

ACA Course Agreements

First Name

Last Name

You have the right to confidentiality and privacy as an ACA Course Participant. Confidentiality is a shared responsibility of all members and leaders. **This confidentiality is based on mutual trust and respect.** The ACA Facilitator and ECCC advocates are not permitted to disclose any client communication or information except as provided by law.

CONFIDENTIALITY AGREEMENT

As an ACA Course Participant I agree to:

Respect and maintain the confidentiality of the identity and information of ECCC clients, volunteers, and staff

Respect and maintain the confidentiality of the identity and information shared by other ACA course participants

Not bring unregistered adult or child guests to the ACA Course

MANDATORY REPORTING REQUIREMENT:

Texas law requires any adult with knowledge of suspected child abuse or neglect to report it to the appropriate authorities. This report must be made to any local or state law enforcement agency or the Department of Family & Protective Services.

In compliance with current confidentiality laws in Texas and limits of confidentiality under the law, agency staff and volunteer advocates are mandated to report:

- Abuse or suspected abuse of children, elderly, and people with disabilities.
- If in the course of client assistance an ECCC advocate becomes aware of any person's planning to commit suicide or homicide, proper steps will be taken to ensure the safety of that individual and/or others.
- If the client's records are subpoenaed through a court of law.

I understand that the only exception to the Confidentiality agreement is in a mandatory reporting situation. I have read and understand the mandatory reporting guidelines.

Yes, I have read and understand the Mandatory Reporting Guidelines

I would like to have the ACA Facilitator explain the Mandatory Reporting Guidelines to me.

Participant Signature

Date:

First Name:

Last Name

ATTENDANCE AGREEMENT

In order to receive credit for this ACA Course, I understand the following:

Class will begin 15 minutes after the posted start time (ex: Sunday 2-4pm - class will begin at 2:15pm, Tuesday 6-8pm- class will begin at 6:15pm)

Participants will have to arrive at the time class begins (ex: 2:15) and stay the entire time to receive credit for that class.

Participants are required to attend the first and the last class to receive credit.

Participants are allowed to miss one class that is not the first or last class.

A participant who plans to miss a class will need to contact the ACA Facilitator as soon as possible to see if there is an option to make up the class.

Course I plan to attend

Sunday- 2:00- 4:00 pm

Tuesday- 6:00 - 8:00 pm

I understand my class will begin promptly at:

Sunday Course- 2:15 pm

Tuesday Course- 6:15pm

GROUP CONDUCT AGREEMENT

As an ACA Course Participants I understand and agree to the following:

I will give space for and be respectful of ideas, opinions, and experiences other than my own

I will keep my cell phone turned off or on vibrate and will only use it in case of an emergency.

I will be mindful and respectful of the physical and emotional boundaries of others

I will not offer unsolicited advice to others in the course

If I appear drunk or high, fall asleep, or leave early I will not receive credit for that class.

Drinks and snacks are permitted, as long as they are not disruptive to the other participants.

The ACA Facilitator is available to help answer questions, mediate disagreements amongst participants, and address concerns regarding the ACA Course

Participant Signature

Date:

SAFETY AGREEMENTS:

To ensure the safety of myself, other ACA participants, and ECCC clients, staff & volunteers I agree that I:

Will not bring weapons of any kind onto the ECCC premises

Will not bring any controlled substance onto ECCC property- even with a prescription

Will not disclose the location of the ECCC offices unless absolutely necessary

Will only smoke cigarettes or use a vape in the designated outdoor smoking area and will ensure cigarette butts are properly extinguished and thrown away.

Only registered service animals are allowed in class- no pets or emotional support animals allowed.

If my behavior becomes disruptive or disrespectful I may be asked to leave the class and potentially not receive credit for that class or be allowed to complete the course.

If I become violent I will be immediately required to leave the class and not be allowed to complete the course. This may also potentially bar me from being allowed to register for any course in the future.

Participant Signature

Date

**OFFICE USE
ONLY:**

RECEIVED BY:

DATE:

Any Additional Notes from Office Staff Only: