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Last Name,

First Name



## **Community Volunteers for International Programs STATEMENT OF VOLUNTEER EXPECTATIONS**

### ***CVIP CODE OF ETHICS***

Community Volunteers for International Programs (CVIP) is a non-profit organization based at Michigan State University with more than 50 years of experience enhancing cultural exchange and building international understanding. Our mission is to promote mutual cross-cultural education, understanding, appreciation and friendship between the Greater Lansing Community and MSU's international students, scholars and their families through a variety of programs and services.

CVIP is a secular and non-political organization, open to people of all faiths and ideologies who wish to come together in the spirit of compassion, curiosity, and international friendship. As an organization, CVIP is welcoming, supportive, inclusive, and fun. We value open-mindedness and respect for the richness of cultures around the world.

It is CVIP's expectation that anyone participating in our activities follow the guidelines below:

- Demonstrate awareness of, sensitivity to, and respect for other values, beliefs, viewpoints, systems, and cultures.
- Recognize their own culture and value orientations and be aware of how those orientations affect their interactions with people from other cultures.
- Respect all persons without regard to race, color, national origin, ethnicity, sex, religion, sexual orientation, marital status, age, political opinion, immigration status, or disability.
- Avoid proselytizing. Proselytizing is defined as unsolicited, coercive, manipulative and/or hidden persuasion that seeks to influence others to adopt another way of thinking, believing or behaving, particularly in relation to religious and political views.
- Refrain from exploiting, threatening, coercing, disrespecting, or sexually harassing others.
- Seek appropriate guidance and direction when faced with ethical dilemmas.

***Transportation:*** I acknowledge I am required to have a current driver's license and car insurance if I am driving any program participants (students, family members, volunteers, staff).

### ***Confidentiality***

**CVIP volunteers should respect international students and scholars' right to privacy.**

I will not solicit private information from students and scholars unless it is essential to providing services or conducting evaluation or research activities.

Once a student or scholar has shared private information, the following standards of confidentiality will apply:

To the extent possible, I will inform the students and scholars about the disclosure of confidential information and its potential consequences, when feasible before the disclosure is made. This applies whether the confidential information is shared on the basis of a legal requirement or the students and scholars' consent.

I will protect the confidentiality of students and scholars in any kind of correspondence and communications:

I will protect the confidentiality of students and scholars' written and other sensitive information. I will take reasonable steps to ensure that such records are stored in a secure location and that these records are not available to others who are not authorized to have access to them. I will transfer or dispose of such records in a manner that protects student and scholar confidentiality and is consistent with state statutes governing records and international education licensure.

I recognize that in carrying out my assigned duties, I may obtain access to private information about international students and scholars that was provided under an assurance of confidentiality. I understand that I am prohibited from disclosing or otherwise releasing any personally identifying information, either directly or indirectly, about any individual named in the data base records of international students and scholars. Should I be responsible for any breach of confidentiality, I understand that civil and/or criminal penalties may be brought against me. I acknowledge that my responsibility to ensure the privacy of protected information contained in paper documents or verbal communications to which I may gain access shall not expire, even after my affiliation with CVIP has ended.

I will adhere to the CVIP Code of Ethics.

By my signature, I acknowledge that I have read, understand, and agree to comply with the terms and conditions of this Confidentiality Agreement.

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Community Volunteer Signature	Community Volunteer Name (please print)	Date
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Signature of volunteer providing orientation or training \_\_\_\_\_