



*Together, we can save a life*

## **Instructor Agreement for American Red Cross Courses**

### **The American Red Cross agrees to-**

- Provide the quality training needed to help you carry out your responsibilities to prepare for, conduct, report on, and evaluate Red Cross courses.
- Provide in good condition the appropriate materials, supplies, and equipment needed to meet the requirements of each course you teach.
- Provide timely updates of information and skills when appropriate.
- Establish and explain all national and local policies, regulations, and procedures that relate to your responsibilities, including the American Red Cross Code of Conduct (included in this document).
- Provide effective, timely support and guidance.
- Provide supervision for an evaluation of your teaching performance.

### **As an American Red Cross instructor,**

#### **I agree to-**

- Follow all the current policies, regulations and procedures of the American Red Cross related to the conduct and administration of Red Cross courses, including the American Red Cross Code of Conduct.
- Accept supervision and evaluation of my instructor responsibilities by the American Red Cross.
- Recognize that the completion of an appropriate instructor training course is only a prerequisite of appointment as a Red Cross instructor and that the authorization to teach is granted only by receiving an instructor authorization issued by the appropriate Red Cross unit.
- Teach only those courses I am authorized to teach, and only within those jurisdictions in which I am authorized, as scheduled in coordination with the appropriate Red Cross unit.
- Follow through on all classes assigned to me, including teaching the complete curriculum for each Red Cross course, module or component, and completing required records in a timely and accurate manner, and providing appropriate course certificates or other recognition to participants as specified by the service.
- Recognize that Red Cross materials are copy-righted and may be reproduced only with the permission of the American Red Cross at national headquarters.
- Identify myself as a Red Cross representative and the course materials as those of the Red Cross, and in general, act as an agent of the Red Cross.
- Recognize that this agreement remains in effect as long as my affiliation is maintained with the Red Cross.

## **American Red Cross Code of Conduct**

The American Red Cross is a charitable not-for-profit organization dedicated to providing service to those in need. The American Red Cross has traditionally demanded and received the highest ethical performance from its volunteer and paid staff. The conditions, however, under which American Red Cross services are being provided have changed dramatically over the past several years and will continue to change. Trends external to the American Red Cross, most notably economic trends and the resulting cost containment efforts in all sectors of the economy, mandate that renewed attention be given to the conduct of those individuals who represent this organization.

In an effort to maintain the high standard of conduct expected of the American Red Cross with respect to the management of its own affairs and to enable the American Red Cross to continue to offer services required by those in need, the American Red Cross adopts the following Code of Conduct applicable to all volunteer and paid staff.

### ***No volunteer or paid staff member shall:***

1. Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services, or property of the American Red Cross, except in conformance with American Red Cross policy;
2. Accept or seek on behalf of himself or any other person, any financial advantage or gain of other than nominal value offered as a result of the volunteer or paid staff member's American Red Cross affiliation;
3. Publicly utilize any American Red Cross affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the position of the American Red Cross;
4. Disclose any confidential Red Cross information that is available solely as a result of the volunteer or paid staff member's affiliation with the American Red Cross to any person not authorized to receive such information or use to the disadvantage of the American Red Cross any such confidential information, without the express authorization of the American Red Cross;
5. Knowingly take any action or make any statement intended to influence the conduct of the American Red Cross in such a way as to confer any financial benefit on such person or on any corporation or entity in which the individual has a significant interest or affiliation; or
6. Operate in any manner that is contrary to the best interest of the American Red Cross.

In the event that the volunteer or paid staff member's obligation to operate in the best interests of the American Red Cross conflicts with the interests of any organization in which he has a financial interest or with which he is affiliated, the individual shall disclose such conflict to the American Red Cross as soon as he becomes aware of it, shall absent himself from the room during deliberations, and shall refrain from voting in connection with the matter. The individual shall not permit his presence at the meeting to be counted in determining whether there exists a quorum.

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American Red Cross Unit

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Print Name of Instructor

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Signature of Chapter Representative

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Signature of Instructor

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Title of Chapter Representative

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Date