

CUMBERLAND FAMILY SHELTER

A Division of Rural Development Corporation

6140 Mays Landing Road

Vineland, N.J. 08361

(856) 825- 3144

Volunteer of Services Agreement

The Rural Development Corporation, Inc. is a non-profit corporation that provides services to the Homeless of Southern New Jersey and participates in the Department of Agriculture's Food Distribution Program.

Community members of the South Jersey Area are encouraged to visit the Rural Development Corporation at any time. Persons interested in volunteering their personal time serving the needs of the homeless are asked to abide by the following protocol:

(1) Pledge of Confidentiality

All client information, activities, conversations, and records must be kept strictly confidential. Any information concerning inquiring, prospective, current, and past clients may not be released. This policy applies to all RDC/CFS employees, volunteers, and college interns.

Client confidentiality applies at all times. A client's right to confidentiality does not end when a client moves out. Therefore, the disclosure of any information regarding a former client is prohibited. Only the client may authorize release of information.

I agree that I will not reveal the identity, history, length of stay, or destination of anyone who resides or has inquired about residing at RDC/CFS unless authorized by the executive director. I will not participate in any discussion pertaining to RDC/CFS clients while off duty, and will discourage such discussion. When at RDC/CFS I will share information about clients only when vital to staff inquiries. I will respect the anonymity of all RDC/CFS staff and volunteers, college interns by not disclosing their personal information to anyone without prior consent.

(2) Request regarding RDC/CFS information and representation

The shelter Director acts as a source of general information for RDC/CFS employees, volunteers, college interns and the public. All internal and external requests for information or representation regarding RDC/CFS must be referred to the Shelter Director. These requests include, but are not limited to: Media inquiries, facility tours, publications, speaker requests, RDC/CFS name and logo use, sponsorship requests, and representation and participation in public and community meetings, groups, and boards. The Shelter Director acts as a source of employee information. This information includes, but is not limited to: job opening, reference requests, and employees' work history. Unless otherwise assigned to supervisory staff, the President of RDC/CFS Board of Directors will assume the above responsibilities in the absence of the Shelter Director.

(3) Data Privacy

Respect and maintain the confidentiality and privacy of information regarding any clients, employees, or volunteers at RDC and CFS.

Respect and maintain the confidentiality of any documents of RDC and CFS and any documents of its employees, clients, and volunteers.

Respect the confidentiality of any financial information of RDC and CFS.

Respect the right or others and their property, including the property of RDC/CFS.

Respect the policies and procedures of RDC and CFS

(4) Fraternization

The following is considered fraternization and must not take place between volunteers, employees, college interns and clients. A client is any person who has received services from RDC/CFS within the past 12 months.

Develop any type of personal involvement with a client.

Going out with or meeting clients other than in the normal course of job performance.

Purchasing anything from a client, making any kind of a trade with a client, selling anything to a client, or assisting a client with the sale of anything.

Transporting a client.

(5) Respect for Clients

It is our expectation that all RDC/CFS clients will be treated with respect by all paid and volunteer staff at all times. Each client is entitled to respect regardless of his/her behavior. If a client is treating a volunteer or staff person in a disrespectful or inappropriate manner, the Shelter Director should be notified immediately.

I understand that breach of any of these agreements may result in my immediate revocation of volunteer privileges.

Volunteer: Please Print Your Name: _____

Signature: _____

Date: _____

Visitation Approved by: _____

Dates and time of Visitations: _____