

CONFIDENTIALITY AGREEMENT

I _____ as a volunteer with SHELTER, Inc. do hereby agree to maintain complete confidentiality in regards to the right of privacy of and individual seeking services from SHELTER, Inc.

I understand the importance of communicating information with others as needed to support smooth and efficient operation of SHELTER, Inc. and its programs and to guarantee the safety and welfare of all SHELTER, Inc. program participants, residents, staff, and other volunteers.

I will not discuss any actions/incidents or use anyone's name(s) with anyone outside the agency without first discussion and obtaining approval from the Resource Coordinator.

I have read and do understand the above statement regarding confidentiality. I understand that violation of this agreement may result in disciplinary action and/or dismissal as a volunteer with the agency.

AUTHORIZATION

I hereby give permission to SHELTER, Inc. to use my (please indicate)

- Artwork photographs quotes film story
 other _____
 Including my real name or without using my real name

to promote SHELTER, Inc. and the need for housing and services for people facing homelessness. I understand that the materials may be used by SHELTER, Inc. and in printed materials, on the Internet, television or in other ways.

If I decide to withdraw my permission to use the materials in the future, I agree to do so in writing. I understand that withdrawal of permission will only apply to the use of the photos after my permission is withdrawn. SHELTER, Inc. can continue to use brochures, reports or other written materials prepared before my withdrawal of permission.

Volunteer Signature _____ Date _____

Guardian Signature _____

Staff Signature _____