



# Bethlehem Senior Services

Community - Engaged As We Age



## Volunteer Agreements

I agree to serve as a volunteer with the Town of Bethlehem Senior Services. While working as a volunteer, I understand my responsibilities will include those listed below.

- ❖ Scheduled services I have indicated my willingness to do.
- ❖ Compliance with the Guidelines for Volunteers.
- ❖ Advance notice of absence from volunteer work.

**Volunteer Initial** \_\_\_\_\_

## Photograph Release

I give my permission for the Town of Bethlehem to use my photograph to promote the organization and waive all rights related to compensation. The photograph could potentially appear in newspapers, television news shows or public service announcements, the Town of Bethlehem Senior Services and or Bethlehem Senior Projects, Inc., promotional materials and websites, and other media.

**Volunteer Initial** \_\_\_\_\_

## Code of Ethics

### Confidentiality

It is important for the Bethlehem Senior Services (BSS) Volunteers to respect the confidentiality of clients and families at all times. Unauthorized release of information may violate client's privacy. There should be no discussion of cases or mentioning of client's name or information except in direct contact with other members of BSS. However, please do bring any concerns, fears or other feelings immediately to the attention of the office.

No persons should share information gained through their association with BSS with anyone not authorized by BSS to have access to such information.

### Conflict of Interest

A conflict of interest arises when an activity limits a BSS volunteer's ability to act in an ethical or responsible manner as shown in the following examples:

- ❖ Accepting gifts or entertainment from persons receiving services.
- ❖ Engaging in a practice that violates federal, state, or local law, or that violates any regulation to which BSS is subject.
- ❖ Revealing or misusing any confidential information that is proprietary to BSS to any unauthorized party.

In the event that a BSS volunteer is involved in any of the above mentioned, or any other conflict of interest, or potential conflict of interest, then the following procedure should be followed: Full disclosure should be made to the BSS Director.

**I indicate by my signature that any information I acquire as a Bethlehem Senior Services Volunteer about individuals and families could be of a sensitive nature and is to be kept confidential at all times.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Bethlehem Senior Services Representative**

\_\_\_\_\_  
**Print name of volunteer**

\_\_\_\_\_  
**Signature of volunteer**

\_\_\_\_\_  
**If volunteer is under 18, print name of parent**

\_\_\_\_\_  
**If volunteer is under 18, signature of parent**