



## Volunteer Application

### Contact Information

|                      |  |
|----------------------|--|
| Name                 |  |
| Street Address       |  |
| City, State Zip Code |  |
| Home Phone           |  |
| Cell Phone           |  |
| Email Address        |  |

### Availability

When are you available for volunteer assignments?

- |   |  |                                   |
|---|--|-----------------------------------|
| <input type="checkbox"/> Weekday Mornings   | <input type="checkbox"/> Sunday Mornings   | <input type="checkbox"/> Flexible |
| <input type="checkbox"/> Weekday Afternoons | <input type="checkbox"/> Sunday Afternoons |                                   |
| <input type="checkbox"/> Weekday Evenings   | <input type="checkbox"/> Sunday Evenings   |                                   |

### Interests

Tell us in which areas you are interested in volunteering:

- Assembling the Holiday Outreach Baskets (Rosh Hashanah, Chanukah, and Passover)
- Delivering the Holiday Outreach Baskets (Rosh Hashanah, Chanukah, and Passover)
- Providing companionship to a homebound Senior
- Delivering food for the Kosher Meal Delivery program
- Supporting Office Staff and Federation Events
  - Large mailings
  - Projects- TBD
  - Fundraising events

**Special Skills or Qualifications**

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

|  |
|--|
|  |
|--|

Previous volunteer experience:

|  |
|--|
|  |
|  |

Language(s) Spoken: \_\_\_\_\_

**Emergency Contact**

|                      |  |
|----------------------|--|
| Name                 |  |
| Address              |  |
| City, State Zip Code |  |
| Home Phone           |  |
| Cel Phone            |  |
| Email Address        |  |

**Agreement and Signature**

I agree to comply with the JFS Volunteer Agreement and JFS Confidentiality Agreement.

|                |  |
|----------------|--|
| Name (printed) |  |
| Signature      |  |
| Date           |  |

*Thank you for your interest in volunteering with us. Please mail this form to:*

The Jewish Federation of the Sacramento Region  
2130 21<sup>st</sup> Street, Sacramento, CA 95818



## Volunteer Agreement

In offering my services as a volunteer for Jewish Family Service (JFS), a program of the Jewish Federation of the Sacramento Region, I understand the responsibilities that I am undertaking. In joining JFS as a volunteer, I agree to:

- Be responsible for full client confidentiality as described in the Confidentiality Agreement.
- Have ongoing contact with the Community Social Worker regarding my volunteer work.
- Attend at least one Volunteer Training session.
- Work under the supervision of the assigned staff member.
- Not transport a JFS client in either my vehicle or the client's vehicle. This applies to leisure activities, medical appointments, grocery shopping, etc.
- Bring any issues regarding work that I do, and any concerns that I have, to the Community Social Worker or appropriate Federation staff member.
- Not spend any of my own personal funds, or accept a client's funds, during my placement with a JFS client.



## Confidentiality Agreement

### **Confidential information includes:**

- The fact that a person is or has been a client of Jewish Family Service, a program of the Jewish Federation of the Sacramento Region
- Any information given to the volunteer in confidence by the client
- Any information about the client, his/her issues and treatment or contact with the agency

### **Confidentiality does *not* include:**

- Suspected child abuse, elder abuse or intent to physically harm another person or oneself. The Community Social Worker should be called immediately if these issues arise. Our agency is a mandated reporter of these issues.

### **Basic principles of confidentiality:**

- All information divulged by a client to an agency representation is held in the strictest of confidence; clients of Jewish Family Service are guaranteed this protection by California State Law.
- The volunteer shares information about a client only with the Community Social Worker.
- A volunteer should not communicate confidential information to anyone outside of the Jewish Federation of the Sacramento Region.
- Breach of confidentiality is sufficient grounds for termination of volunteer staff.