



# VOLUNTEER ANNUAL INFORMATION UPDATE FORM

## 卡城華人耆英會義工資料更新表 (2023)

義工編號

Volunteer No. \_\_\_\_\_

Please complete and return this form for update CCECA's volunteer record in 2023. Thank you for your ongoing support and contribution in bring benefits to seniors.

請填妥及簽署以下表格，以便更新卡城華人耆英會 (下稱: 本會 CCECA) 2023 年的義工記錄。感謝您一直以來的支持和貢獻，為長者帶來福利。

English Name 英文名字: \_\_\_\_\_ Chinese Name 中文名字: \_\_\_\_\_

Current Volunteer Position 現時義工崗位:  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

Please check if you agree to use the following app to receive our news?

請  若您同意用以下方式接收我們的通訊/消息?

Email ( \_\_\_\_\_ )  WhatsApp ( \_\_\_\_\_ )  WeChat ( \_\_\_\_\_ )

### Update personal information 更新個人資料

No change 沒有更改  If change, please fill in this part 如有更新，請填此部份

Phone 電話: (Home 家庭) \_\_\_\_\_ (Cell 手機) \_\_\_\_\_ Email 電郵: \_\_\_\_\_

Address 住址: \_\_\_\_\_ Postal Code 郵編: \_\_\_\_\_

### 緊急聯絡人 *Emergency contact person:*

Name 姓名: \_\_\_\_\_ Phone 電話: \_\_\_\_\_ Relationship 關係: \_\_\_\_\_

### Confidentiality Agreement 保密協議

All information concerning clients, employees, volunteers, financial records and agency documents are considered confidential. "Confidential" means that you are free to talk about "The Calgary Chinese Elderly Citizens' Association" (CCECA) and its programs in general, but not permitted to disclose client's and staff's any information. The agency expects you to respect the privacy of clients, staffs and the business of the organization as confidential. Failure to maintain confidentiality will result in termination of volunteer position. This agreement is intended to protect you, clients and the agency.

所有有關客人、僱員、義工、財務記錄及機構文件均視為機密。「機密」意旨您可以談論本會，有關的活動及您的職位，但不可以透露客人個人和任何僱員之個人和僱傭資料。本會祈望您專重客人和員工的私隱及本會需要在保密的情況下運作。違反保密協議會導至您喪失您的義工職位，這協議的目的是保障您本人、保障客人及本會。

I have read CCECA's policy on confidentiality and statement of confidentiality above. I agree to abide by the requirements of the policy and inform my supervisor if I believe any violation (intentional or otherwise) of the policy has occurred. I understand that a violation of the policy could lead to my termination as a volunteer.

我已閱讀及同意上述的保密協議，並會遵守有關政策的規定。如我相信已發生違反本會政策的情況，不論是蓄意或無意的情況下發生，我會立即通知我的上司。我明白若違反上述政策，本會有權終止我的義工職務。

### Self-Declaration of Criminal Record 無犯罪記錄自我聲明

I hereby declare that I have not been convicted of any felony nor any outstanding charges since my last police information check for volunteering. I understand and agree that if there is any update, I shall notify CCECA as soon as possible.

本人在此聲明，自上次良民記錄查證後至今，我沒有被定任何罪行或指控。我明白及同意如情況有更新，須盡快通知本會。

Date 日期: \_\_\_\_\_ Signed 簽名: \_\_\_\_\_