



Date: _____

VOLUNTEER FORM

Name _____
(first) (last)

Address _____

Contact Numbers

Home _____
Cell _____
Work _____

Email _____

How did you find out about Kewanee Area United Way?

- Participation in campaign, which date? _____
- Local media
- Referral: (who referred you?) _____
- Other: _____

What volunteer work are you interested in?

- Office tasks
- Special events
- Soliciting pledges/donations
- Working with Blackhawk East Team

What specific skills and/or experience could you bring to the Kewanee Area United Way?

What is your weekly availability?

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

What date are you available to begin volunteering? _____

THANK YOU FOR CONTACTING US!

VOLUNTEER CONFIDENTIALITY AGREEMENT

The Mission Statement of the Kewanee Area United Way is to increase the organized capacity of people to care for one another.

The Vision Statement of the Kewanee Area United Way is to be a community-based support organization which energizes and inspires people to make a difference; which works with the community to identify human care issues; and, which increases the resources available to address these issues.

Volunteerism: We exist as an organization and have the greatest community impact because of our spirit of volunteerism. We encourage and invite stakeholders to participate in philanthropic activities by their donation of time and money. We consider the development of volunteer leadership a critical component of service to our community.

Privacy/Confidentiality:

Core Principle: As a Kewanee Area United Way volunteer and representative, you must consider and protect the privacy of our stakeholders in the acquisition and dissemination of information.

Intent: To maintain the privacy and confidentiality of individual information in the performance of our duties and responsibilities.

Guidelines:

- Respect the privacy and confidentiality of individual information at all times in the performance of your duties and responsibilities.
- Utilize individual information strictly in the performance of your duties and responsibilities.
- Do not discuss, access, or display confidential information in the presence of unauthorized individuals.
- Ensure that all confidential information is handled, stored and disposed of as required by Kewanee Area United Way policy.
- Do not disclose confidential information to anyone who does not have a need to know, unless prior written consent has been obtained or is required by law.
- Do not use intrusive methods to gather private information.

Examples of Privacy/Confidentiality:

Situation:

You are a Kewanee Area United Way volunteer. A reporter from a local newspaper calls and asks you for your comments concerning Kewanee Area United Way's new fund-raising strategy towards its largest donors.

Solution:

Although you want to be helpful, it is important that you do not give out potentially proprietary or confidential information. For your protection and that of the organization, it is necessary that you refer the call to the Kewanee Area United Way office.

Situation:

You are a Kewanee Area United Way volunteer. While at a gathering you bump into a representative from a hotel who learns you are planning a local training event for Kewanee Area United Way. He/she invites you to dinner and then offers you tickets to attend the theater.

Solution:

This could be considered a conflict of interest. You should decline any gift or entertainment that exceeds a nominal value.

I acknowledge that I have received and read this volunteer confidentiality agreement. I understand that each Kewanee Area United Way volunteer is responsible for adhering to the principles and standards of this agreement. I confirm that I have and will continue to conduct myself in accordance with the principles and standards of this agreement.

Volunteer Name: _____ Volunteer Signature: _____
(PRINT)

Date: _____
