

Caribbean Culture Awareness Inc.  
600 N. Broad Street  
Suite 5  
Middletown, DE 19709  
United States



Dear Applicant Name \_\_\_\_\_,

On behalf of Caribbean Culture Awareness Inc., I am delighted to offer you the position of \_\_\_\_\_ with our organization. We are excited to welcome you to our team and look forward to your contributions in promoting Caribbean culture and supporting our community initiatives.

Please find attached a Non-Disclosure Agreement (NDA) which we require all volunteers to sign to ensure the confidentiality of sensitive information related to our organization.

As a unpaid volunteer, you will be responsible for [Job Description-


which will be unpaid. We may also offer incentives, please tell us 2 favorites less than \$20 and


Your start date will be [Start date \_\_\_\_\_], and you will report to [Supervisor \_\_\_\_\_]. Please note that we require all volunteers to complete a background check and provide proof of eligibility to work in the United States.

We are confident that you will be a valuable addition to our team, and we look forward to seeing your passion and creativity in action. Please review the attached NDA and let us know if you have any questions. Once you have reviewed and signed the NDA, please return it to us at your earliest convenience. You must carry your own insurance.

Again, congratulations on your new position, and we look forward to working with you!

Sincerely,

(888) (595-1259) 

info@usacca.org 

www.usacca.org 

<https://www.facebook.com/caribbeancultureawareness> 

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Eveann Metelus (Founder) Caribbean Culture Awareness Inc.

### Non-Disclosure Agreement (NDA)

This Non-Disclosure Agreement (the "Agreement") is entered into by and between Name \_\_\_\_\_ ("VOLUNTEER") and Caribbean Culture Awareness Inc. ("organization"). This Agreement is effective as of the date signed by the Employee below (the "01").

1. Confidential Information. Volunteer acknowledges that during the course of their employment with the Company, they may have access to and become acquainted with various trade secrets, inventions, innovations, processes, information, records, and specifications owned or licensed by the Company and/or used by the Company in connection with the operation of its business, including without limitation, the Company's business model, financial information, customer and vendor lists, and pricing information (collectively, the "Confidential Information").
2. Protection of Confidential Information. Volunteer agrees (i) to hold the Confidential Information in strict confidence and to take all reasonable precautions to protect such Confidential Information (including, without limitation, all precautions the Volunteer employs with respect to its own confidential materials), (ii) not to divulge any such Confidential Information or any information derived therefrom to any third party, and (iii) not to use any Confidential Information or any information derived therefrom for any purpose whatsoever except in connection with the volunteer's employment with the Company.

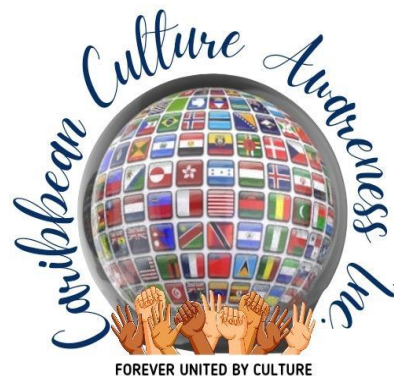
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3. Ownership of Confidential Information. Volunteer acknowledges and agrees that all Confidential Information, whether or not developed by VOLUNTEER, is and shall remain the property of the Company. Volunteer further acknowledges and agrees that nothing contained in this Agreement shall be construed as granting or conferring any rights by license or otherwise in any Confidential Information.
4. Return of Confidential Information. Upon the request of the Company, the Volunteer shall immediately deliver to the Company all documents, records, notebooks, and other materials in its possession or control which contain or relate to any Confidential Information. Volunteers shall not retain any copies, extracts, or other reproductions in whole or in part of any Confidential Information.
5. Term. This Agreement shall survive the termination of Volunteer employment with the Company and shall remain in effect indefinitely.
6. Remedies. Volunteer acknowledges that the Confidential Information is of a special and unique character, that the unauthorized disclosure of the Confidential Information would irreparably damage the Company, and that any breach or threatened breach of this Agreement shall entitle the Company to injunctive relief in addition to any other legal or equitable remedies available.
7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Delaware , without regard to conflicts of laws principles.
8. Severability. If any provision of this Agreement is held to be invalid, illegal or unenforceable, such provision shall be enforced to the fullest extent permitted by applicable law and the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

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9. Entire Agreement. This Agreement contains the entire understanding between the parties and supersedes all prior agreements and understandings, whether written or oral, relating to the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

\_\_\_\_\_  
[Name of Volunteer \_\_\_\_\_]  
\_\_\_\_\_


Eveann Metelus (Founder)


Caribbean Culture Awareness Inc.

#### Non-Discrimination Policy

Caribbean Culture Awareness Inc. is committed to providing a work environment that is free from discrimination and harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or any other legally protected status.

We are an equal opportunity employer and prohibit discrimination or harassment of any kind, including but not limited to, discrimination or harassment on the basis of these

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protected characteristics in hiring, employment, promotion, termination, compensation, benefits, or other terms, conditions, or privileges of employment.

Our commitment to non-discrimination applies to all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other terms and conditions of employment. We will not tolerate discrimination or harassment of any kind in our workplace, whether committed by supervisors, co-workers, or third parties.

If you experience or witness any form of discrimination or harassment in the workplace, we encourage you to report it to your supervisor, human resources representative, or any other member of management. All complaints of discrimination or harassment will be promptly investigated, and appropriate action will be taken to address and remedy the situation.


Caribbean Culture Awareness Inc. is committed to fostering a diverse and inclusive workplace, where all employees are valued and respected. We believe that a diverse workforce enhances our ability to achieve our mission and serve our community.

This policy applies to all employees, volunteers, interns, and contractors of Caribbean Culture Awareness Inc.

Signed,

Eveann Metelus (Founder)

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### Volunteer Form

Thank you for your interest in volunteering with Caribbean Culture Awareness Inc. We appreciate your willingness to contribute your time and skills to our organization.

As a volunteer, you will have the opportunity to support our mission of promoting and educating about Caribbean culture in the community. Please note that this is an unpaid position and no compensation, salary, or benefits will be provided.

To become a volunteer, please complete the following information: Also, submit your Identification and supervision log requirements.

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_


Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

Availability (Days and Times): \_\_\_\_\_

Skills and Experience (Please check all that apply):

- Event Planning
- Fundraising

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- Marketing/PR
- Social Media
- Graphic Design
- Photography/Videography
- Administrative/Office Support
- Other (please specify): \_\_\_\_\_

Please indicate the area(s) in which you are interested in volunteering:

- Event Planning
- Fundraising
- Marketing/PR
- Social Media
- Graphic Design
- Photography/Videography
- Administrative/Office Support
- Other (please specify): \_\_\_\_\_

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By signing this form, I acknowledge that I am applying for an unpaid volunteer position with Caribbean Culture Awareness Inc. and that I will not receive any compensation or benefits for my services. You will be responsible and liable at your own incurred cost.


I understand that my volunteer work is purely on a voluntary basis and I am free to terminate my volunteer status at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your interest in volunteering with us. We look forward to working with you to promote and celebrate Caribbean culture in the community.

**Do you require documentation: Please provide what you need, who is requiring this information, and the documentation you require for us to determine how we can best assist you.**

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