



# 2015 Volunteer Information Update Form

An annual requirement to update your volunteer documentation

Today's Date \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Best Contact Phone(s) \_\_\_\_\_  
(include work phone if this is where we should reach you at the last minute )

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Profession and/or School \_\_\_\_\_

Parent/Guardian (if applicable) \_\_\_\_\_ Contact Phone(s) \_\_\_\_\_

Does your employer have a matching gifts program for:  Volunteer Hours  Cash Donations

Do you or any member of your family belong to a service group? (Rotary, Lions Club, Kiwanis, etc.)  Yes  No

Within your circle of influence, is there anyone who may want to volunteer or provide in-kind services or monetary donations?  
 Yes  No

If yes, would you be willing to contact them on behalf of Hearts & Horses or introduce us to them?  Yes  No

## IN THE EVENT OF AN EMERGENCY, HEARTS & HORSES SHOULD CONTACT:

Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone(s) \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone(s) \_\_\_\_\_

Allergies to medications OR foods \_\_\_\_\_

Current Medications \_\_\_\_\_

## BACKGROUND INFORMATION

Hearts & Horses reserves the right to require a background check on any current or interested volunteers. Due to the vulnerable nature of the individuals we often work with, we are committed to providing the safest environment possible. Hearts & Horses will **contact you directly in order to conduct a background check**. Please answer the following:

Have you ever been charged with or convicted of a crime?  Yes  No

If yes, please explain \_\_\_\_\_

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

Signature of volunteer, parent or guardian (if volunteer is a minor)

## VOLUNTEER CONFIDENTIALITY AGREEMENT

I understand that all information (written and verbal) regarding participants at Hearts & Horses is **confidential** and **will not be shared** with anyone without the written consent of the participants and, in the case of a minor, their parent/guardian. This includes unauthorized release of photo images, video or other content. I may become aware of confidential information about specific participants and I agree not to disclose confidential participant information (including photos-see Photo Policy)

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

Signature of volunteer, parent or guardian (if volunteer is a minor)



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Page 2 of 2

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## PHOTO POLICY

Photographs and video (including via cell phone) are **prohibited** at Hearts & Horses unless given permission from a program staff member at the time photos/video are being taken. If permission is granted, personal photographs and videos are not to be used for commercial purposes. The Hearts & Horses blanket policy has been implemented to protect the privacy and rights of all participants. Thank you for strictly adhering to this policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature of volunteer, parent or guardian (if volunteer is a minor)

## VOLUNTEER CODE OF ETHICS

### Statement of Intent

The purpose of the Hearts & Horses Code of Ethics is to provide volunteers with an ethical and responsible framework from which to serve. Volunteers at Hearts & Horses must be committed to maintaining an ethical organization. This includes all aspects of the organization: the services, organizational structure, and all communication among the volunteers, staff, clients, public and board.

### As a Volunteer, I WILL:

1. Listen carefully to Hearts & Horses staff members.
2. Respect my fellow volunteers.
3. Respect and support the decisions of staff and board members in regard to the success of the program.
4. Keep well informed of developments and policies relevant to my volunteer responsibilities and Hearts & Horses policies.
5. Participate actively in volunteer trainings and assist other volunteers as they join Hearts & Horses.
6. Bring to the attention of the Volunteer Coordinator or Executive Director any issues that I believe will have an adverse effect on the organization or those we serve.
7. Help curtail any negative conversations or rumors.
8. Positively represent Hearts & Horses in the community.
9. Consider myself having ownership of the organization and do my best to ensure that it is well maintained – keeping safety and quality in mind.
10. Always strive to learn how to be a more effective volunteer.

### As a Volunteer, I will NOT:

1. Criticize fellow volunteers and staff members or their opinions.
2. Use the organization for my personal advantage or the advantage of my friends or relatives.
3. Discuss confidential issues with anyone not involved with those issues.
4. Interfere with the duties of staff members or undermine their authority.

### Accountability

All volunteers share the responsibility of maintaining the Code of Ethics. This responsibility may include direct one-on-one communication with the person involved in discussion privately; at a larger meeting; or speaking to a staff member. *Where repeated attempts have been made to rectify a volunteer's non-compliance with the Code of Ethics, or where severe violation of the Code of Ethics has occurred, prompt action will be taken to remove or suspend the individual.*

As a Hearts & Horses volunteer, I agree to adhere to and to be responsible for maintaining the above **Code of Ethics**.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date