

# LICS Volunteer Registration

Please print

Name..... Date.....

Address..... City/State/Zip.....

Telephone..... E-mail Address.....

Date of Birth..... Preferred Name (optional).....

Gender: Male Female

How did you hear about LICS' volunteer opportunities?.....

Purpose for volunteering: (Circle) Church Involvement Court Mandated Service Learning Other

Please Explain: .....

Physical Limitations: No Yes (Please Explain).....

Education Level completed: (Circle) Grammar High School College Graduate School Technical/Vocational

Former work/occupation (if applicable).....

Most recent employer (optional).....

List previous volunteer experience (if applicable).....

What skills / abilities do you have that you would like to share with LICS? (List your skills and indicate proficiency level)

Proficiency level: Skilled Can teach others Amateur/hobby level

1..... 4.....

2..... 5.....

3..... 6.....

Please indicate any languages other than English that you can communicate. Circle level that applies:

1..... Ability: Fluent Read Write

2..... Ability: Fluent Read Write

## Volunteer Availability

Number of Days per week, if applicable: (circle) 1 2 3 4 5 Time of day: AM PM

Preferred Day(s): Monday Tuesday Wednesday Thursday Friday Saturday No Preference

If a monthly volunteer, list # of days per month \_\_\_\_\_ and what day(s) apply \_\_\_\_\_ (i.e. 3<sup>rd</sup> Thursday of month)

Area of interest: (Circle all applicable) Social Services Donation Center Food Pantry Thrift Shop Does not matter

Transportation: (How you will get to your assignment) Public Trans. Walk Bus/Van Taxi/Car Svc. Car

In case of an emergency, who should we notify? What is their relationship to you? .....

First Name..... Last Name.....

Address.....

City/State/Zip..... Telephone.....

# LEXINGTON INTERFAITH COMMUNITY SERVICES (LICS)

## Policies and Procedures on Confidentiality

1. It is the policy of Lexington Interfaith Community Services to require all employees, volunteers, contract personnel, and others in official capacity to safeguard sensitive agency information. The nature of this agency is dependent upon protecting and maintaining proprietary information. Continued employment, volunteering, or any other official capacity is contingent upon compliance with this policy. Sensitive agency information is defined as all client information that identifies the client, all personnel information, strategic negotiations, contact list, participant list, names of contributors, the amount of individual contributions, and any other information designated as such. Each employee, volunteer, student, contract personnel, and others in official capacity shall sign a written statement agreeing to maintain the confidentiality of the information.
2. Each employee, volunteer, contract personnel, and others in official capacity shall sign this statement at the time he/she commences service to LICS and the statement will remain in his/her personnel/volunteer file.
3. If this agreement is violated, LICS retains the right to discipline to terminate the employees, volunteers, contract personnel, and others in official capacity.

### Confidentiality Statement Agreement

I (print name), \_\_\_\_\_, as an employee, volunteer, student, contract personnel, and others in official capacity of LICS agree to maintain the confidence of any and all sensitive agency information, client information, and any agency-related information that has been indicated as private and confidential.

I certify that I have read the confidentiality policy of Lexington Interfaith Community Services and agree to its terms.

I also understand that I volunteer my services to LICS and that I am not a paid employee. The information on this form is both accurate and provided by me.

.....  
Signature of employees, volunteers, contract personnel, and others in official capacity

Date

.....  
Witness by Designated Employee or Board Member as required for employees and students

Date

(RECORD OF VOLUNTEER ASSIGNMENT TO BE COMPLETED BY LICS STAFF)

### Additional Comments

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*"Faith moves us to serve our neighbors in crisis."*