County of San Luis Obispo
Department of Veterans Services

Veterans Memorial Building, 801 Grand Avenue, San Luis Obispo, CA 93408
Telephone: (805) 781-5766 • FAX: (805) 781-5769

Dana M. Cummings
Veterans Service Officer

VOLUNTEER CONTRACT

1. I cannot begin working until I sign this agreement/contract.

2. I must update my time record each day I work.

3. If I have any questions concerning my volunteer contract, I will contact my site supervisor.

4. Confidentiality is critical. Client (veterans and their dependents) information is not to be shared with anyone outside the Veterans Services Office at any time.
    a. If a person contacts the office requesting a client's information do not give it out. Refer them to one of the service representatives for further assistance, if a representative is not available than take a message.
    b. Do not discuss client information outside of the office. Many of our clients have sensitive medical and legal information on file at our office. Our office is legally bound to keep that information in the strictest of confidence. By signing this contract you are also bound to the confidentiality that the office is bound to.

_____ _____
Volunteer Date

_____ _____
Site Supervisor Date