

YWCA Cass Clay Volunteer Application

eliminating racism
empowering women
ywca

Name _____ Date of Birth (month/day) _____

Address _____ City/State/Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____ School (if applicable) _____

Employer (if applicable) _____ Hours required to complete (if applicable) _____

Days/Hours available _____

Circle the activities below you are interested in volunteering with:

Translator

Lawn care

Racial Justice

Childcare

Hair stylist

Nutrition education

Food prep

Sports

Computer education

Organizing

Crafts/Scrapbooking

Parenting education

Office work

Tutoring/Mentoring

Exercise (dance, yoga, etc.)

Answering phones

Special events

TechGYRLS

Budgeting/Financial planning

Website

Other _____

Beauty (makeup,
mani/pedicures)

Home improvement
(carpentry, painting, etc.)

Have you ever been convicted of a crime or have any pending legal issues? _____

If yes, please explain. _____

Why would you like to volunteer at the YWCA Cass Clay? _____

How did you hear about volunteering at the YWCA Cass Clay? _____

I certify that the above information is true, to the best of my knowledge.

Signature _____ Date _____

Completed form should be sent to Lauryn Whitmer, Volunteer & Donations Coordinator at 3000 South University Drive, Fargo, 58103, faxed to (701) 232-9408, or emailed to lwhitmer@ywcacassclay.org.

For office use

Date started _____ Date ended _____ Details _____

YWCA Cass Clay Confidentiality Agreement

Information gained in the process of performing work for the YWCA Cass Clay and its Clients shall be considered confidential information. Conversation concerning confidential information for non-job related purposes, "gossip", is unacceptable and not consistent with the mission of the YWCA. If employees, volunteers or independent contractors are asked for confidential information, they shall direct the inquiry to their supervisor. YWCA confidential information includes, but is not limited to: all client information, names, data, files, etc.; YWCA procedures and practices; internal operating procedures; case management process; internal studies, reports and data; and any other information that is not generally known or available to the public.

Information about YWCA Clients and their affairs is to be confined to the staff working directly with them. Given the sensitive and highly personal nature of much of the Client related work performed at the YWCA, it is required that all employees having access to Client information shall consistently and uniformly maintain the privacy and confidentiality of this information. Under no circumstances, is the business, medical affairs or identity of Clients (living or deceased) of the YWCA to be discussed with any outside party without the written permission of the Client or by order of the court.

Employees, volunteers or independent contractors who betray confidences not only do an injustice to others, but they impair public relations and invite legal action. Any employee, volunteer or independent contractor who is unclear about what information is considered confidential should consult with their direct supervisor. Violation of this ethical and legal obligation of confidentiality may constitute grounds for immediate dismissal.

By my initials and signature below, I hereby acknowledge and agree that I will not disclose or otherwise make available, during my employment/volunteering/contracting or anytime thereafter, YWCA confidential information. I hereby further agree and understand that the YWCA shall be entitled, in addition to any other remedies, to preliminary and permanent injunctive relief to prevent a breach or contemplated breach of this Confidentiality Agreement without the necessity of proving actual damages. I further agree and understand that the YWCA shall be entitled to recover from me its costs and reasonable attorney fees incurred by the YWCA in seeking enforcement of this Confidentiality Agreement.

As a YWCA volunteer, I have read and understand the items outlined in this Confidentiality Agreement. Violation of this ethical and legal obligation of confidentiality may constitute grounds for dismissal from my volunteer position.

For purposes of this agreement the term volunteer shall include all individuals providing service to the YWCA without receiving payment, or stipend, including but not limited to YWCA Board of Directors, interns and work-study students. For purposes of this agreement the term Client shall include, but is not limited to, program participants, employees, members, donors, volunteers and independent contractors. For purposes of this agreement the term YWCA shall be all-encompassing of the organization as a whole, including all programs and services.

Print Name of Volunteer

Signature of Volunteer

Date

Signature of Supervisor

Date

YWCA Cass Clay Talent Release

Talent Name: _____

Project Title: _____ Volunteer

I hereby consent for value received and without further consideration or compensation to the use (full or in part) of all videotapes, photographs taken of me and/or recordings made of my voice and/or written extraction, in whole or in part, of such recordings or musical performance by the YWCA Cass Clay may be used by the YWCA Cass Clay and/or others with its consent for the purposes of illustration, advertising, publication, broadcast, or distribution in any manner, without limitation to amount or length of time, in any or all media, traditional or non-traditional.

Description of personal involvement/scene(s):

Print Name of Talent

Signature of Talent

Date

If applicable:

If the subject is a minor under the laws of the state where modeling, acting, or performing is done:

Print Name of Legal Guardian

Signature of Legal Guardian

Date