

**Service Management System and Project Cool User Agreement**

If the Conference, or Agency, (*referred herein as* ***Conference***) is interested in participating in Project Cool this year, and has not previously registered to use the Service Management System (***SMS***), please complete this enrollment form. This form is to be completed by the Conference President / Agency President or Authorized Signatory (*referred herein as* ***President***), and the completed and signed form is to be submitted in person or by email to Rachel Esposito (Rachel.esposito@svdpsa.org). Please keep a copy for your records.

**Conference / Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**City / State / Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City Council District: \_\_\_\_\_ SVDP District Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**President Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Active Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Active Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Names of Staff / Workers that are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Allowed To Pick Up Fans (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Society of St. Vincent de Paul serves people in need, from all walks of life.  Because the people we serve trust St. Vincent de Paul and its employees with personal, sensitive, and private information in regards to their lives, confidentially is key.

Some of St. Vincent de Paul programs require clients to provide personal documents with sensitive information such as social security numbers.  All client information is to be kept in confidential, not only to prevent possibilities of identity theft, but to protect the dignity of the individuals and the integrity of the Society of St. Vincent de Paul.

Therefore:

* **We,** (**Agency Name**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall respect the privacy concerns of the people we serve, and we shall hold in confidence all information obtained in the course of professional service, whether that information is obtained through written, electronic records or daily interaction with the person.  Therefore, we will not disclose an individual's confidences to anyone, except:
1. As mandated by law.
2. To prevent a clear and immediate danger to a person or persons.
3. Where we are compelled to do so by a court or pursuant to the rules of a court.
* We shall store or dispose of professional records in ways that maintain confidentiality.
* We shall possess a professional attitude, which upholds confidentiality toward the people we serve, colleagues, applicants and any sensitive situations arising within the Society of St. Vincent de Paul or Catholic Charities.
* We, upon resignation, retirement, or termination shall maintain client and co-worker confidentiality and we shall hold confidential any information about sensitive situations within our agency.
* We understand that violation of this confidentiality statement may be grounds for immediate dismissal and / or ejection from the Project Cool Program and the Service Management System (SMS).
* We agree to comply with the requirements of the Project Cool Fan Program.
* In the event that a program option needs to be changed I will notify Catholic Charities of the change.
* **Service Management System**
	+ We agree to use the SMS to request all fans – and that all orders must be placed at least 5 days prior to the pickup date.
	+ We agree to enter all recipients into the SMS.
	+ If we have not used the SMS in the past, we agree to attend a training session designed to familiarize us with its use.
	+ We, further, hereby authorize the following person(s) to have Administrative access to the SMS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We also recognize that the people named in this sentence must attend an additional training session to understand the administrative functions in the SMS.
	+ The Administrator will maintain the Staff Access to the SMS.
* We agree to submit recipient logs **by the end of each month** to Catholic Charities.
* We agree to return **all** undistributed fans at the end of the Project Cool Fan Program to the Distribution Center.
* We agree and understand that if the recipient logs are not returned to Catholic Charities or if the recipients are not entered into SMS, we will reimburse Catholic Charities for the cost of the fans that are unaccounted for at the end of the program.
* Each user of the Agency / Conference will adhere to the standards agreed upon above.

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**Authorized Signatory for Agency / Conference:**

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

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please Print and Sign the User Agreement, then scan the completed and signed document and email it to Rachel Esposito with Society of St. Vincent de Paul rache.l.esposito@svdpsa.org.