



Bountiful Basket Food Shelf Volunteer Information Form

Thank you for your interest in volunteering with the Bountiful Basket Food Shelf of Eastern Carver County. We will be contacting you soon and will also add you to our e-mail list to keep you informed of happenings.

PERSONAL INFORMATION

NAME: _____ DATE: _____

ADDRESS: _____ CITY _____ ZIP: _____

E-MAIL ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

INTEREST INVENTORY (Check all that apply)

_____ **Client Assistant** – Green and assist clients in shopping & weighing their food.

_____ **Receptionist** – Greets clients, answers phones, schedules appointments, data entry.

_____ **Communications/Public Relations** – Help with fundraisers, food drives, marketing, newsletters, website, donation thank you's.

_____ **Warehouse** – Assist in receiving, weighing, and sorting food donations & deliveries, restocking store shelves.

_____ **Food Pick-Up** – Pick up grocery items from local grocery stores & restaurants

_____ **General Cleaning** – Be part of a group of individuals who come in weekly and clean the building.

AVAILABILITY

Days Available: _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat

Time of Day: _____ Mornings _____ Afternoons _____ Evenings

Commitment: _____ Weekly _____ Monthly _____ Occasionally

Comments: _____



Bountiful Basket Food Shelf

Confidentiality Policy and Agreement

Confidentiality is basic to the maintenance of professional ethics and community respect. Clients act in good faith, expecting their circumstances and personal matters to remain confidential. We are obligated by law and ethics to maintain confidentiality.

The following information is presented to provide guidelines concerning confidentiality.

1. Information and details about a client may be discussed among Bountiful Basket programs for clinical purposes only. That is, cases may be discussed in staffing, supervisory and clinical meetings in order that cases may be more appropriately managed.
2. No identifying information about a client (name, address) should be revealed except within Bountiful Basket.
3. Records kept on clients are used only for case management and not for general perusal. Other agencies requesting the records of a given client must obtain a release of information from the client. In no case are records automatically sent to another person or agency without first receiving this release of information from the client or legal guardian.
4. Discussing the details of a case outside Bountiful Basket even though names and addresses are not revealed is a breach of confidentiality.
5. Confidentiality must be maintained even when a case has been made public through the news media.
6. Volunteers will have access to client information only as authorized by staff. All volunteers will follow the confidentiality policy as outlined.

I, the undersigned, understand and agree to the above policy, and am aware that any breach of confidentiality warrants reprimand and/or dismissal.

Print Name: _____

Signature: _____ Date: _____