



community school of music and arts

Emergency Information & Medical/Photo Release

Name _____
Last First

Address _____
Street City Zip

Phone _____
Home Work/Mobile — Please Circle

Emergency Contact #1 _____
Name Phone

Emergency Contact #2 _____
Name Phone

MEDICAL RELEASE: In the event of a serious medical emergency with **you/your child**, if the school is unable to reach designated emergency contacts, do you give CSMA staff permission to:

Call an ambulance? Yes ___ No ___

Preferred Hospital _____

Call your doctor? Yes ___ No ___

Doctor _____
Name Phone

Other actions to be taken in case of emergency: _____

MEDICAL ALERT: Special needs, health-related conditions (allergies, medication, etc.), other information CSMA should be aware of:

Volunteer Signature _____ **Date** _____

Name of Parent/Guardian (if applicable) _____

Parent/Guardian Signature (if applicable) _____ **Date** _____

PHOTO RELEASE: Photographs are regularly taken during CSMA program activities and special events. I do ___ do not ___ grant permission to CSMA to use **my/my child's** photograph in an exhibition space and/or for fundraising, development or public relations purposes.

Volunteer Signature _____ **Date** _____

Parent/Guardian Signature (if applicable) _____ **Date** _____ **[OVER]**



Finn Center, 230 San Antonio Circle, Mountain View, CA 94040 tel 650.917.6800 fax 650.917.6813 www.arts4all.org

Non-Discrimination. CSMA is committed to a policy of equal opportunity. We will not discriminate in employment, volunteering, access to programs or provision of services on the basis of race, color, religion, sex, national origin, sexual orientation, age, marital status, pregnancy, veteran status or medical condition or mental or physical disability.

Workplace Diversity. We cultivate an environment that encourages fairness, teamwork and respect among all employees and volunteers. We are firmly committed to maintaining an atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally.

Zero Tolerance for Violence. CSMA, as an organization, is committed to maintaining a facility free from threats and acts of intimidation and violence. All reported incidents will be investigated. Any act of intimidation, threat of violence, or act of violence (as defined below) committed against any person on the property of the CSMA is prohibited.

- **Intimidation:** A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his/her safety or the safety of others.
- **Threat of Violence:** A physical or verbal act, which threatens bodily harm to another person or damage to the property of another.
- **Act of Violence:** A physical act, whether or not it causes actual bodily harm to another person or damage to the property of another.

No person shall possess or have control of any firearm, deadly weapon, or prohibited knife, as legally defined, while on the property of CSMA. Any volunteer, who is the subject of, or a witness to, a suspected violation of this standard should report the violation to a supervisor, who is not involved in the conduct. Any supervisor who receives a report of a suspected violation of this standard shall document the incident, and notify the Executive Director. Any volunteer found to be in violation of this standard may be subject to criminal prosecution.

Harassment. It is the policy of CSMA that there shall be no harassment of any volunteer by fellow volunteers or by any supervisor on account of a volunteer's race, color, religion, sex, national origin, sexual orientation, age, marital status, pregnancy, veteran status or medical condition or mental or physical disability.

CSMA does not condone and will not permit such harassment of any volunteer and, in particular, will not tolerate the making of unwelcome sexual advances to any employee, unwelcome physical, verbal or visual behavior that is sexual in nature or the making of remarks or jokes known to be offensive to any employee. If a volunteer feels they have been harassed, they should report the alleged actions immediately. Do not assume CSMA management is aware of the problem.

Complaints of harassment should be directed to:

- Your immediate manager; or,
- Human Resources; or,
- Any member of CSMA management that you feel comfortable talking to about the situation.

All reports of potential harassment will be taken seriously and will be investigated. To the extent possible, CSMA will maintain the confidentiality of the reporting volunteer and of the investigation, but may need to disclose certain information in appropriate circumstances, for example, in order to protect individual safety. In appropriate circumstances, CSMA will inform the reporting individual of the results of the investigation.

CSMA will not tolerate retaliation against any volunteer who raises a complaint of discrimination or harassment in good faith, or anyone who witnesses discrimination or harassment.

Volunteer Conduct. All volunteers at CSMA share responsibility for observing certain standards of conduct. These standards emphasize personal and professional integrity in all activities. Generally, treating others with the respect and consideration with which you expect to be treated and maintaining open, ongoing communication with your supervisor and co-volunteers will create a basis for a successful volunteer experience.

Practice of Ethical Behavior. CSMA holds all volunteers to the highest ethical standards in decisions, actions and communications. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions.

Compliance with Laws, Regulations and Organization Policies. CSMA does not tolerate the willful violation or circumvention of any federal, state, local, or foreign law by a volunteer during the course of that person's volunteer relationship; nor does CSMA tolerate the disregard or circumvention of CSMA policy or engagement in unscrupulous dealings. Volunteers should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

Fraudulent Activities. The Finance Committee has the primary responsibility for the investigation of all suspected fraudulent acts such as: forgery or alteration of any document or account belonging to CSMA; misappropriation of supplies, equipment, or other assets of CSMA; disclosing confidential and proprietary information to outside parties; accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to CSMA other than promotional items of insignificant value; destruction, removal or inappropriate use of records, furniture, fixtures, and equipment. The Finance Committee may utilize whatever internal and/or external resources it considers necessary in conducting an investigation. If an investigation substantiates that fraudulent activities have occurred, the Finance Committee will issue reports to appropriate designated personnel and, if appropriate, to the CSMA Board of Directors and/or the Executive Committee.

I have read and understand my obligations as a volunteer with CSMA. _____
Name Date