



Sri Shirdi Sai Baba Temple of Austin Sri Venkateswara Temple of Austin

Federal ID # 26-0408335

Volunteer Signup & Service Agreement

Welcome to **Sri Shirdi Saibaba Temple of Austin & Sri Venkateswara Temple of Austin** family. Thank you for offering your time and service to support the mission and activities of our non-profit Hindu temple organization.

By signing below, I agree to the following:

1. I understand that all temple activities, events, volunteer assignments, and operations are organized and managed under the direction of the Temple Board Members and Executive President.
2. I agree to follow the policies, procedures, schedules, and instructions provided by the Temple Board, Executive President, authorized coordinators, and event leads.
3. I will conduct myself respectfully with devotees, visitors, priests, volunteers, and temple leadership at all times.
4. I understand that volunteering is voluntary and unpaid, and does not create employment, partnership, voting rights, or authority within the organization.
5. I agree to support a peaceful, respectful, and spiritual environment consistent with temple values and traditions.
6. I will use temple property, equipment, and resources responsibly and only for authorized temple purposes.
7. I understand that the temple reserves the right to modify volunteer responsibilities or discontinue volunteer participation at any time if policies or conduct expectations are not followed.
8. I agree to comply with all applicable safety, privacy, and organizational guidelines during my volunteer service. I understand that participation in volunteer activities may involve certain risks. I acknowledge and agree that any injury, accident, loss, or damage occurring during my volunteer service shall be my own responsibility, and I release and hold harmless the temple organization.
9. I release and hold harmless the temple organization, Board Members, Executive President, officers, volunteers, and representatives from liability for ordinary risks associated with volunteer participation, except where prohibited by law.
10. **Volunteer Badge Policy:**
Volunteers must wear the authorized volunteer badge at all times during volunteering activities inside the temple premises or during temple events. The badge must be returned to the temple office before leaving. If the badge is not returned, the volunteer agrees to pay a replacement fee of \$25 to the temple.



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Volunteer Information

Full Name: _____

Phone Number: _____

Email Address: _____

Areas of Interest for Volunteering:

- Events
- Kitchen / Prasadam
- Cultural Programs
- Religious Services Support
- Cleaning / Maintenance
- Youth Activities
- Administration
- Other: _____

Acknowledgment

I have read and understood this Volunteer Signup & Service Agreement and agree to follow the temple guidelines and leadership directions while serving as a volunteer.

Volunteer Signature: _____

Date: _____

Temple Representative: _____

Date: _____



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General Policies & Procedures Manual

This document establishes the basic policies and procedures for the operation of the temple and its volunteers, staff, devotees, trustees, and committee members. These policies are intended to support a respectful, transparent, spiritual, and legally compliant environment for the temple community.

1. Mission & Purpose Policy

The temple shall operate exclusively for religious, cultural, educational, charitable, and community service purposes consistent with its 501(c)(3) non-profit status.

The temple shall:

- Promote Hindu dharma, traditions, and spiritual practices.
- Conduct religious services, festivals, educational programs, and charitable activities.
- Serve devotees and the community in a respectful and inclusive manner.

2. Code of Conduct Policy

All volunteers, staff, priests, committee members, trustees, and devotees shall:

- Treat everyone respectfully and professionally.
- Maintain a peaceful and spiritual atmosphere.
- Avoid abusive language, harassment, discrimination, gossip, threats, or disruptive behavior.
- Follow temple dress code and cultural standards during temple activities.
- Respect temple property and sacred spaces.

Violation of conduct policies may result in suspension or removal from temple activities.

3. Volunteer Policy

1. All volunteers must register with the temple before serving.
2. Volunteers shall follow directions from authorized temple leadership.
3. Volunteers are not employees and receive no compensation unless formally approved.
4. Volunteers must wear authorized volunteer badges during service.
5. Volunteer badges must be returned before leaving the premises.
6. Lost or unreturned badges may require a \$25 replacement fee.
7. The temple reserves the right to discontinue volunteer participation at any time.



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4. Financial Policy

1. All temple funds shall be used only for authorized temple purposes.
2. Two authorized approvals/signatures are recommended for major expenses and payments.
3. Donations received shall be properly recorded.
4. Personal use of temple funds or assets is strictly prohibited.

5. Donation & Sponsorship Policy

1. Donations made to the temple become the property of the organization.
2. Donations are non-refundable in any circumstances.
3. Sponsorships for poojas, events, or programs shall follow temple schedules and availability.
4. Donation receipts shall be provided as required by law.

6. Religious & Cultural Activities Policy

1. Religious procedures and traditions shall follow temple-approved practices.
2. Priests and authorized religious coordinators shall oversee poojas and rituals.
3. Temple schedules may change based on religious, operational, or emergency needs.
4. Devotees are expected to maintain decorum during religious activities.

7. Safety & Security Policy

1. Emergency exits and safety equipment shall remain accessible at all times.
2. Dangerous, illegal, or unsafe activities are prohibited on temple property.
3. Children must be supervised by parents or guardians unless participating in authorized programs.
4. The temple may use surveillance systems for safety and security purposes.
5. Accidents or incidents must be reported immediately to temple management.

8. Social Media & Public Communication Policy

1. Only authorized representatives may issue official statements on behalf of the temple.
2. Temple logos, photos, and materials shall not be used without permission.
3. Defamatory, misleading, or harmful public statements about the temple & management may result in disciplinary action.



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9. Conflict of Interest Policy

Board members, officers, and committee members shall:

- Disclose any personal or financial interest related to temple business.
- Avoid participating in decisions where conflicts exist.
- Act in the best interest of the organization rather than personal benefit.

10. Records & Confidentiality Policy

1. Temple records shall be maintained securely.
2. Confidential donor, legal, financial, and personnel information shall not be shared without authorization.
3. Access to sensitive records shall be limited to authorized individuals.

11. Facility Usage Policy

1. Temple facilities may be used only for approved activities.
2. Cleanliness and respect for temple property are mandatory.
3. Unauthorized commercial activity is prohibited without Board approval.
4. Users may be responsible for damages caused during events or activities.

12. Disciplinary Action Policy

The temple reserves the right to:

- Issue warnings,
- Suspend privileges,
- Remove volunteers or members from activities,
- Restrict facility access,
- Take legal action when necessary.

Serious violations may be reviewed directly by the Board Directors.