



# Community Caregivers

*Building a Caring Community*

## Volunteer Agreements

I agree to serve as a volunteer member of Community Caregivers, Inc. While working as a volunteer, I understand my responsibilities will include those listed below.

- Scheduled services I have indicated my willingness to do.
- Accurate and timely reporting to the Caregiver Office at the completion of services.
- Compliance with the Guidelines for Volunteers.
- Advance notice of resignation from Community Caregivers, Inc.

**Volunteer Initial** \_\_\_\_\_

## Photograph Release

I give my permission for Community Caregivers, Inc., to use my photograph to promote the organization and waive all rights related to compensation. The photograph could potentially appear in newspapers, television news shows or public service announcements, Community Caregiver’s promotional materials and websites, and other media.

**Volunteer Initial** \_\_\_\_\_

## Code of Ethics

### Confidentiality

It is important for Community Caregivers (CC) Volunteers to respect the confidentiality of care-receivers and families at all times. Unauthorized release of information may violate care-receivers privacy. There should be no discussion of cases or mentioning of care-receiver’s name or information except in direct contact with other members of CC. However, please do bring any concerns, fears or other feelings immediately to the attention of the office.

No persons should share information gained through their association with CC with anyone not authorized by CC to have access to such information.

All business carried out by the CC Board of Directors or the Executive Director shall be considered confidential information and should not be shared with anyone not authorized to have access to such information.

### Conflict of Interest

A conflict of interest arises when an activity limits a CC volunteer’s ability to act in an ethical or responsible manner as shown in the following examples:

- ◆ Accepting gifts or entertainment from persons receiving care
- ◆ Engaging in a practice that violates federal, state or local law, or that violates any regulation to which CC is subject
- ◆ Revealing or misusing any confidential information that is proprietary to CC to any unauthorized party.

In the event that a CC volunteer is involved in any of the above mentioned or any other conflict of interest, or potential conflict of interest, then the following procedure should be followed: Full disclosure should be made to the CC Executive Director.

**I indicate by my signature that any information I acquire as a Community Caregivers Volunteer about individuals and families could be of a sensitive nature and is to be kept confidential at all times.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Caregivers Representative

\_\_\_\_\_  
Print name of volunteer

\_\_\_\_\_  
Signature of volunteer

\_\_\_\_\_  
If volunteer is under 18, print name of parent

\_\_\_\_\_  
If volunteer is under 18, signature of parent