

## Volunteer Registration

Please print and complete all sections.

Name (Mr. Mrs. Ms. Miss) \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Email \_\_\_\_\_ County \_\_\_\_\_

Ethnic group:  Caucasian  African-American  Hispanic  Asian, Pacific Islander  
 Native American/Alaskan Native  Other

Physical/Medical Limitations \_\_\_\_\_

Employment Experience \_\_\_\_\_

Skills/Interests/Languages \_\_\_\_\_

Are you presently volunteering? Where? Type of volunteer work? How many hours a week?

Would you like more work? If yes what kind? \_\_\_\_\_

Do you have a car?  Yes  No Driver's License # \_\_\_\_\_

Are you interested in RSVP reimbursement for Mileage? (.40) \_\_\_\_\_  
Meals? (\$3) \_\_\_\_\_

I understand that if I use my personal automobile in my volunteer service, I will arrange to keep in effect automobile liability insurance equal to the minimum required by state.

Beneficiary for RSVP Accident Insurance paid by the RSVP Program:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Local Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Are you interested in helping with one-time jobs?  Yes  No

How did you hear about RSVP?  newspaper  RSVP volunteer  staff  agency  other

\_\_\_\_\_  
Signature of Volunteer Date Signature of RSVP Director Date

## VOLUNTEERS AND CONFIDENTIALITY

The right to privacy is an absolute whose worth cannot be measured. As a right, it is total. There are no gray areas. What is told, learned, seen or heard in confidence must stay between the confidantes. It's been said, "*If two people know a secret, it's not a secret any more!*" So it is with confidentiality. Don't let good intentions or your trust in a third party prompt you to betray a confidence.

What are some exchanges/situations that are understood as confidential?

- Any conversation with an employee or client of the agency where you are volunteering
- Any information contained on documents, which are kept in the agency for which you volunteer
- Any conversations between volunteer/employees of that agency which you over hear as a result of your presence as a volunteer
- Any situations which you happen upon/notice as a result of your presence as a volunteer
- Any information about a client's medical condition, financial circumstances, or family situation, etc. which you glean as a result of your time spent with them.

It is important to note that you will not always be specifically told that a piece of information is confidential. Common sense will be your guide. If you are EVER unsure, please consult your workstation supervisor, or the RSVP program director before repeating what you know or think you may know.

Understand that simply withholding the name of a client, or the agency involved does not constitute compliance with rules of confidentiality. Whatever happens within an agency should stay there.

The following are some tips to help you hold fast to your commitment to the agency where you volunteer and its clients:

- Whenever a family member, acquaintance or friend of a client asks you about that client, suggest they visit or call that person themselves.
- Do not discuss with others events, situations, or people with whom your contact is understood to be confidential--this includes your family members, their family members, former staff of the agency, or other clients of that agency.
- Whenever your contact with a client is confidential, be sure doors are closed, curtains are drawn, partitions are present; whatever is appropriate to ensure the privacy of that contact.
- Do not bring a friend or family member along with you when your volunteer service involves confidential situations.
- Do not mention names of agency clients to persons outside that agency even if no other information follows.

I have read the above information and agree that I will adhere to the standards of confidentiality set forth. I realize that a breach of such confidentiality in a volunteer situation will be grounds for dismissal from that volunteer post if so decided by the workstation's volunteer supervisor.

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Signature

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Date