



Volunteer Agreement/Confidentiality Agreement

Volunteers of Cherokee Family Violence Center (CFVC) must agree to the following:

1. Maintain confidentiality in dealing with clients and the location of the shelter.
2. Abide by the volunteer policies of the Cherokee Family Violence Center.

I, _____, have been advised of the confidentiality policy of the Cherokee Family Violence Center, Inc. It is my understanding that I am not in any way to discuss or divulge any privileged knowledge or information which I may encounter, either directly or indirectly, to any person other than those authorized by Cherokee Family Violence Center.

Furthermore, it is my understanding that the disclosure of any privileged information, such as the location of the Shelter, which I may have gained in the course of my business with the Cherokee Family Violence Center, Inc. to any unauthorized person may result in criminal or civil charges against me.

Volunteer Signature

Date

Address:

Telephone:

City, State, Zip

Email

Cherokee Family Violence Center agrees to:

1. Provide training and job-specific responsibilities to all volunteers.
2. Provide direct services volunteers who work unsupervised with victims and their dependents with 20 hours of initial job-specific family violence training.
3. Maintain a comprehensive, confidential personnel record for each volunteer including the confidentiality statement, training, activities, and experiences acquired.
4. Keep current and make available a manual for direct service volunteers, including job descriptions as well as organization policies and procedures.

Staff Signature

Date