

Volunteer Agreement and Confidentiality Form

Volunteer Agreement for: _____

I agree to participate as a volunteer for the North Vancouver Recreation Commission. I am willing to make a minimum 40 hour (or 2 full weeks for daycamp volunteers) commitment.

I agree to keep personal information regarding clients, and participants confidential and not exchange any personal information I am privileged to with others. 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, the undersigned youth volunteer, agree to the following conditions of this placement:

1. To call in advance (preferable 48 hrs or more) if I am unable to make a volunteer shift.
2. I will immediately report any personal concerns regarding a client/participant's health, welfare, or safety.
3. I agree to discuss any concerns or problems related to my placement with the coordinator of volunteer resources in a timely and appropriate manner.
4. 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; leaving at home all electronic devices (such as cell phones and iPods), dangerous items (such as lighters and knives); and following all safety and emergency procedures to the best of my ability.
5. I will be responsible for my own communication and scheduling directly with the volunteer resources department or designate.
6. Will submit in writing, with two weeks' notice any request for verification of hours or volunteer effort.
7. I have read, understood and agree to comply by the code of conduct.
8. I understand that failure to adhere to the policies and procedures of the NVRC outlined in the code of conduct may result in immediate dismissal.

Signature of volunteer _____ **Date** _____

If volunteer, is under the age of 19, please have a parent or guardian sign below.

I understand that my child _____, a minor has been accepted as a volunteer by North Vancouver Recreation Commission, and, if accepted, I hereby give my permission for them to volunteer. I understand there will be an orientation and training necessary for the safe, responsible and courteous performance of his/her duties.

Because I understand that my child may be working with young children and vulnerable people, I will inform the volunteer coordinator of any information that may affect my child's ability to be successful in their volunteer placement.

Signature of Parent/Guardian

Witness

Date