



The Gleaning Network  
PO BOX 5214  
Central Point, OR.  
97502  
(541) 665-1500

Date:

Name (last, first):

Date of Birth:

Drivers license:

Mailing address:

Residential address (of different):

City, State, ZIP:

Phone:  Alternate phone:

email:

Emergency contact:  Phone:

**Work I can do:**

**Availability:**

Distribution Center (DOC):

Holiday Pick-ups:

Any time:

Fundraising:

Transportation:

Weekdays:

Hauling:

Garden:

Weekends:

Food Delivery:

Event Coordinating:

Day time:

Food Preservation:

Gleaning in Fields:

Evenings:

Previous volunteer experience (if any):

Respecting the privacy of our donors, members, volunteers and of the The Gleaning Network itself is a basic value of The Gleaning Network. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Board of Directors. Volunteers and board members of The Gleaning Network may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of The Gleaning Network that such information must be kept confidential both during and after volunteer service. Volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal. All information concerning members, former members, our staff, volunteers, and financial data, and business records of The Gleaning Network is confidential. "Confidential" means that you are free to talk about The Gleaning Network and about your program and your position, but you are not permitted to disclose members' names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. The board of directors, and our members rely on volunteer staff to conform to this rule of confidentiality. The Gleaning Network expects you to respect the privacy of members and to maintain their personal and financial information as confidential. All records dealing with specific members must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Members and volunteers are responsible for maintaining the confidentiality of information relating to other members and volunteers. Failure to maintain confidentiality may result in termination of your volunteer service, or other corrective action. This policy is intended to protect you as well as The Gleaning Network because in extreme cases, violations of this policy also may result in personal liability. Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the applicant or member; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual members through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the member and make it difficult to help the person. Before you begin your assignment as a volunteer, you should be aware of the laws and penalties for breaching confidentiality. Although the agency is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the agency's refusal to support you in the event of legal action. Violation of the state statutes regarding confidentiality of record is punishable upon conviction by fines or imprisonment or by both.

I have read and understand the privacy policy

Date:

Signature:

---