

Road to Recovery

Volunteer Coordinator Application Form

The Society cares about privacy. We will keep your information confidential. For a complete description of constituent privacy, visit the "Legal & Privacy Information" link on cancer.org.

Please Print

Name:				
Street Address:				
City State ZIP:				
Email:				
Home Phone:				
Work Phone:				
Cell Phone:				
Occupation:				
For a very service of Countries	Name:			
Emergency Contact	Phone:			
Days of Week and	Days Available	(√)	Hours Available	
Hours You Will be	Monday			
Regularly Available to	Tuesday			
Coordinate Rides	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			
Would you be willing to	assist in volunteer	recruitment?	Yes	No
Will you participate in a	n orientation sessic	on? Yes	No	

Are you volunteering for this program pursuant to any court-ordered community
service? Yes No
If yes, please explain:
How did you hear about this program?
What is your reason for volunteering?
Previous volunteer experience:

I hereby apply for service as a volunteer coordinator. I understand and agree to comply with policies and procedures of the American Cancer Society transportation program, copies of which are available to me at anytime upon my request.

Reservation of Right of Refusal. I realize that the American Cancer Society, in its sole discretion, reserves the right to refuse the offer of services of any potential volunteer. Notwithstanding the foregoing, I understand that this refusal shall not be based upon any criteria that would violate either state or federal law, including, but not limited to, color, race, religion, national origin, age, or any other protected classification.

All information disclosed by you or otherwise obtained by the Society shall be fully protected in accordance with the Society's privacy and confidentiality policies.

Volunteer Applicant Signature:	
Date Signed:	

American Cancer Society Staff Use Only									
Interviewed by (Staff Signature):									
Date Interviewed:	Date Trained:								
Office Name:	Office ID:								
Landing Manager	Location ID:								
Location Name:	Siebel ID:								



Road to Recovery

Volunteer Confidentiality Agreement

Message to Volunteers:

We welcome you to the American Cancer Society. In an effort to provide the highest quality of services, maintain the confidence of our constituents, families and staff, preserve integrity, safety and respect, and comply with laws and regulations, we ask that you take the time to read and complete this Volunteer Confidentiality Agreement. Thank you for your understanding and cooperation. If you have any questions, please contact your Staff Partner or your volunteer coordinator.

Confidentiality Agreement

I understand that the American Cancer Society has a legal and ethical responsibility to maintain constituent privacy, including obligations to protect the confidentiality of constituent medical information and identity and to safeguard the organization's other confidential information. As a condition of my affiliation with the American Cancer Society as a volunteer, I understand that I must sign and comply with the following confidentiality provisions and agree that:

- I will disclose constituent information and/or confidential information only if such disclosure complies with the American Cancer Society policies and is required for the performance of my duties.
- I will not view or access any constituent information or confidential information, other than what is required to perform my assigned duties. If I have questions about whether access to certain information is required for me to do my job, I will immediately ask an American Cancer Society employee or designated volunteer for clarification.
- I will not make inquiries or discuss any constituent information with any individual who does
 not have proper authorization to access or hear such information. This includes refraining
 from discussing any constituent information in public areas even if specifics such as
 constituent's name are not used.
- I will not make any unauthorized copies, transmissions, disclosures, inquires or
 modifications of constituent information or confidential information. Such unauthorized
 transmissions include removing and/or transferring constituent information or confidential
 information from the American Cancer Society's computer system to unauthorized
 locations, such as home.
- Any personal access codes, user IDs, access keys and passwords used to access computer systems or other equipment shall be kept confidential at all times.
- Upon completion of my volunteer services, I will immediately return all property (including keys, documents, ID badges, etc) to the American Cancer Society.

I am aware that the American Cancer Society, in order to hold individuals accountable for improper use of data, has the ability to track database system usage and to identify employees and volunteers who have accessed, printed, or forwarded constituent information.

Coordinator Signature	Date



Signature:

PRINT CHARACTERS LIKE THIS CORRECT

ABCDE 98765

Today's Date:

Applic	ant's Firs	t Nam	ne or	Initial			Last N	lame														
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Signature																Toda	y's C	oate	(MMI	DDY'	L YYY)	1]

Para informacion en espanol, visite http://www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to http://www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment or to take another adverse action against you must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the
 files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which
 may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file
 disclosure if:
 - o a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - o your file contains inaccurate information as a result of fraud;
 - o you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See http://www.ftc.gov/credit for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is
 incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your
 dispute is frivolous. See http://www.ftc.gov/creditfor an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a
 valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The
 FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer-reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

FOR QUESTIONS OR CONCERNS REGARDING	PLEASE CONTACT
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 - 877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 - 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 - 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington D.C. 20552 - 800- 842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 - 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 - 877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 - 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 - 202-720-7051