STAFF/VOLUNTEER ANNUAL TRAINING LOG AGENCY NAME:_____

All staff and volunteers who handle food must receive Civil Rights training and review the OFB Food Safety DVD annually. Pantry Managers and lead volunteers must acquire an Oregon Food Handlers Card. All staff and volunteers must sign the Confidentiality Agreement.

Confidentiality Statement : I understand that my services are being offered on a voluntary basis. I pledge to create an environment of courtesy and respect to all we serve and to keep all information heard or observed about clients, staff or donors confidential. While performing volunteer services, I am bound by laws and policies which protect the privacy of client information. I agree to keep this information in the strictest confidence and the failure to do so may result in my being denied the opportunity to volunteer.

Declaración de Confidencialidad : Entiendo que mis servicios se ofrecen de forma voluntaria. Me comprometo a crear un ambiente de cortesía y respeto para todos nos servimos. Me comprometo a mantener confidencialidad para la información escuchado u observado de los clientes, el personal, o los donantes. Mientras que estoy haciendo servicios voluntarios, estoy obligado por las leyes y políticas que protejan la privacidad de la información del cliente. Acepto a mantener esta información en la más estricta confidencialidad y el fracaso para mantener la información confidencial puede resultar en mi ser negado la oportunidad de ser un voluntario.

Name	Confidentiality Agreement Signature (Sign below that you'll adhere to the above statement)	Civil Rights Training Received Date	Food Safety DVD/Video Viewed on Date	Food Handlers Card Expiration Date (at least 1 PIC onsite)