

GIRLS INC. OF CHATTANOOGA CONFIDENTIALITY AGREEMENT

1. Confidential Information.

a. Volunteer or Guest agrees that during the term of her/his service/visit and at all times thereafter, s/he shall hold in strictest confidence, and not use, except for the benefit of Girls Inc., or disclose to any person, firm, or corporation without written authorization of Girls Inc., any Confidential Information of Girls Inc. Volunteer or Guest understands that "Confidential Information" means any Company information of any kind or nature, including, without limitation, proprietary information, technical data, trade secrets, or know-how, including, but not limited to, research, plans, products, services, donor lists, member information, sponsor lists, markets, software, developments, inventions, innovations, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances, or other information disclosed to her/him by Girls Inc. either directly or indirectly in writing, orally, or by drawings or observation of parts or equipment.

b. All files, records, documents, blue prints, specifications, information, letters, notes, media lists, original artwork/creative, notebooks, and similar items relating to the business of Girls Inc. or its members, whether prepared by s/he or otherwise coming in her/his possession, shall remain the exclusive property of Girls Inc. or its members. S/he shall not retain any copies of the foregoing without Girls Inc.'s prior written permission. Upon completion of service hours or visit, or whenever requested by Girls Inc., s/he shall immediately deliver to Girls Inc. all such files, records, documents, specifications, information, and other items in her/his possession or under her/his control.

2. By signing below, I agree to this Confidentiality Statement.

Print Volunteer/Guest Full Name

Signature

Date Signed