



Committee Information Form
 Please return completed form to Natasha Robinson
natasha@prevailinc.com

PLEASE PRINT IN INK.			
NAME:			
Last	First	Middle	Suffix

THIS INFORMATION IS CONFIDENTIAL

MAILING ADDRESS:		
Street	Apt/Unit or PO Box	
City	State	Zip Code
HOME NUMBER: ()		CELL PHONE NUMBER: ()
E-MAIL ADDRESS:		
What is the best way to contact you:		
<input type="checkbox"/> Home Phone	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Email
GENDER:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
BIRTH DATE:		
Month	Day	Year

CURRENT EMPLOYMENT	
CURRENT EMPLOYER	Job Title

CERTIFICATION: I certify that all statements, information and documents provided with this application are true, complete and correct to the best of my knowledge and are made in good faith. I understand that omissions, misleading, false or untrue information, or any attempt at fraud or deceit in any manner connected with this application and subsequent testing may result in my NOT being considered for a volunteer position with Prevail.	
Signature	Date

Short Essays

Describe why you want to volunteer at Prevail:

Describe what you would like to help with the most on this committee:

Please include any additional information, views, or comments:

Prevail, Inc.
1100 South 9th Street, Suite 100
Noblesville, IN 46060

(317) 773-6942
www.prevailinc.org

Code of Confidentiality

Confidential information is any information which is obtained in the course of providing services. This includes information which identifies an individual or which might cause harm or damage to the client. Also included is information for which no consent to release information was given by the client. Whether the individual is or is not in the program is also considered confidential.

When inquiries from anyone are made for any type of information, the staff person will reply; "I cannot give out this information to you".

Because implicit and negative disclosures of information are prohibited, the above reply should be used whether or not the victim is a client of Prevail, Inc.

Rules of Confidentiality

1. There is to be no secret personal data record keeping.
2. A client can find out what information is in his/her file and how it is being used.
3. Information obtained from a victim for one purpose cannot be used or made available for other purposes without the victim's consent.
4. A client can correct or amend a record of identifiable information about oneself.
5. There can be no use of unique identifiers such as social security numbers unless required by a federal or state-funding source.
6. All record keeping is subject to the willingness of the client to provide such data.
7. Information specific to Prevail clients cannot be provided to a third party such as a funding source unless the client consents.
8. The rules of confidentiality apply even to those who are making inquiry to clients about whom they have prior knowledge. Example: a mother of victim calls to ask if the victim is now a client of Prevail, Inc.

Advocate/Client Principles of Confidentiality

1. The client is the primary source of information about oneself.
2. Only information that is demonstrably related to the situation should be collected or recorded.
3. The client should fully understand the implications of sharing personal data including the ethical obligations of the advocate to respect privacy and protect confidentiality.
4. The client's expressed written informed consent should be a prerequisite for transmitting or requesting information from third parties, such as another agency.
5. The client should be apprised of the kind of records maintained by Prevail and has the right to verify personally the accuracy of information contained therein.

1 July 2005

Statement of Confidentiality

I understand the goals and purposes of this program. I am familiar with the duties I am to perform.

I understand that all names and information regarding clients within the Prevail organization are to be held in strictest of confidence.

I will not disclose any information regarding a client to unauthorized sources or persons.

I understand that any breach of this agreement will result in my immediate dismissal.

Staff Signature _____

Date: _____

Supervisor Signature _____

Date: _____

Code of Ethics

Prevail, Inc. expects its staff and volunteers to act with integrity, treating all victims/survivors of crime with dignity and compassion, and to uphold fair standards of justice for accused and accuser alike. To this end, the following principles will govern the conduct of victim assistance providers.

Relationships with Victims/Survivors

The victim assistance provider will:

- Recognize the interests of the victim/survivor as a primary responsibility.
- Respect and protect the civil and legal rights of all victims/survivors the best of your ability.
- Respect the rights of victims/survivors to privacy and confidentiality, subject only to laws requiring certain suspected criminal conduct to be reported in order to prevent future victimization or miscarriages of justice.
- Respond compassionately to each victim/survivor, withholding opinion or judgment and accepting his or her story as it is told whether or not an offender has been identified, arrested, convicted or acquitted.
- Provide services to any victim/survivor, without attributing blame, no matter what his or her conduct was at the time of the victimization or at another stage of his or her life.
- Foster maximum self-determination on the part of victims/survivors.
- Serve as a victim's advocate when requested and, in that capacity, act on behalf of the victim's not-unreasonable desires without regard to personal convictions.
- Provide each victim/survivor with personalized services, working with regard to his or her welfare without concern about personal gain.
- Should one victim's/survivor's needs conflict with another victim's/survivor's, act with regard to one client only after promptly referring the other to another staff/volunteer within the agency or to another appropriate provider outside the agency.
- Avoid any conflict of interest in the process of referral of victims/survivors to other resources, staff/volunteers and/or services. Make referrals only in the best interest of the client.

Relationships with Colleagues, Other Professionals and the Public

Prevail staff and volunteers will:

- Conduct relationships with colleagues in such a way as to promote respect and improvement of service.
- Make statements that are critical of colleagues only if they are verifiable and constructive in purpose.
- Conduct relationships with allied professionals such as that they are accorded equal respect and dignity as co-professionals in the victim assistance field.
- Take steps to quell negative, unsubstantiated rumors about colleagues and allied professionals.
- Share knowledge and encourage proficiency and excellence in victim assistance among colleagues, allied professionals, volunteers and interns.
- Provide professional support, guidance and assistance to victim advocates who are new to the field in order to promote consistent quality and professionalism in victim assistance.

- Seek to ensure that volunteers and interns in victim assistance have access to the training, supervision, resources and support required in their efforts to assist victims/survivors.
- Act to promote crime and violence prevention as a public service and an adjunct to victim services.
- Respect laws of state and country while working actively to change those that may be unjust or discriminatory.

Professional Conduct:

Prevail staff, interns, and volunteers will:

- Maintain high personal and professional standards in the capacity of service provided to victims and survivors.
- Seek and maintain proficiency in the delivery of services to victims/survivors.
- Not discriminate against any victim, employee, colleague, allied professional, volunteer, intern or member of the public on the basis of age, creed, color, marital status, different abilities, race, ethnicity, gender, religious belief, sexual orientation or national origin.
- Not reveal names of, or other identifying information about, victims/survivors to the public without clear permission or legal requirements to do so.
- Clearly distinguish in public statements his or her personal views from positions adopted by organizations for which she/he works or is a member.
- Not use his/her official position to secure gifts, monetary rewards or special privileges or advantages in the profession.
- Report to competent authorities the conduct of any colleague or allied professional that constitutes mistreatment of a victim/survivor or that brings the profession into disrepute.
- Report to competent authorities any conflict of interest that prevents oneself or a colleague from being able to provide disinterested services to a victim/survivor, or work cooperatively with colleagues or allied professionals or be impartial in the treatment of any client.

Staff Signature _____

Date: _____

Supervisor Signature _____

Date: _____