



ShiftKey Labs Volunteer Rights and Responsibilities

Thank you for engaging with ShiftKey in a volunteer capacity. Volunteering is a serious commitment. We have pulled from some resources to provide you with a little background about committing to volunteering.

What we promise you:

1. **A role:** We will give you clarity about:

- Your role and any orientation and information required to do your job effectively
- Date, time and duration of volunteering

2. **Recognition:** We will provide with you acknowledgement of volunteering with ShiftKey Labs. This includes:

- A volunteer t-shirt, to be worn whenever volunteering on behalf of ShiftKey Labs
- Other ShiftKey swag
- Mention on our social media and website
- Recognition when you are applying for jobs (note: this portion only applies to those who have volunteered for at least 10 hours in a semester).

What you promise us:

1. **Commitment:** We expect you will:

- Come as scheduled and on time
- Carry out your tasks efficiently and honestly, performing your duties well and to the best of your abilities is expected when volunteering.

2. **Support:** To help grow the community we hope you will:

- Actively encourage others to participate in ShiftKey events
- Promote ShiftKey through means and channels that are suitable and comfortable to you