



## Volunteer Agreement – *Faith in Action Evanston*

*This agreement* is intended to specify the relationship and understanding between Faith in Action Evanston and the volunteer identified below.

*Please download, review and sign this form which may be faxed to 1-847-869-4701 or mailed to FIAE c/o St. Mathew's Church, 2120 Lincoln, IL. 60201.*

**I. *Faith in Action Evanston* agrees to accept the services of the below identified volunteer and commits to the following:**

1. To provide sufficient information, training, and assistance for the volunteer to be able to meet their agreed upon assignments.
2. To ensure reasonable supervisory support to the volunteer and to provide feedback on their performance.
3. To respect the skills, dignity, and individual needs of the volunteer, and to do our best to adjust to these individual requirements.
4. To be receptive to any comments from the volunteer regarding ways in which we might mutually better accomplish our respective tasks.
5. To treat the volunteer as an equal partner, jointly responsible for accomplishment of the mission of *Faith in Action Evanston*.
6. Not to give volunteers' phone numbers to care-receiver or their families. Volunteers are also discouraged from giving out their personal phone numbers until they are familiar with their care-receivers and it is agreed under what circumstances they may be called. Care-receivers may reach volunteers by calling the *Faith in Action Evanston* office (847) 902-0320.

**II. I, \_\_\_\_\_, agree to serve as a *Faith in Action Evanston* volunteer and commit to the following:**

1. To perform my service to the best of my ability. To read and understand the *Faith in Action Evanston* Volunteer Policies.
2. To adhere to *Faith in Action Evanston* policies and procedures, including recordkeeping requirements, confidentiality, and the restriction against proselytizing.
3. To meet service commitments, or to provide adequate notice so that other arrangements can be made.
4. If providing transportation, to provide a copy of valid driver's license and proper insurance (office will make copies). I will not provide transportation for *Faith in Action Evanston* unless I have a current, valid driver's license, a good driving record, and current, valid automobile insurance.
5. To complete a Volunteer Application, and to provide two references for reference check. I give *Faith in Action Evanston* permission to verify any information provided on my Volunteer Application or other documentation that I may submit in regard my volunteer activities.
6. To submit regular contact reports, for each contact or service I provide.
7. To say "no" when I am asked to do something that I do not want to do or am unable/unwilling to do.
8. To comply with the following Confidentiality Policy: *Information acquired through activities and services as a Faith in Action Evanston volunteer is considered very confidential. Personal information, including information such as name, address, age, sex, names of next kin, names of attending or consulting physicians, and general conditions of neighbor/client should be released only with discretion and generally should have the client's consent; otherwise, the release of such information may be an invasion of their right of privacy. The client has the right to choose to whom and how personal information is to be disseminated.*

I understand that disclosure of information to neighbor's own healthcare providers or to the *Faith in Action Evanston* Director may be beneficial to the person and is not prohibited. I further understand that the law may require me, under certain circumstances, to report information to either Adult Protective Services or to Child Protective Services, and that such a report would not be a violation of this Confidentiality Policy. When in doubt about the proper handling of information I will seek guidance from the Faith in Action Evanston Director.

**III. We have read, understand, and agree to the above statements:**

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

For *FAITH IN ACTION EVANSTON*: \_\_\_\_\_ Date: \_\_\_\_\_