**I would like my calls lists emailed to me**

**I would like to make my calls at the office**

*\*Topics & Dates subject to change, additions possible based on campaign recruitment and fundraising status. If we have enough callers, call lists will not exceed 25.*

| Project                 | Duration  | Project Manager |
|-------------------------|---|-----------------|
| <b>PROMOTIONS</b>       | April-Sept  | Stan Barndt     |
| General Promotions      | Various all season (placing materials, talking about the event, etc.) |                 |
| Promotional Events      | Online calendar - Suggested Min./Member = 3-4 events                  |                 |
| Adopt - A (Bike) - Shop | Shop List will be provided - Suggested Min./Member = 1-2 shops        |                 |

| Project           | Duration  | Project Manager |
|-------------------|-----------|-----------------|
| <b>RIDER EXPO</b> | August 23 | Tony Marchionne |

| Project   | Duration      | Project Managers   |
|---|---------------|--------------------|
| <b>ROUTE LETTERING</b>  | August        | Chas Crits         |
| 4-6 weeks prior to ride   | 12 teams of 2 | <b>**lettering</b> |
| <i>Calendar will be provided in July. Final schedule/dates announced in July.</i> |               |                    |

| Project   | Duration     | Project Managers                   |
|---|--------------|------------------------------------|
| <b>ROUTE MARKING</b>  | September    | Steve Rauscher                     |
| 3 & 4 (Rain Date 9 &10)   | 4 teams of 3 | <b>**painting</b> Steve            |
| 9 & 10  | 2 teams of 2 | <b>**early warning signs</b> Steve |
| 21 & 22   | 4 teams of 3 | <b>**arrows</b> Steve              |
| Friday, Sept. 23  | 4 teams of 2 | <b>**signs</b> Steve               |
| <i>Calendar will be provided in July. Final schedule/dates announced in July.</i> |              |                                    |

**2016 Bike MS: City to Shore Ride /// Planning Team Commitment Form**

**2016 Projects: Scheduled @ Meeting**

*Projects are a collective effort performed after the main meeting agenda, during allotted 'break out session.' Those not on an optional project or making phone calls are asked to assist with these tasks.*

Tasks & dates subject to change, additions possible.

**Project Manager: Don Elsas**

| Monthly      | Project  | Location  |
|--------------|--|-----------|
| April 20     | Promotional material bundling, mission cards & ribbons                   | Office    |
| May 18       | Rider # stuffing   | Office    |
| June 15      | Rider # stuffing, new team materials mailing prep                        | Office    |
| July 20      | Rider # labeling, misc. staff projects TBD                               | Office    |
| August 17    | Expo prep, rider # labeling, lanyards & credentials, VIP invite stuffing | Office    |
| September 14 | Ride weekend prep & pack out (reg, rookies, signage, VIPs, route, etc.)  | Warehouse |

**2016 Projects: Optional/Additional**

*If you would like to join an optional project, please select your **top 3 choices**, and **rank them** in order of preference (1 = most desired project). Project placement is subject to availability. See project descriptions for details and duration specifics.*

| Project                  | Duration   | Members Needed         | Project Manager | Your Ranking |
|--------------------------|------------|------------------------|-----------------|--------------|
| <b>TOWNSHIP MEETINGS</b> | April-Sept | THIS PROJECT IS FILLED | Cindy Johnson   | N/A          |

| Project   | Duration   | Members Needed                | Project Manager | Your Ranking |
|---|------------|-------------------------------|-----------------|--------------|
| <b>ROOKIE TASK FORCE</b>  | April-Sept | 6-8/month + help ride weekend | Laura Cooper    |              |
| <i>Note this project is ideal for (but not limited to) second year City to Shore cyclists</i> |            |                               |                 |              |

| Project  | Duration  | Members Needed | Project Manager | Your Ranking |
|--|-----------|----------------|-----------------|--------------|
| <b>PHOTOS &amp; VIDEOS</b>   | March-Dec | 3              | Ken Gordon      |              |
| <i>Photos: Take pictures at Planning Team and related MS events for sharing and promotion.</i>   |           |                |                 |              |
| <i>Videos: Project members must have video scripting, taping and editing skills, experience and resources. <b>Please indicate your experience &amp; resources:</b></i> |           |                |                 |              |

| Project   | Duration      | Members Needed | Project Manager         | Your Ranking                                   |
|---|---------------|----------------|-------------------------|--|
| <b>HAPPY HOURS*</b>                             | May-September | 4-7            | Aimee-Kate<br>Braconier | Sub PM (incl. in your project ranking process) |
| June 8: Fox & Hound (King of Prussia)           |               |                |                         |  |
| June 22: Tony's Place (Ivy Land - Bucks County) |               |                |                         |  |
| July 13: Millers Ale House (S. NJ)              |               |                |                         |  |
| July 27: Field House (Philly)                   |               |                |                         |  |
| September 15: Tavalas (DelCo)                   |               |                |                         |  |
| <i>*dates and locations are tentative</i>       |               |                |                         |  |

| Project                      | Duration | Members Needed | Project Manager | Your Ranking |
|------------------------------|----------|----------------|-----------------|--------------|
| <b>PLAN TEAM CELEBRATION</b> | June-Oct | 1 or 2         | Trish McFadden  |              |

**2016 COMMITMENT**

**As a member of the 2016 Bike MS: City to Shore Planning Team, I understand the expectations presented, agree and commit to the following:**

- >I will participate in all the projects outlined for every Planning Team member.
- >I will attend monthly Planning Team meetings March – October.
- >I will coordinate and attend meetings with other PT members, MS staff and outside liaisons as needed between monthly meetings.
- >I will ride/volunteer the weekend of the Bike MS Ride, September 2016.
  
- >I understand that in my capacity as a Planning Team member, I am representing the Bike MS: City to Shore Ride and Greater Delaware Valley Chapter and will use my best judgment when acting on behalf of the Ride and the chapter.
  
- >I understand that my efforts have a direct, positive impact on the more than 15,000 people in the Greater Delaware Valley Chapter affected by multiple sclerosis.
  
- >I am shortening the road to a world free of MS by raising awareness of the cause, and mobilizing others to **Join the Movement**.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROJECT MANAGERS ALSO COMPLETE THIS PORTION:**

As a Project Manager I understand I am part of a select group who will lead and execute specific projects critical to the successful implementation and promotion of the City to Shore Ride. My purpose is to provide assistance to ensure the success of the event and all planning team projects. In addition to the above noted, I will....

- >Attend monthly Advisory Board meetings as requested (6pm Jan– Dec).
- >Act as secondary point of contact for PT members for general Planning Team issues.
- >Assist in identifying emerging leaders.
- >Assist with member follow-up regarding commitment to the PT.
- >Adhere to expectations, tasks, and timelines as outlined in my specific project description.
- >Update and revise job description throughout the season to maintain an accurate account of time spent, tasks, and other relevant factors.
- >Communicate effectively and in a timely fashion between meetings.
- >Engage PT members working on your project and enable them to contribute in a meaningful way.
- >Contribute to monthly meeting agenda preparation, AND present at meetings, as it relates to your project.
- >Review meeting minutes for to-dos, deadlines, and other items and respond accordingly.
- >Conduct a wrap-up session at the end of the season with all involved to debrief, collect objective feedback, and make recommendations for the next year.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

| Shop Name   | Address   | RANK |
|---|---|------|
| <b>Bucks County, PA - Sponsoring Shops</b>        |   |      |
| Bike Line - Warminster, PA                        | 298 York Road, Warminster, PA   |      |
| Guys Bicycles                                     | 326 East Street, Feasterville, PA, 19053                              |      |
| High Road Cycles of Doylestown                    | 73 Old Dublin Pike, Doylestown, PA                                    |      |
| <b>Bucks County, PA - Non-Sponsoring Shops</b>    |   |      |
| Cyclezone   | 38 South 8th Street Quakertown, PA 18951                              |      |
| Doylestown Bike Works                             | 139 SouthMain Street Doylestown, PA 18901                             |      |
| Eastern Mountain Sports - Warrington,Pa           | Valley Sq, Bldg 8, 1700 Valley Square Boulevard Warrington, PA 18976  |      |
| Endurance Sports                                  | 1623 Big Oak Rd Yardley, PA 19067                                     |      |
| Larry's Bicycles                                  | 5735 Bristol-Emilie Road Levittown, PA 19057                          |      |
| Newtown Athletic Club                             | Newtown, PA   |      |
| Firehouse Cycles                                  | 15 South Main Street Yardley PA 19067                                 |      |
| Throttle City Cycle                               | 5426 Bristol Emilie Rd # 2 Levittown, PA 19057                        |      |
| <b>Chester County, PA - Sponsoring Shops</b>      |   |      |
| Bike Line - Exton, PA                             | 292 East Lincoln Highway , Exton, PA, 19341                           |      |
| Bike Line - Wayne, PA                             | Gateway Shop. Centr., 111 E. Swedesford Rd., Wayne, PA, 19087         |      |
| Bike Line - West Chester, PA                      | Turner Sq Shopping Center, 117-119 Turner Ln, West Chester, PA, 19380 |      |
| Exton Bicycles                                    | 337 East Lincoln Hwy, Exton, PA, 19341                                |      |
| West Chester Bicycle Center                       | 1342B West Chester Pike, West Chester, PA, 19382                      |      |
| <b>Chester County, PA - Non-Sponsoring Shops</b>  |   |      |
| Bean's Bikes & Boards                             | 1012 Lancaster Ave, Berwyn, PA  |      |
| Chester County Bicycles                           | 160 Park Road Downingtown, PA 19335                                   |      |
| Downingtown Bicycle Shop                          | 833 West Lancaster Avenue Downingtown, PA 19335                       |      |
| Paoli Performance Bicycle                         | 1740 E. Lancaster Ave, Paoli, PA 19301                                |      |
| TWISTED COG                                       | 167 Bridge St. Phoenixville, pa 19460                                 |      |
| Velo Souplesse                                    | 120 North High Street West Chester, PA 19380                          |      |
| <b>Delaware County, PA - Sponsoring Shops</b>     |   |      |
| Bike Line - Broomall, PA                          | 26 South Sproul Road, Broomall, PA, 19008                             |      |
| Cycle Fit of Delaware County                      | 320 South Chester Rd., Wallingford, PA, 19086                         |      |
| HighRoad Cycles of Wayne                          | 165 West Lancaster Ave., Wayne, PA                                    |      |
| <b>Delaware County, PA - Non-Sponsoring Shops</b> |   |      |
| Cycle Gear - Springfield, PA                      | 160 Baltimore Pike Springfield, PA 19064                              |      |
| Cycle Sport - Media, PA                           | 801 North Providence Road Media, PA 19063                             |      |
| Drexel Hill Cyclery                               | 703 Burmont Road Drexel Hill, PA 19026                                |      |
| EMS   | 525 W. Lancaster Ave, Haverford PA 19014                              |      |
| Havertown Bicycle Shop Inc                        | 2030 Darby Road Havertown, PA 19083                                   |      |
| M&M TwoWheelers                                   | 606 West Lancaster Ave Bryn Mawr, PA 19010                            |      |

NAME \_\_\_\_\_

| Shop Name   | Address  | RANK |
|---|--|------|
| <b>Montgomery County, PA - Sponsoring Shops</b>       |  |      |
| Bike Line - Montgomeryville, PA                       | 803 Horsham Road, Montgomeryville, PA, 18936         |      |
| Bike Line - Pottstown, PA                             | 1386 N. State Street & Rt. 100, Pottstown, PA, 19464 |      |
| Bikesport   | 325 West Main Street, Trappe, PA, 19426              |      |
| Human Zoom of Ardmore                                 | 47 West Lancaster Avenue, Ardmore, PA                |      |
| Indian Valley Bike Works                              | 500 Main Street, Harleysville, PA                    |      |
| Keswick Cycle of Glenside                             | 408 North Easton Road, Glenside, PA                  |      |
| Mainline Cycles                                       | 717 Montgomery Avenue, Narberth, PA, 19072           |      |
| Pedaller Bike Shop                                    | 807 W Main Street, Lansdale, PA 19446                |      |
| <b>Montgomery County, PA - Non-Sponsoring Shops</b>   |  |      |
| Eastern Mountain Sports of Collegetown                | 220 Plaza Drive, Collegetown, PA, 19426              |      |
| Outbound Station Café, Conshohocken                   | 2 Harry St, Conshohocken, PA 19428                   |      |
| REI Conshohocken                                      |  |      |
| RIVERBEND CYCLES                                      | 1 Station Ave. Conshohocken, PA                      |      |
| Scooter's Bike Shop                                   | 130 North Main Street Souderton, PA 18964            |      |
| TAILWIND BICYCLES LLC                                 | 160 Main Street Schwenksville, PA 19473              |      |
| <b>Allentown Region, PA - Sponsoring Shops</b>        |  |      |
| Bike Line - Allentown, PA                             | 1728 Tilghman St., Allentown, PA, 18104              |      |
| Bike Line - Bethlehem, PA                             | 2112 Schoenersville Road, Bethlehem, PA, 18018       |      |
| <b>Allentown Region, PA - Non-Sponsoring Shops</b>    |  |      |
| Cutters Bike Shop                                     | 418 East 3rd Street Bethlehem, PA 18015              |      |
| <b>Philadelphia County, PA - Sponsoring Shops</b>     |  |      |
| Bustleton Bikes                                       | 9261 Roosevelt Blvd, Phila, PA, 19114                |      |
| Human Zoom of Manayunk                                | 4159 Main Street, Phila, PA                          |      |
| Keswick Cycle - Philadelphia                          | 4040 Locust St, Phila, PA                            |      |
| Liberty Bell Bikes - 13th St                          | 1901 S. 13th St, Phila, PA , 19148                   |      |
| Liberty Bell Bikes - Frankford Ave                    | 7741 Frankford Avenue, Phila, PA, 19136              |      |
| <b>Philadelphia County, PA - Non-Sponsoring Shops</b> |  |      |
| Bicycle Revolutions                                   | 756 South 4th Street Phila PA 19147                  |      |
| Bicycle Stable  | 1420 Frankford Avenue Phila pa 19125                 |      |
| Bicycle Therapy                                       | 2211 South Street Phila, PA 19146                    |      |
| Breakaway Bikes                                       | 1923 Chestnut St, Phila, PA 19103                    |      |
| Brewerytown Bicycles                                  | 2819 W Girard Ave. Philadelphia, PA 19130            |      |
| Cadence Performance Cycling                           | 4323 Main Street Phila, Pa 19127                     |      |
| Dr. Cycles  | 3608 Lancaster Ave., Phila. PA                       |      |
| Eastern Mountain Sports of Phil.                      | 3401 Chestnut Street, Phila, PA, 19104               |      |

NAME \_\_\_\_\_

| Shop Name   | Address   | RANK         |
|---|---|--------------|
| <b>Philadelphia County, PA - Non-Sponsoring Shops (continued)</b> |   |              |
| Fairmount Bicycles  | 2015 Fairmount Ave. Philadelphia PA 19130               |              |
| Firehouse Bicycles  | 701 S. 50th Street Phila Pa 19143                       |              |
| Neighborhood Bike Works   | 1424-26 W. Susquehanna Ave Philadelphia, PA 19121       |              |
| Neighborhood Bike Works   | 3916 Locust Walk Phila PA 19104                         |              |
| Neighborhood Bike Works (The Bikery)                              | 508 S. 5th Street Philadelphia, PA 19147                |              |
| Performance Bicycle   | Riverview Plaza, 1300 S. Columbus Blvd, Phila, PA 19147 |              |
| Philly Electric Wheels  | 7153 Sprague St., Phila, PA 19119                       |              |
| Trophy Bikes Inc  | 712 N. Second St, Phila, PA 19123                       |              |
| Via Bicycle   | 606 South 9th Street Phila Pa 19147                     |              |
| Wissahickon Cyclery   | 7837 Germantown Avenue Phila PA 19118                   |              |
| Wolf Cycles (Firehouse Bicycles)                                  | 4311 Lancaster Ave. Phila Pa 19104                      |              |
| <b>Camden County, NJ - Sponsoring Shops</b>                       |   |              |
| <b>Danzeisen &amp; Quigley - Cherry Hill, NJ</b>                  | 1720 Route 70, Cherry Hill, NJ, 08003                   |              |
| <b>Camden County, NJ - Non-Sponsoring Shops</b>                   |   |              |
| Best Bikes  | 1895 Federal Street, Camden, NJ 08105                   |              |
| Erlton Bike Shop  | Route 70, Cherry Hill, NJ                               |              |
| Freeride Sports   | 8 Kings Highway East, Haddonfield, NJ 08033             |              |
| <b>Gloucester County, NJ - Sponsoring Shops</b>                   |   |              |
| Action Wheels Bicycle Shop  | 1066 Route 45, Deptford, NJ, 08090                      |              |
| Peddler's Shop  | 807 W. Main St, Deptford, NJ, 08096                     |              |
| <b>Atlantic County, NJ -Sponsoring Shops</b>                      |   |              |
| <b>Beacon Cycling and Fitness</b>                                 | 231 Tilton Road, Northfield, NJ, 08225                  |              |
| <b>Atlantic County, NJ -Non-Sponsoring Shops</b>                  |   |              |
| All About Bikes N Wheels  | 1301 West Brigantine Avenue, Brigantine, NJ             |              |
| Bike World  | 1738 Atlantic Avenue, Atlantic City, NJ 08401           |              |
| Margate Bike Shop   | 12 South Essex Avenue, Margate, NJ 08402                |              |
| Mini Trail Bikes Inc.   | 307 North White Horse Pike, Linwood, NJ                 |              |
| Pro Pedals  | White Horse Pike, Hamonton, NJ                          |              |
| Village Schwinn Shop  | 606 New Road, Somers Point, NJ                          |              |
| <b>Burlington County, NJ -Non-Sponsoring Shops</b>                |   |              |
| Burlington County Bicycle and Fitness Center                      | 43 Charleston Rd., Suite D, Willingboro, NJ 08046       | 609 877-8016 |
| REI Marlton   | RT 73, Marlton. NJ                                      |              |
| Wheelies Bicycle  | 176 Route 70, Suite 6A, Medford, NJ 08055               | 609 953-9883 |
| Workman's Bike Center   | 79 East Main Street, Moorestown, NJ 08057               | 856 234-6286 |
| <b>Cumberland County, NJ -Non-Sponsoring Shops</b>                |   |              |
| Tandems East  | 86 Gwynwood Dr Elmer, NJ 08318                          |              |

NAME \_\_\_\_\_

| Shop Name  | Address                                  | RANK |
|--|--|------|
| <b>Salem County, NJ -Non-Sponsoring Shops</b>    |  |      |
| Two By Four Bmx                                  | 76 E Pittsfield St, Pennsville, NJ 08070 |      |
| Sneakers & Spokes                                | 26 N Main St, Woodstown, NJ 08098        |      |
| Tandems East                                     | 86 Gwynwood Dr Elmer, NJ 08318           |      |
| Tommy's Bicycles                                 | 407 Almond Rd, Elmer, NJ 08318           |      |
| <b>Cape May County, NJ -Non-Sponsoring Shops</b> |  |      |
| Cape Island Bicycles                             | 727 Beach Drive, Cape May, NJ 08204      |      |
| Hale Bicycle                                     | 5 Mechanic St. Cape May Courthouse, NJ   |      |
| Sea Isle Bicycle Center                          | 4601 Landis Avenue, Sea Isle, NJ         |      |
| Surf Bike Rental                                 | 300 Town Bank Road, Cape May, NJ         |      |
| Village Bicycle Shop                             | 605 Lafayette Street, Cape May, NJ 08204 |      |
| <b>Ocean City, NJ -Non-Sponsoring Shops</b>      |  |      |
| 12th Street Bike Rentals                         | 1168 Boardwalk, Ocean City, NJ           |      |
| 34th Street Bikes                                | 34th Street, Ocean City                  |      |
| 7th and 11th Street Bikes                        | 700 Boardwalk, Ocean City, NJ            |      |
| Annarelli"s Bicycle Store                        | 1014 Asbury Avenue, Ocean City, NJ       |      |
| Galante Bike's                                   | 943 Ocean Avenue, Ocean City             |      |
| McDowell R                                       | 13th and Boardwalk, Ocean City           |      |
| Ocean City Bicycle Center                        | 740 Atlantic Avenue, Ocean City          |      |

NAME \_\_\_\_\_



# Confidentiality Agreement for Volunteers

I, \_\_\_\_\_, have read and understand the confidentiality guidelines of the National Multiple Sclerosis Society as detailed below. To the degree I may be given access to the identity and details of people with multiple sclerosis and their families, I will safeguard such information in strict confidence.

Each volunteer and employee of the National MS Society has an obligation to safeguard the confidentiality of personal information and shall not disclose in an individually identifiable way any information about a particular person without the person's expressed authorization.

Should I have further questions or need clarification I will immediately contact my supervisor or the HR Coordinator.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date



# National MS Society Code of Conduct

This Code is intended to help volunteers avoid situations that could compromise the integrity and independence of the Society's decision-making processes, or compromise the Society's reputation or public confidence in the Society. It is presumed that this Code will be supplemented by good judgment since it cannot contemplate all possible situations of actual or potential conflict of interest. Situations in which personal interests conflict or appear to conflict with the interest of the Society must be avoided. The appearance of a conflict can be just as damaging to the reputation of the Society as an actual conflict.

**All National MS Society volunteers shall:**

Authorize the use of the name, emblem, endorsement, services, or property of the National Multiple Sclerosis Society only to advance the mission of the Society and in conformance with Society policy.

Seek financial or other resources in the name of the Society, in the best interests of the Society. No volunteer shall accept personal gifts or gratuities (other than very small, inconsequential benefits) from a supplier of goods, equipment or services.

Not knowingly take any action or make any statement intended to influence the conduct of the Society in such a way as to confer any financial benefit on such person or any corporation or entity in which the individual has an interest or affiliation. Volunteers shall scrupulously avoid any conflict between their own respective personal, professional or business interests and the interests of the Society. Among other circumstances, potential conflicts of interest may exist whenever a volunteer or an employee of such person or a member of his or her family has an interest in a business transaction or proposed transaction involving the Society.

Use association with the Society in public events only to advance the mission of the Society. No volunteer shall publicly utilize any Society affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the position of the Society.

Maintain the confidentiality and privacy standards of the Society. No volunteer may disclose or reveal or use confidential or proprietary information of the Society or its clients without express authorization.

Not use information regarding or acquired as a result of Society relationships with corporations, or government agencies, or their employees or other sources to buy, sell, or otherwise make transactions of stock, securities or other assets of corporations, their subsidiaries, parents, or competitors or otherwise act for personal benefit or gain themselves or their relatives, friends or business associates.

Periodically affirm in writing upon request of the President of the Society or its chapters that he or she has received, read and understands and agrees to be bound by this Code of Conduct.

Members of scientific and medical professional advisory bodies must avoid situations of possible conflict of interest, or the appearance of a conflict of interest, in the recommendation of grants to their institutions. The member of any institution by which a Society grant is to be considered shall absent himself or herself from the room during the course of discussion and the vote.

In the event that a volunteer's obligation to operate in the best interests of the Society might conflict with his or her personal interests, or with the interests of any organization in which they have an interest, financial or otherwise, or with which they are affiliated, they shall disclose such conflict and any and all relevant information as soon as they become aware of it, shall absent themselves from any relevant deliberations, and shall refrain from participating in decision making in connection with the matter.

Name (please print): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# VOLUNTEER CONSENT FORM

I understand and have agreed to participate in the \_\_\_\_\_ event/program as a volunteer and have read and understand my responsibilities to be performed. Based on the Consent Form, I also understand that as a representative of the National Multiple Sclerosis Society ("Society"), I must always conduct myself in a fashion that does not jeopardize the image of the Society. Volunteers of the Society will operate in a manner that is in the best interest of the Society and maintain the highest standards of conduct and ethical behavior.

**Volunteers shall:**

1. Not authorize the use of the name, emblem, endorsement, services, or property of the Society without obtaining consent to do so;
2. Not take any action that would confer a financial benefit or accept any non-trivial gifts or favors that would confer a benefit to the volunteer or an entity in which he or she has an affiliation;
3. Not publicly utilize any Society affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the Society's mission;
4. Comply with the Society's Privacy Policy and will not disclose, reveal, or use confidential or proprietary information of the Society, its participants, or volunteers without express authorization. This includes, but is not limited to, all medical and personal health information I may obtain about event participants while volunteering.

I hereby consent to and permit emergency treatment in the event of injury or illness while participating in the event. I also hereby give permission to the Society to use my name and any photograph, likeness or image taken of me during the event in any promotional materials, publication or via the website.

It is my further understanding that the Society reserves the right to refuse or dismiss anyone that may cause any disturbance or hindrance in any manner that could jeopardize the safety of oneself or others.

It will be my sole responsibility to obtain the necessary mode of transportation to perform these responsibilities. If for whatever reason I am unable to perform as agreed, I will advise the event coordinator immediately.

Print Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

