

CSFI Program for the Elderly Volunteer Welcome Sheet



Your Start Date is ___ / ___ / ___

Full Name: _____

First

Middle Initial

Last

Preferred Nickname

Thank you for volunteering with CSFI Program for the Elderly. Below are guidelines to be followed:

1. Have fun!
2. CSFI Program for the Elderly cannot discriminate and must ensure the civil rights of all patrons, volunteers & employees.
3. Our CSFI Program for the Elderly Volunteer Handbook contains all the information you will need concerning and volunteer insurance. Please read the handbook and ask any questions you may have.

Confidentiality Policy:

Protecting the rights and privacy of our patrons is very important so please read CSFI's confidentiality policy very carefully.

By signing you agree to:

- Acknowledge organization records, files and information contained in CSFI's management information system is privileged and not to be accessed, discussed or distributed.
- Keep all patron information confidential by not discussing or sharing any personal information with anyone, unless a staff supervisor authorizes the access or disclosure of information for official duties only.
- Not reproduce or remove any agency files, records, documents (written or electronic), unless you have supervisory authorization.
- If you know a patron, staff member or volunteer from another organization with a confidentiality policy (e.g. NA, AA, and Support groups) you should honor that policy and not disclose that information.
- Do not approach, acknowledge or engage patrons in conversation or socialization outside of your work with CSFI unless the patron approaches you first.

No-solicitation/distribution policy:

CSFI has a no-solicitation/distribution policy. This prohibits employees and volunteers from engaging in political activity like passing out leaflets, signing recall petitions and nomination papers while working or driving for us. Consistent with our mission, advocacy to support issues to promote CSFI patron services is allowed and even encouraged.

Please sign here to signify you have read and understand the confidentiality and no-solicitation policy and that you have received a CSFI Program for the Elderly Volunteer Handbook. (*Please check when Handbook is given*)

Signature

Date

