

LAKELAND PANTRY VOLUNTEER  
Sign-up & Confidentiality Agreement

**PLEASE PRINT:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE #: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ (PREFERRED METHOD OF CONTACT CIRCLE):

CHURCH AFFILIATION: \_\_\_\_\_

CIRCLE AVAILABILITY: Fall Winter Spring Summer

Morning Afternoon

CIRCLE AREA(s) OF INTEREST:

Registration Stockroom Home Delivery

Clothing / Household Food / Donation Pickup Food Distribution

**Confidentiality Statement**

"I shall respect the privacy of the people we serve and hold in confidence all information obtained in the course of service, whether that information is obtained through written records or daily interaction with clients. I will not disclose an individual's confidences to anyone, except: 1. As mandated by law; 2. To prevent a clear and immediate danger to a person or disciplinary action arising from the contact; 3. If there is a waiver previously obtained in writing, and then such information may only be revealed in accordance with the terms of the waiver and Organization policy."

"I shall be responsible to store or dispose of professional records in ways that maintain confidentiality in accordance with Organization policy and procedures and that are within the scope of my position"

"I shall maintain a professional attitude which upholds confidentiality toward the people we serve, colleagues, applicants, and any sensitive information within the organization."

"I shall be responsible not to discuss any individual's records with unauthorized individuals, formally or informally, whether on or off duty."

"I, upon termination as a volunteer, shall maintain client confidentiality and shall hold confidential any sensitive information within the Organization."

"I understand that violation of this confidentiality statement may be grounds for immediate dismissal."

"I understand my responsibilities as stated above, and I further understand it is my responsibility to read and follow the "Confidentiality" policy given to me today.

I understand I must complete a background check form and be approved prior to volunteering.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_