

# **The Port Theatre**

## **Volunteer Commitment and Confidentiality/Release Form**

### **Commitment**

All volunteers are representatives of The Port Theatre and should reflect the Theatre and their members in a positive light at all times. Volunteers are responsible for keeping their personal data current with the administration office i.e. addresses, phone and availability times (vacations). You must confirm your own schedule on a monthly basis, arrive on time for accepted shifts and give notice of last minute schedule changes or illness in a timely fashion. The Port Theatre's Volunteer Program continues to grow and evolve, therefore it is important to keep your knowledge up to date through: regularity of shifts (a minimum of 2 per month), signing up for ongoing training seminars and monitoring our bulletin boards for noted changes.

### **Confidentiality**

While volunteering at The Port Theatre you must hold in confidence all matters that come to your attention in the line of duty, including material from or about our clients and matters regarding other volunteers. Please respect the privacy of others and use all information gained at The Port Theatre in a responsible manner.

### **Release**

I give my permission for my name, photograph and skills to be used to promote The Port Theatre's Volunteer Program; as well as have my name, address and telephone number to be printed in The Port Theatre's volunteer directory.

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Name of Volunteer (please print)

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Signature of Volunteer

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Date