

**EXHIBIT 3**

**Volunteer Job Description/Agreement**

TENNESSEE PUBLIC GUARDIANSHIP FOR THE ELDERLY PROGRAM

Volunteer Job Description/Agreement

I. Duties and Responsibilities of the Volunteer

Please itemize the specific responsibilities of the volunteer including the frequency, time, and day of week or month the task will be completed.

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II. Agreement

As a Public Guardianship for the Elderly Volunteer, I acknowledge that:

1. I will submit a written report to the District Public Conservator each month.
2. I am under direct supervision of the District Public Conservator.
3. I will contact the District Public Conservator immediately if there is a concern about the well-being of a client.
4. All information regarding a client is confidential.
5. I give permission to the District Public Conservator to check my references and perform those background checks deemed necessary for safeguarding clients. Those checks may include but are not limited to police and motor vehicle record checks.
6. I have read the above state volunteer responsibilities and understand them. If at any time, I am unsure about these responsibilities, I will contact the District Public Conservator immediately for clarification before acting.

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Volunteer's Signature	District Public Conservator's Signature	Date
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Please give a copy of this form to the volunteer and complete a new one if the responsibilities change.