

# RVCOG Food & Friends Volunteer Application

P.O. Box 3275 | Central Point, OR 97502 | 541-734-9505

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

Birth date: \_\_\_\_\_

Home Phone:(\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone:(\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## **Emergency Contacts**

In case of emergency, please provide the names of friends or relatives in the area that we could contact.

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

## **Preferences and Limitations:**

Do you have any limitations that might prevent you from being able to perform any assigned volunteer tasks? Check one:  YES  NO

If YES, please describe:

\_\_\_\_\_  
\_\_\_\_\_

## **References:**

Please list two personal references.

1. Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

## Volunteer Information

How did you hear about volunteering for our program? \_\_\_\_\_

Would you like to be added to our donor mailing list? Check one:     YES     NO

I would be interested in volunteering for:

Meal Delivery to Homebound     Dining Center Help     Fill in

Please circle the days that are possible for you to volunteer.

Mornings: Mon    Tues    Wed    Thur    Fri    Which is best? \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Are you available to drive in inclement weather? Check one:     YES     NO

Do you have any of the following traction devices? Circle one:

4-wheel drive      All-wheel drive      Chains      Studs      Snow tires

## Anti-Harassment Policy

The Rogue Valley Council of Governments (RVCOG) is committed to maintaining a work environment free from any form of harassment, where the dignity of each individual is respected. For that reason, RVCOG expects all employees/volunteers to couple the performance of their work responsibilities with a concern for the well-being of their coworkers, clients, volunteers and the public. Any harassment of employees, clients, vendors, etc., by employees/volunteers is not permitted, regardless of working relationship or supervisory status. Likewise, the organization does not permit others to harass RVCOG employees/volunteers.

Specifically forbidden is harassment of a sexual, racial, ethnic, age, religious, or disability-related nature. This includes unwelcome sexual advances; innuendoes; unwelcome touching; dirty jokes; sexually explicit posters; vulgar language; and other verbal, graphic or physical conduct of a sexual nature that has the purpose or effect of creating an offensive work environment. It also includes racial slurs; ethnic jokes; derogatory comments about a person's disabilities, gender, or sexual orientation; as well as other verbal, graphic, or physical conduct of a racial, religious, ethnic, age, or disability-related nature which creates an offensive work environment or interferes with an employee's/volunteer's ability to perform his/her job duties.

In addition, no one is permitted to suggest or threaten that an employee's/volunteer's cooperation, tolerance, or objections to unwelcome conduct of a sexual, racial, ethnic, age, religious, or disability-related nature will have any effect on that employee's employment or volunteer's status. RVCOG does not condition employment/volunteerism decisions on such factors.

## **Confidentiality & HIPAA**

As a function of their work at RVCOG, many employees/volunteers have access to confidential client personal and medical information in both written and electronic formats. It is essential that all employees/volunteers maintain the integrity and confidentiality of client information at all times. All employees/volunteers are strictly prohibited from discussing confidential client information with persons inside or outside the office unless he/she is performing services directly related to treatment, payment, or healthcare operations or unless there is expressed and explicit authorization to release the information. Discussions regarding client medical records must be limited to what is necessary to permit normal performance of job duties, and must be done in private and in strict confidence. All necessary disclosures of confidential client information and Protected Health Information (PHI) must be done securely either via sealed mail marked "confidential" or via RVCOG's secure email service if in electronic format. See Section 17.06 for further information regarding electronic communication of confidential information.

If employees/volunteers have any questions about whether a client's identity, name of their doctor, or any other client information, should be disclosed, contact RVCOG's Privacy Officer, the Senior and Disability Services Director, before making the disclosure. More information on RVCOG's HIPAA privacy policies is available from the Privacy Officer. Employees/volunteers who violate client confidentiality and/or HIPAA privacy requirements will be subject to discipline, up to and including discharge, and other legal action including criminal penalties for violations.

Finally, although RVCOG is a public organization, some information obtained in the course of operations is confidential and may not be subject to public disclosure. Employee personal contact and medical information are typical examples of confidential information. All employees/volunteers are prohibited from discussing confidential information with persons outside the office and persons in the office who do not have a business need to know unless there has been expressed, explicit authorization to release the information. Any questions about whether information should be disclosed should be directed to the Privacy Officer before any disclosure is made.

I understand that the right to confidentiality must be respected. I agree to keep any information confidential regarding the agencies, programs and/or families to which I am assigned.

## **Driver's License/Car Insurance Policy**

As required by Oregon law, volunteers must carry liability, uninsured motorist, and personal injury protection insurance when driving for RVCOG's Food & Friends program. RVCOG assumes no liability or responsibility whatsoever for the operation of your vehicle. To the fullest extent permitted by law, volunteers agree to defend and hold RVCOG harmless from and against all claims, damages, loss and expense, including but not limited to attorney fees, arising out of the use of your vehicle. Volunteers must be 18 years of age and have a current driver's license.

**RVCOG’s Core Values**

The six core values below provide RVCOG’s most important overall expectations of behavior, attitude, and professional conduct. RVCOG considers adherence to and adoption of these core values by each employee to be absolutely critical to the organization’s viability, and the best predictor of any individual employee’s overall success.

**SERVICE**

We will provide an essential service in Southern Oregon by responding promptly, efficiently, and effectively to the needs of the individuals, jurisdictions, and public agencies we serve. At all times, we will balance our central role as support staff and direct service providers with the need to practice bold and proactive leadership.

**COLLABORATION**

We will dedicate ourselves to building and maintaining an atmosphere of camaraderie, cooperation, and collaboration, both inside and outside RVCOG. We will be guided by the knowledge that our success depends not only on the technical quality of our work, but also on our ability to maintain positive working relationships under all circumstances.

**PROFESSIONALISM**

We will consistently provide the highest quality of work possible, while also exercising strict neutrality in all that we do. As ambassadors of our organization, we will always be aware of the impact of our individual actions on RVCOG as a whole.

**STEWARDSHIP**

We will take full responsibility for our actions and decisions in making RVCOG and its programs as cost effective, efficient, and sustainable as possible.

**INTEGRITY**

We will exhibit the highest level of integrity in all that we do. Our actions will be honest, ethical, unbiased, and fair.

**RESPECT**

We will respect our clients, partners, members of the public, fellow employees, and ourselves by treating everyone with dignity, understanding, and compassion.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_