

# 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 \_\_\_\_\_

Mark 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                               | Other _____                  |
| Budgeting/Financial planning    | Website                                      | _____                        |
| 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 the Volunteer & Donations Coordinator at 3000 South University Drive, Fargo, 58103, faxed to (701) 232-9408, or emailed to [volunteer@ywcacassclay.org](mailto:volunteer@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