

## Volunteer Speaker Agreement

This agreement is between Community HousingWorks-Homeownership Center and \_\_\_\_\_(name). The purpose of this agreement is to assure a clear understanding of the responsibilities of being a volunteer speaker for Community HousingWorks-Homeownership Center.

As a volunteer speaker, I agree to:

- Review and/or rehearse presentation prior to workshop;
- Participate in occasional “training for trainers” workshops;
- Arrive in a timely way for all workshops;
- Treat all workshop participants with respect;
- Provide clear and unbiased information to workshop participants;
- Avoid promoting my business or business products during workshops, business cards at reception table are allowed;
- Refrain from making disparaging remarks about competitors;
- Avoid using inappropriate and offensive language and behavior;
- Act as a volunteer for CHW and will only deliver the established HBE HUD approved curriculum, I will not handout material during or after class to clients in attendance;
- Notify HOC Staff if unable to attend my scheduled speaking date. CHW does not accept speaker substitutions;
- Promote the CHW process of creating Homebuyers;
- Failure to comply with the items discussed in this speaker agreement may result in termination of this agreement, in turn speaker forfeits all future speaking opportunities with CHW.

\_\_\_\_\_  
Signature of Volunteer Trainer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeownership Center Director

\_\_\_\_\_  
Date

Fax, mail or drop off to:  
Cruz Peinado  
4305 University Avenue Suite 550  
San Diego, CA 92105  
FAX: 619-640-7119