



PO Box 193 Overgaard, AZ 85933  
2171 B Street, Overgaard, AZ 85933

**(928) 535-5525**

www.rimccccenter.org  
501(c)(3) IRS Non-Profit #94-292234

**Confidentiality Policy for Employees, Volunteers and Board Members**

- 1. Respecting the privacy of our clients, donors, members, staff and volunteers of the Rim Country Senior/Community Center (RCCC) itself is a basic value of the RCCC.
- 2. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the President of the RCCC Board of Directors .
- 3. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.
- 4. Employees, volunteers and board members of the RCCC may be exposed to information, which is confidential and/or privileged and proprietary in nature.
- 5. It is the policy of the RCCC that such information be kept confidential both during and after employment or volunteer service.
- 6. Staff and volunteers, including RCCC board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.
- 7. 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.

**ACKNOWLEDGEMENT OF CONFIDENTIALITY OF RCCC & CLIENT INFORMATION**

I agree to treat as confidential all information about clients or former clients and their families that I learn during the performance of my duties as \_\_\_\_\_ (position title), and I understand it would be a violation of policy to disclose such information to anyone.

Signature of Staff/Volunteer \_\_\_\_\_

Date \_\_\_\_\_ Print Name \_\_\_\_\_

**APPLICATION FOR VOLUNTEER**

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

Name \_\_\_\_\_

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please check areas of interest below.**

- Kitchen  Office Work  Special Events
- Meals on Wheels Driver  Teach Class  Other \_\_\_\_\_
- Reception Desk  Addie's Thrift Shop \_\_\_\_\_

Days or time not available: \_\_\_\_\_

Your area(s) of expertise: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_ Phone \_\_\_\_\_

**Personal References:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

\*\*\*\*\* Do Not Write Below This Line \*\*\*\*\*

References Checked by: \_\_\_\_\_ Date \_\_\_\_\_