



# Onshore Volunteer Application

Please complete this form to volunteer for Sea Shepherd (not for crewing at sea). This form is designed to be completed on a computer so that it can be e-mailed back to Sea Shepherd. Use as much space as you need to answer the questions or send an additional document.

**Thank you for your interest in volunteering for Sea Shepherd Conservation Society! Although we are best known for our volunteer crews who sail the high seas aboard our conservation vessels to protect marine wildlife, our campaigns are only possible because of the day-to-day efforts of our many onshore volunteers. Volunteers fill a vital niche in our organization and in our efforts to defend, conserve, and protect the ocean's wildlife and habitats.**

First Name	MI	Last Name	Today's Date (MM/DD/YYYY)
Nickname		Gender <input type="checkbox"/> male <input type="checkbox"/> female	Date of Birth (MM/DD/YYYY)
Street Address			E-mail
City			Website
State	Postal Code		Home Phone
Country			Work Phone
			Mobile Phone

## AVAILABILITY

<input type="checkbox"/> Long Term	<input type="checkbox"/> Short Term	<input type="checkbox"/> Project Specific
Office Volunteers: Note specific days & times / number of hours per week:		

## INTERESTS (please check all that interest you)

<input type="checkbox"/> Distribute SSCS printed material	<input type="checkbox"/> Organize or participate in a protest	<input type="checkbox"/> Organize a local/regional volunteer network	<input type="checkbox"/> Staff a SSCS info table at a local event	<input type="checkbox"/> General office help
<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Manage a local telephone or email network	<input type="checkbox"/> Hold a benefit or party	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Cultivate media awareness
<input type="checkbox"/> Other, please specify		Languages (Indicate level of proficiency for each – basic/intermediate/fluent):  Willing to do translation work: <input type="checkbox"/> written <input type="checkbox"/> verbal		

## WORK HISTORY

Current work or occupation (Include company name)	Date Range
	Duties
Previous work or occupation (Include company name)	Date Range
	Duties

## SKILLS

Current or previous volunteer experience (Include company name)	Date Range
	Volunteer duties
Special training or certification	Focus of education
Other experience	

How did you first hear about Sea Shepherd?
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Have you been convicted of a crime (other than traffic violations or misdemeanors)?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If yes, please explain:		

## REFERENCES (Please list two who are not family members)

Name	Relationship
Street Address	Home Phone
City/State/ Postal Code	Work Phone

Name	Relationship
Street Address	Home Phone
City/State/ Postal Code	Work Phone

## EMERGENCY CONTACT

Name	Relationship
Street Address	Home Phone
City/State/ Postal Code	Work Phone

**Privacy and Data Control:** I agree that this information may be transferred outside my home country and maintained and processed by Sea Shepherd Conservation Society and its employees, associates, and affiliates in the USA and elsewhere.

**Onshore Volunteer Media Agreement:** Onshore volunteers are not media representatives and may not do interviews without express written permission from the Media Director, CEO, Deputy CEO, or President. Should a volunteer be asked to participate in a media interview at an outreach event or other function, they may do so as a **Sea Shepherd Supporter**, but *not* as a representative of the organization, and this must be made clear to the interviewer. Onshore volunteers may suggest/request press releases or website news postings about relevant events via the Regional Director or Regional Staff Coordinator. Onshore volunteers will share media contacts with their Regional Director and help the Regional Director to collect and send in print archive materials as well. Any media requests an onshore volunteer receives must be directed to their Regional Director or Regional Staff Coordinator.

**Confidentiality, Copyright and Miscellaneous:** By signing/typing my name and the date below, I acknowledge the responses to these questions are all true to the best of my knowledge. To make any false statements on this application would subject me to immediate dismissal at the discretion of Sea Shepherd without any notice, comment, or hearing. I will keep confidential everything that I may hear, see, read, or learn about while volunteering for Sea Shepherd (including but not limited to: membership data, operational information, personal information about others working at SSCS, financial information, etc...). If I receive any property or information from or belonging to SSCS I will immediately return it if so requested. Any work I do as a volunteer for Sea Shepherd will belong to Sea Shepherd including any copyright in any writings, photographs, video, etc.

Signed: \_\_\_\_\_ Date MM/DD/YYYY \_\_\_\_\_

Please fill out, sign and send ALL pages including this application and each of the following waivers and agreements.

You may mail, FAX, or e-mail (scan signed form and attach scans) to:

Onshore Volunteer Coordinator  
Sea Shepherd  
PO Box 2616  
Friday Harbor, WA 98250 USA

E-mail: [volunteer@seashepherd.org](mailto:volunteer@seashepherd.org)

FAX: +1-360-370-5651



## SEA SHEPHERD CONSERVATION SOCIETY VOLUNTEER WAIVER OF LIABILITY

This Volunteer Waiver of Liability ("Waiver") is made effective on \_\_\_\_\_ [mm/dd/yyyy] by and between Sea Shepherd Conservation Society ("SSCS") and myself, \_\_\_\_\_ [full name of the undersigned volunteer]. In consideration of my association with SSCS, which for the purposes of this Waiver shall be defined to include my association with any and all staff members, volunteers, affiliates, and/or international subsidiaries/branches of SSCS, whether or not incorporated in their respective countries of location, I agree that:

I assume the entirety of any and all risks associated with volunteering with SSCS, whether on land, at sea, in port, on shore, or en route to or from any location or vessel, in any capacity in which I might serve.

I agree that I am volunteering with SSCS entirely upon my own initiative, risk, and responsibility. I acknowledge that I am a volunteer, everything I do for SSCS is done as a volunteer, and I am not entitled to any wages, consideration in any form, or compensation for anything I do for or as a volunteer with SSCS.

I agree for myself, my heirs, executors, and administrators, to release, hold harmless, and forever discharge SSCS, its Board members, employees, volunteers, supporters, vessels, officers and personnel from any and all claims, demands, damages, actions or causes of action, in law, admiralty or equity, on account of my death, or on account of any injury to me or my property, which may occur from any cause whether on land or at sea, in port, on shore, or en route to or from any location or vessel, or that may arise from the active or passive acts, omissions or negligence of SSCS, unless such claim is directly caused by SSCS's fraud, willful injury or willful violation of the law. I take full and sole responsibility for any negligence by me, and agree to fully indemnify SSCS for any loss or damage caused by such negligence. I agree that I am fully and solely responsible for payment of all medical expenses and other damages arising if I am injured or become ill while volunteering, whether on or off a SSCS vessel.

I acknowledge and understand completely that activity with SSCS, whether at sea, in port, on shore, or en route to or from any location or vessel, may be inherently dangerous. I further acknowledge that I will take full responsibility for any injury to myself.

**I have read and understand this release.**

ACCEPTED AND AGREED:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title (On-Shore Volunteer, Crewmember, etc.)

\_\_\_\_\_  
Date (mm/dd/yyyy)



# SEA SHEPHERD CONSERVATION SOCIETY CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement ("Agreement") is made effective on \_\_\_\_\_ [mm/dd/yyyy] by and between Sea Shepherd Conservation Society ("SSCS") and myself, \_\_\_\_\_ [full name of the undersigned employee/volunteer]. In consideration of my association with SSCS, which for the purposes of this Agreement shall be defined to include my association with any and all staff members, volunteers, affiliates, and/or international subsidiaries/branches of SSCS, whether or not incorporated in their respective countries of location, I agree that:

## 1.) Term

This Agreement shall be deemed effective as of the commencement of my initial contact with SSCS and shall continue in full force and effect for the duration of my association with SSCS and indefinitely thereafter.

## 2.) Confidentiality

(a) Confidential Information. The success of SSCS depends upon the proper safeguarding of Confidential Information ("Confidential Information") developed within SSCS or entrusted to SSCS by clients, consultants, business associates, and other third parties (such as donors, supporters, etc.). Some of the information I receive may also touch upon the privacy interests of individuals affiliated with SSCS and must be safeguarded for that reason as well. I promise to preserve the confidentiality of SSCS's private and confidential information that is learned or developed by and/or disclosed to me through my association with SSCS and to use all such information only as necessary and appropriate for SSCS's legitimate business purposes. I also promise to safeguard against disclosure without the prior written consent of SSCS all information touching on the privacy interests of employees, volunteers, and clients of SSCS. Such Confidential Information includes, without limitation:

(1) information about SSCS's former, current, and/or potential future campaigns, including any campaign-related research, media, strategies, coordinates/routes travelled, data, methods of collecting data, and/or information collected regarding the activities of various entities (including but not limited to government organizations, non-government organizations, businesses, etc.) and/or individuals;

(2) financial information of any kind regarding SSCS and/or its members, employees, volunteers, clients, donors, supporters, consultants, customers, distributors, vendors, media companies, and/or business associates, including but not limited to costs, surpluses, markets, sales, unpublished financial information, budgets, revenues, projections, contracts, accountings, and other financial records and documents;

(3) the identity, location, practices, requirements and/or other information of SSCS members, employees, volunteers, clients, donors, supporters, consultants, customers, distributors, vendors, media companies, and/or business associates;

(4) communications of any kind between SSCS and any members, employees, volunteers, clients, donors, supporters, consultants, customers, distributors, vendors, media companies, and/or business associates;

(5) SSCS documents, contracts, agreements, correspondence and/or all other similar business records; and/or

(6) all other information that has or could have commercial or strategic value—or value of any other kind—to the business/mission in which SSCS is engaged or contemplates engaging, and all information of which the unauthorized disclosure could be detrimental to the interests of SSCS and/or its clients, whether or not such information is identified as Confidential Information by SSCS.

(b) Proprietary Information. Additionally, during my association with SSCS, I may become involved in, or learn about matters regarding Proprietary Information (“Proprietary Information”) which may or may not be related to the associates and/or principals of SSCS (collectively referred to as “Protected Parties”). Such Proprietary Information includes, but is not limited to ideas, trademarks, service marks, sound marks, inventions, patents, designs, trade secrets, strategic plans, copyrights, copyrightable works, and/or business ideas. I agree that all matters of Proprietary Information, whether or not relating to the Protected Parties, are acknowledged to be private, confidential, and/or proprietary. I agree that I will not at any time (whether before, during, or after the term of my association with SSCS) disseminate, publish, and/or disclose any Proprietary Information of any kind dealing with or in any way related to the Protected Parties that I learned or gained access to as part of my association with SSCS. I further agree not to take or to disseminate to anyone at any time without the prior written consent of SSCS:

- (1) any photographs or other likenesses of the Protected Parties;
- (2) materials written by the Protected Parties;
- (3) audio and/or video recordings of the Protected Parties in any form; and/or
- (4) documents, agreements, correspondence, phone numbers, daily logs or calendars, computer software, storage media, computer data, and/or any other material(s) relating to the Protected Parties or their business or professional or personal affairs.

### 3.) Obligation

I will not directly or indirectly use, make available, sell, disclose, and/or otherwise communicate to any third party, other than in my assigned duties and with the express prior written consent of SSCS, any of SSCS’s Confidential and/or Proprietary Information, either during or after my association with SSCS. I agree not to publish, disclose, or otherwise disseminate such information, except where required by law or compelled by legitimate court order. I acknowledge that I am aware that the unauthorized disclosure of Confidential and/or Proprietary Information of SSCS may be highly prejudicial to its interests, an invasion of privacy, and/or an improper disclosure of campaign strategies/trade secrets.

### 4.) No Publicity

I shall not at any time use SSCS’s name or any SSCS trademark(s), trade name(s), or other intellectual property in any printed materials (including but not limited to educational materials, brochures, flyers used for advertising or publicity, etc.) without the prior written consent of SSCS. Furthermore, I will not conduct any interviews with the media or any outside party without the express prior written consent of Captain Paul Watson or another authorized Officer of SSCS.

### 5.) Ownership and Termination

All Confidential and/or Proprietary Information is and shall remain as between me and SSCS, the sole and exclusive property of SSCS. Upon request, or when my association with SSCS terminates, I will immediately deliver to SSCS all documents and property of SSCS, including but not limited to files, correspondence, photographs, video recordings, samples, notes, memoranda, reports, manuals, computer programs, cell

phones, computers, and all other equipment and/or materials and copies thereof relating in any way to SSCS's business or in any way obtained by me during the course of my association with SSCS. I further agree that I will not retain copies, notes or abstracts of any of the above.

#### 6.) Warranties

I represent and warrant that (i) I have no obligations, legal or otherwise, inconsistent with the terms of this Agreement or with my undertaking a relationship with SSCS; (ii) I will not use in the performance of my responsibilities for SSCS any confidential materials or documents belonging to a current or former employer; (iii) I have not entered into and will not enter into any agreement (whether oral or written) that is in conflict with this Agreement; (iv) from the time of my first contact with SSCS I have held in strict confidence all Confidential and/or Proprietary Information and have not disclosed any such information, either directly or indirectly, to anyone outside SSCS, except to the extent otherwise permitted in this Agreement; and (v) this Agreement constitutes a legally binding obligation, enforceable in accordance with its terms. In the event that I am unable to comply with any of the above items (i)-(v), I will provide full written disclosure explaining the reasons and/or circumstances behind each instance of noncompliance.

#### 7.) General

This Agreement shall be binding upon me, my heirs, executors, assigns, and/or administrators and is for the benefit of SSCS and its successors and/or assigns. This Agreement is governed by and will be construed in accordance with the laws of the United States and the State of Washington without regard to conflict of law principles. I acknowledge that any breach of this Agreement may cause irreparable injury to SSCS and that SSCS may seek and obtain injunctive and/or other equitable relief against such breach. I also understand that other action may be taken and remedies may be enforced against me. Should either I or SSCS, or any heir, personal representative, successor and/or permitted assign of either party, resort to legal proceedings to enforce this Agreement, I agree that the prevailing party (as defined in Washington statutory law) in such legal proceeding shall be awarded, in addition to such other relief as may be granted, attorneys' fees and/or costs incurred in connection with such proceeding.

8.) I acknowledge that I have had the opportunity to consult legal counsel in regard to this Agreement, that I have read and understand the terms of this Agreement, that I am fully aware of its legal effect, and that I have entered into it freely and voluntarily and based on my own judgment and not on any representation or promises other than those contained in this Agreement. I acknowledge that I have been advised to keep a copy of this Agreement for my own personal records.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date set forth below.

ACCEPTED AND AGREED:

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Signature

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Printed Name

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Title (On-Shore Volunteer, Crewmember, etc.)

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Date (mm/dd/yyyy)





## SEA SHEPHERD CONSERVATION SOCIETY

# Media Policies and Procedures Agreement

### General Purpose

To establish organization-wide protocol on issuing press releases, suggesting news postings for the website, conducting media interviews, collecting media contact information, handling image and footage requests, and preserving media archives for Sea Shepherd Conservation Society (SSCS).

### Press Releases

**Policy:** All press releases must be approved by the Media Manager, and the Director of Legal Affairs, CEO, Deputy CEO, or President prior to issue for several reasons including, but not limited to informing the senior management and President of statements issued on the organization's behalf prior to their public release, imparting a consistent internal message, avoiding duplicate press releases, maintaining informational transparency, and demonstrating professionalism and cohesion beyond the organization.

**Procedure:** Regional Directors and Regional *Staff* Coordinators may suggest regional or global press releases or media advisories to the Media Manager at Sea Shepherd International Headquarters (IHQ). Regional *Volunteer* Coordinators should funnel all suggestions through their Regional Director or Staff Coordinator. Regional Directors and Staff Coordinators will provide the Media Manager with suggested text for the press release, including: a breakdown synopsis in one page or less (who, what, where, when, and why). The press release request must also include a local media representative (i.e. Regional Director or Board Member), and include their contact information (e-mail and phone number). The Media Manager, in partnership with the Director of Legal Affairs, CEO, Deputy CEO, or President, will determine if the press release should be issued, and if so, the Media Manager will format and edit as necessary to issue the press release **from IHQ** using Vocus - global public relations and contact management software. International offices must provide the suggested text in English as well as in the native language.

### News Postings/Commentaries

**Policy:** Regional Directors and Regional Staff Coordinators are encouraged to recommend news postings and/or commentaries for the Sea Shepherd website. These recommendations will be reviewed by the Media Manager and ultimately approved by the Director of Legal Affairs, CEO, Deputy CEO, or President. News posting and commentary suggestions should be directly related to a Sea Shepherd campaign, or related oceanic conservation issues. Regional Directors are also encouraged to suggest topics for guest commentaries by external authors in the *Commentary and Editorial* section of the website.

**Procedure:** When submitting a news posting or commentary request, suggested text for the posting should be provided, along with source information and links to relevant information online. Submitters are encouraged to include photos along with photography credit, as long as written permission has been granted for the use of said images and is currently on file at IHQ. Should the organization decide to post the suggested text, the Media Manager will edit, format, and post the news posting or commentary on the website. Suggestions will be reviewed in conjunction with other organizational news and be posted in order of priority. This also applies to guest commentary submissions, and contingent upon IHQ approval.



**Media Interviews**

Policy: Captain Paul Watson is the primary media representative for Sea Shepherd, however, Regional Directors, International Board members and Staff Directors are also approved to act as media representatives for the organization. Volunteers and office staff may not perform as media representatives without prior express written permission from the Media Manager, Director of Legal Affairs, CEO, Deputy CEO, or President. Regional Directors may neither bestow nor transfer media authorization to others without the prior written consent of the Media Manager, Director of Legal Affairs, CEO, Deputy CEO, or President. If any volunteer is asked to participate in a media request at an outreach event or other function, they may do so only in their individual capacity as a *Sea Shepherd supporter*, but *not* as an official representative of the organization, and this must be versed to the interviewer ahead of time. Crew interviews, both during campaign and non-campaign, must be approved in writing by the President or his designee, as not all crew are authorized to address the media.

Procedure: Any media request received by an international office requesting a local representative shall be deferred to the Regional Director. Should the Regional Director be unavailable, or if the request is for the President or other organization member, media requests shall be forwarded to the Media Manager for processing/scheduling from IHQ. On-shore volunteers and crewmembers must conduct media interviews via the Media Manager.

**Media Contact Management**

Policy: All media requests should be processed by collecting the media contact information for inclusion in SSCS international media database. The purpose is to maximize the impact and distribution of global and regional press releases and media advisories.

Procedure: When facilitating media requests, the media contact information must be collected prior to facilitating the request and submitted to the Media Assistant for database. At minimum, the information must include: outlet and editor name, contact e-mail and number.

**Photo and Video Requests**

Policy: Due to the complex and sensitive nature of copyright issues surrounding **all** Sea Shepherd images and footage, all requests for images and footage must be forwarded to the Sea Shepherd Media department for processing at IHQ. The Regional Director may provide the SSCS Media Center website to the media contact should they request campaign photos. Video requests will not be approved by Regional Directors, rather, they will be reviewed by the Media Manager.

Procedure: For campaign-related **photo** requests, Regional Directors may provide the following URL to members of the media: <http://media.seashepherd.org/>  
All other requests should be referred to the SSCS Media department at: [Media@seashepherd.org](mailto:Media@seashepherd.org).

**Television, Film, and Documentary Projects**

Policy: Regional Directors and Staff Coordinators are not to approve or commit to any television programming, film project, or documentary.

Procedure: All proposals and requests relating to television, film, or documentary projects will be forwarded to the Media Manager for review. Subsequent involvement in such projects will be the joint decision of the Media Manager and the CEO, Deputy CEO, or President.

**Media Archives:**

Policy: Sea Shepherd international offices will assist SSCS in building media archives by collecting print and broadcast media in their local regions including but not limited to: newspaper and magazine articles, web features, and news broadcasts. International coordinators may facilitate this through volunteer support.

Procedure: Collect print and broadcast media. To the extent practicable, do not cut, highlight or otherwise alter the material. Originals of the collected materials must be sent to the IHQ Media Assistant for processing and proper archiving for historical reference on a bi-monthly basis.

The undersigned has executed the Media Policies and Procedures Agreement on the date below.

ACCEPTED AND AGREED:

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Signature

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Printed Name

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Title (Employee, Onshore Volunteer, Crewmember)

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Date