



VOLUNTEER AGREEMENT

Thank you for volunteering for Hattie Larlham. We hope your experience is enjoyable and rewarding. This Volunteer Agreement is a description of the terms and conditions required for providing volunteer services for Hattie Larlham, which includes important information about protecting the privacy and confidentiality of persons served by Hattie Larlham. Please read this Volunteer Agreement carefully.

CRIMINAL RECORD

Applicants who have been convicted of a criminal offense are strictly prohibited from volunteering at Hattie Larlham due to Ohio State Licensure regulations.

FOLLOW DIRECTIONS

You must arrive 5-10 minutes prior to the start of your volunteer assignment and you are required to sign in to the green volunteer log when you arrive. We ask that you follow the directions that have been provided to you by the Hattie Larlham Volunteer Staff. You are not permitted to take a person served by Hattie Larlham away from the designated area, such as outside of the building/home, unless you have been instructed to do so.

PROFESSIONALISM

As a volunteer, you represent Hattie Larlham, which means that you must present yourself as professionally as possible at all times. When volunteering, you are required to be courteous, kind, friendly and supportive to everyone you come into contact with. You are not permitted to use foul or derogatory language and you are not permitted to disrespect, harass or bully anyone while volunteering for Hattie Larlham.

DRESS CODE

- Volunteers are expected to be appropriately dressed in a neat and clean manner as to prevent safety hazards.
- Volunteers will be informed if a particular dress code is required at specific events (e.g. dress up).
- Displays of inappropriate sayings or phrases on clothing will not be tolerated.
- Good personal and oral hygiene is required.
- Close-toe shoes are required.
- Jewelry must be worn in modesty: no dangling earrings, large rings or necklaces
- Shorts and skirts must be appropriate length (mid-thigh).
- T-shirts and wide-strap tank tops are permitted if they do not expose excess cleavage.

ILLNESS

If you are not feeling well on a day you are scheduled to volunteer directly with persons served by Hattie Larlham, you must refrain from attending and call to reschedule or cancel. Many persons served by Hattie Larlham have sensitive immune systems.

CANCELLATION

If you need to cancel or reschedule your time to volunteer, you are required to notify the department/site you are volunteering with as soon as possible.

TOBACCO, DRUGS AND ALCOHOL

While volunteering for Hattie Larlham, you are not permitted to: smoke cigarettes, use electronic cigarettes, use tobacco in any form, use illicit drugs or be under the influence of illicit drugs, or consume alcohol (even if the event is serving alcohol), or be under the influence of alcohol. You are also not permitted to sell or purchase tobacco products, drugs or alcohol at any time while volunteering for Hattie Larlham.

CONFIDENTIALITY

As a volunteer for Hattie Larlham, you will be in contact with persons served and potentially you may see or meet their families and friends. It is very important that what you see, hear, or read about persons served by Hattie Larlham as well as their families and friends, remains confidential. You may observe situations or circumstances while volunteering for Hattie Larlham that are sensitive in nature and it is important not to share any such information with any persons not associated with Hattie Larlham. You may not share any confidential/sensitive information about persons served or about Hattie Larlham with your family members, your friends, and/or your spouse/partner or anyone not associated with Hattie Larlham.

PROTECTED HEALTH INFORMATION

As a requirement of the Health Insurance Portability and Accountability Act (“HIPAA”), you are **not** permitted to share **any** Protected Health Information (“PHI”) about any person served by Hattie Larlham with anyone outside of the Hattie Larlham Volunteer Department or with anyone outside of the Hattie Larlham program/department that the person is receiving services. Failure to comply with HIPAA requirements can result in civil monetary penalties and criminal penalties. Examples of PHI include, but are not limited to:

- A person’s name
- A person’s birthdate
- A person’s address
- A person’s medical diagnosis
- A photo of a person
- Any identifying information about a person

CELL PHONE USE

Please refrain from using your cell phone while volunteering, unless you have an emergency, in order for you to be able to enjoy your experience. This will allow you to participate as fully as possible.

PHOTOS AND VIDEOS

In order to protect the privacy and confidentiality of persons served by Hattie Larlham, you are not permitted to take any photos or any videos of any persons served by Hattie Larlham at any time.

SOCIAL MEDIA

You are not permitted to post any photos, videos, or any identifying information of any person served by Hattie Larlham to any social media site (e.g. Facebook, Twitter).

OFFICIAL HATTIE LARLHAM SOCIAL MEDIA SITES

We encourage you to “like” or become “friends” with official Hattie Larlham social media sites. You are permitted to share things that are posted on official Hattie Larlham social media sites to your personal social media sites – however, when you do share things, you are **not** permitted to add or attach any identifying information about any person served by Hattie Larlham.

By signing below, I understand and agree to the terms and conditions outlined in this Volunteer Agreement. Failure to follow this Volunteer Agreement may result in termination from the Hattie Larlham Volunteer Program, and/or possible civil monetary penalties and/or possible criminal penalties:

Signature: _____ Date: _____

Printed Name: _____ Email: _____

Emergency Contact Name and Telephone Number: _____

This information will be used to get to know our volunteers better. You may choose not to identify in these areas.

<u>Gender</u>		<u>Birth Date</u>		<u>Town of Residence</u>
<input type="checkbox"/>	Female	<input type="checkbox"/>		
<input type="checkbox"/>	Male	<input type="checkbox"/>	_____/_____/_____	
<input type="checkbox"/>	I choose not to identify	<input type="checkbox"/>	Month Day Year	
<input type="checkbox"/>		<input type="checkbox"/>		