

## Volunteer Agreement and Confidentiality Form

### Volunteer Agreement for: (name of applicant)

If accepted to volunteer with North Vancouver Recreation and Culture, I, the undersigned volunteer, agree to the following conditions of this placement (please check each point):

I understand that there are a number of extremely sensitive programs where a client's confidentiality could be a life threatening matter extending from something as simple as giving out a telephone number, information on where they live or their living arrangements. I agree to keep personal information regarding clients, and participants confidential.

I agree not to exchange any of my own personal information with a minor.

I will immediately report any personal concerns regarding a client/participant's health, welfare, or safety.

I agree to discuss any concerns or problems related to my placement with the coordinator of volunteer resources in a timely and appropriate manner.

Agree to conduct myself in a safe, responsible, and courteous manner including, but not limited to: using appropriate language, actions, and topics of conversation; wearing my volunteer t-shirt or other identification while volunteering, turning off all electronic devices (such as cell phones), not having dangerous items (such as lighters and knives) on my person while volunteering; and following all safety and emergency procedures to the best of my ability.

To complete my minimum commitment as determined by my supervisor.

I will be responsible for my own communication and scheduling directly with the volunteer resources department.

I agree to submit in writing, with two weeks' notice any request for verification of hours or volunteer effort.

I have read, understood and agree to comply by the code of conduct.

I understand that failure to adhere to the policies and procedures of NVRC outlined in the code of conduct may result in immediate dismissal.

**Signature of Volunteer:**

**Date:**

Are you under the age of 19?

Yes

No

If you answered Yes, please have a parent or guardian sign below.

I understand \_\_\_\_\_, (name of minor) is under my care and has applied to volunteer for North Vancouver Recreation & Culture Commission. If accepted, I give my permission for them to volunteer and agree to the following (please check each point):

I understand there will be an orientation and training necessary for the safe, responsible and courteous performance of their duties.

I understand that their information will be stored accessed outside Canada and subject to distribution beyond the control of NVRC.

I understand that they may be working with young children and vulnerable people. I will inform the volunteer coordinator of any medical, physical, social or emotional concerns that may affect their ability to be successful in their volunteer placement.

**Signature of Parent/ Guardian:**

**Witness:**

**Date:**