

Do you have access to an automobile you can use for volunteer work? Yes No Do you have a truck? Yes No

List name and phone numbers of three references (personal or business):

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

The strength of WEW depends heavily on the leadership of its volunteer Board of Trustees, member-partners, and in the cooperative support of its staff and community volunteers. The Ministry bylaws prohibit any individual acting as a volunteer from receiving financial or other remuneration for services.

By completing and executing this application, the undersigned agrees to abide and uphold by the ministry's mission, policies and procedures. I specifically authorize WEW to contact any and all references submitted in order to determine my suitability as a *volunteer*. **Initial** _____

WEW Confidentiality Agreement Confidentiality

Policy Statement

The privacy of Clients must always be protected. No information of any kind is provided to anyone about a client without the client's permission.

Members of the press are not permitted on the premises, unless accompanied by the President/Chief Executive Officer. Clients are ordinarily informed in advance of the presence of the media at any facility. The President/Chief Executive Officer and Chair of the Board are the only individuals authorized to make statements to the press on behalf of the Ministry.

Confidentiality Procedures

All employees, consultants, volunteers, contracting agencies, and other affiliates of WEW shall comply with this Ministry's confidentiality procedures.

Information that identifies, or potentially identifies, a Client will be treated as confidential and deserving of utmost privacy.

All employees, volunteers, consultants, contracting agencies and other affiliates of WEW shall participate in a training workshop at least once a year.

RELEASING INFORMATION

Information regarding a Client will be released only by valid consent or authorization from the client or when this ministry is ordered by a court of law. To be valid a form of consent must be written and contain the following information: _____

1. The name of the organization or program that is to release the information.
2. The name of the person or organization that is to receive the information.
3. The name of the client.
4. The purpose of need for the information.
5. The date, event or condition upon which the consent will expire unless revoked earlier.
6. A statement that the consent can be revoked at any time except to the extent that the organization or program that is to make the release has already taken action in reliance on it.
7. The date on which the consent is signed.
8. The signature of the individual authorized to consent to the release of information.

I have read the above and understand and agree to follow WEW's confidentiality policy and procedures as stated. Furthermore, I have been given a chance to ask and have explained to me any areas of this statement I felt I did not fully understand. My signature below indicates I understand and agree to follow WEW's policy and procedures on confidentiality

Signature

Date

Printed Name

WEW, Inc.
Member-Partner
&

Volunteer / Client Code of Conduct

1. All volunteers must complete a Volunteer Application and Confidentiality Agreement before beginning service. All community service volunteers and those that work with children must agree to a criminal background and reference check.
2. Social encounters with a client must adhere to strict standards of confidentiality. If you find yourself in a social situation off property in which you encounter a client, every precaution must be taken to introduce a client in such a way as not to breach the client's privacy.
3. Questions or concerns regarding clients or staff should be directed to the Volunteer Department.
4. Under no circumstances should a volunteer borrow or loan money to a client. A volunteer may not contract with a client for any purpose or purchase property, goods or services from a client without the written approval of the Chief Executive Officer.
5. If a client expresses a need from a volunteer for a particular item or service the volunteer should contact the volunteer department, this includes requests for personal items, special events, etc.
6. Illicit drug possession, use or sales on WEW property are cause for immediate termination of volunteer duties.
7. Consumption of alcoholic beverages or intoxication while on property is cause for immediate dismissal. Alcoholic beverages shall not be brought onto WEW property. Volunteers may not perform their duties while under the influence of alcohol or drugs, illicit or prescribed.
8. If you are injured while on WEW property tell a staff person as soon as possible. If a client is injured please contact a PCA (Personal Care Aide) immediately.
9. Individuals and faith-based organizations are not to influence their religious beliefs on any clients.
10. All donations are to be directed to the volunteer department. It is WEW's policy to complete a donation form for every donation received. This form assists WEW in tracking the donation and serves as a mechanism for providing the donor with a receipt.
11. Volunteers should adhere to their specific job description. Those who wish to make changes in their volunteer role should first consult with a member of WEW's volunteer department. Inappropriate physical contact with a client is not permitted and will result in immediate termination from WEW's Volunteer Program.
12. No weapons of any kind are allowed on WEW property.

Thank you for Partnering & volunteering with WEW, Inc.

Signature

Date

Printed Name

Women Empowering Women For The Next Generation Ministries

MEDIA RELEASE FORM

I, _____ (please print), understand that by signing below, I am:

1. Allowing Women Empowering Women for the Generation Ministries (WEW, Inc.), to use my name, pictures, and biographies for submission in articles to newspapers, magazine publishers, radio and television media for publicity and promotional purposes.
2. Granting WEW, Inc., the right to select which pictures will be submitted for publication.
3. Granting WEW, Inc., the right to use excerpts of my biography for submission in articles submitted for publication.
4. Authorizing WEW, Inc. the right to use the above mentioned material in whole or in part, in any manner that they deem appropriate, including any reproduction thereof.

I, also waive any rights I may have to inspect and/or approve the material, and release WEW, Inc. from any and all liability. **I HEREBY INDEMNIFY WEW, INC.**, officers, directors, licensees, agents, and all other staff against any claims which could result from its use.

I have carefully read this RELEASE and indicate my understanding and content by signing below.

Signature: _____ Date: _____