



Ambassador Agreement

1. Definition of an Ambassador

Michigan Eye-Bank Ambassadors are those who have expressed a desire to volunteer their time and talent to educate others about the importance of organ, tissue, and eye donation.

2. Ambassador Roles & Regulations:

Ambassadors can meet the needs of the Eye-Bank in a few different ways. The following is a list of some of the roles you can choose to fulfill. Please do not feel limited by these roles, as you can help in many other ways. Following the roles are regulations that ambassadors should abide by when representing the Eye-Bank.

Roles:

Special Event Support

- Lend a hand at an event, being part of the event staff at the event, or helping to prepare for it.

Peer Counselor

- Provide support and friendship to a patient new to transplants or a family member grieving the loss of a loved one.

Public Speaker

- Represent Midwest Eye-Banks and share your story with a group or at an event.

Development Support

- Assisting our Development department in reaching our fundraising goals.

Regulations:

- a. All Ambassadors must actively participate in the mission of Midwest Eye-Banks. We ask that each Ambassador take part in a minimum of *two* events a year or a minimum of *four* hours annually, whether it is individual speaking engagements, health fairs, or large special events.
- b. Please dress appropriately for your audience group.
- c. Please introduce yourself as Midwest Eye-Banks Ambassador when you are representing Midwest Eye-Banks at an event.
- d. Midwest Eye-Banks is happy to provide volunteers with materials and giveaways for their presentations and events. Please submit a Materials Order Form in order to receive materials.
- e. All volunteers **MUST** complete an Activity Tracking Form after each event in order for us to be able to better conduct community outreach

handlings in the future. Records of these programs are vital to funding in future years.

3. Policies

- a. **Concealed Weapons Policy:** Midwest Eye-Banks employees and Ambassadors are prohibited from carrying firearms, handguns, explosives or illegal knives of any kind while representing Midwest Eye-Banks, or at any Midwest Eye-Banks sponsored event, regardless of whether the person is licensed to carry such an item.
- b. **Youth Policy:** We strongly discourage Ambassadors from being alone in a room with youth while representing Midwest Eye-Banks. All Ambassadors have the right to walk away from a situation in which they would be alone with youth, or when the Ambassador does not feel comfortable with the environment.

4. Confidentiality

- a. It is important that Ambassadors maintain confidentiality with regard to any sensitive or private information. This includes identifying details of one's transplant surgery, a loved one's donation, or the donation/transplantation story of other Ambassadors. This is for the privacy and protection of everyone involved in the donation.

5. Procedure for Removal

- a. Ambassadors who may wish to be removed can do so at anytime by informing the Ambassador Coordinator.
- b. Midwest Eye-Banks reserves the right to discontinue its relationship with an Ambassador for any reason. Reasons for such a discontinuation include, but are in no way limited to the following:
 - Failure to comply with Ambassador Policy
 - Failure to consent to a background check with Midwest Eye-Banks feels the needs for such an investigation to be conducted.
 - Carrying a concealed weapon when representing Midwest Eye-Banks.

6. Rights of Ambassadors:

Ambassadors have the right to:

- a. Represent Midwest Eye-Banks and be treated in a professional and respectful manner.
- b. Be informed of specific roles and duties while representing Midwest Eye-Banks; and to get feedback on what they are doing well and ways to improve presentations.
- c. Express thoughts and concerns regarding the activities of the organization, especially those in which the Ambassadors are directly involved.
- d. Express interests, and choose accordingly the projects in which they wish to participate.
- e. Be recognized and valued for their participation and achievements while working with Midwest Eye-Banks.

- f. Not be discriminated. Midwest Eye-Banks does not discriminate against on the basis of race, color, religion, national origin, ancestry, disability, gender, age, financial status or sexual orientation; reasonable accommodations will be made as needed.

7. Ambassador Opportunities

- a. *Volunteer Training*: Midwest Eye-Banks often partners with Gift of Life Michigan to provide volunteer trainings, including speaker training. We will inform you of the dates and times of these trainings as they occur.