



2018 VOLUNTEER AGREEMENT FORM

Date: _____

Name (PRINT CLEARLY): _____

Date of Birth: _____ Are you under 18 years of age? (*age requirement) Yes No

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email (used for volunteer communications and updates): _____

Please check languages in which you can communicate: English Spanish Hmong Other _____

Please list any physical limitations or personal health concerns that might impact your work as a volunteer:

Emergency contact: _____ Phone: _____


Volunteer Association:

- | | | |
|---|--|---|
| <input type="checkbox"/> Court Ordered/Turning Point | <input type="checkbox"/> Clubs & membership organizations (Girl scouts/ Faith based, etc.) | <input type="checkbox"/> Corporate/Work Group name: _____ |
| <input type="checkbox"/> Individual/Family | <input type="checkbox"/> Internship: _____ | <input type="checkbox"/> Work Alternative Programs (SER, Reemployability, Calworks) : _____ |
| <input type="checkbox"/> Community Based Program (ATP, E&S) | <input type="checkbox"/> Partner Agency/ Direct Service: _____ | |
| <input type="checkbox"/> School Required Hours: _____ | | |

VOLUNTEER RELEASE OF LIABILITY AND PHOTO PERMISSION

I understand that volunteerism at Central California Food Bank may mean working in warehouse conditions and can include, but is not limited to, lifting, working around heavy moving equipment, and handling damaged food products. I hereby accept and assume full responsibility for any injury, loss or liability I might incur while volunteering at Central California Food Bank. In the event of an injury, parents/guardians authorize Central California Food Bank staff to seek treatment for minor volunteers and to take other action should a medical emergency arise. I waive and release my right for damages.

Photo Release: I hereby give Central California Food Bank permission to copyright, use, reuse, publish, and/or republish pictures or images of me for the purpose of illustration, advertising, and promoting Central California Food Bank through any medium. Central California Food Bank has the right to change or alter this material.

 **I have read and agree to the above release of liability and photo permission:**

Signature

FOR VOLUNTEERS UNDER 18 YEARS OLD:

Name of Parent/Guardian (Print): _____

Signature of Parent/Guardian (for volunteers under 18 years old): _____

(OVER FOR SECOND PAGE)

Policies and Procedures

Please review and initial the following policies and procedures placed by Central California Food Bank. Please note that Central California Food Bank reserves the right to revoke any volunteer hours should any of the general policy and procedures be violated.

General Policies and Procedures

- **Age Requirement:** Volunteers ages 5-15 must be accompanied by an adult (18+) at all times with a 1:5 ratio (adult to children) in the distribution center. Volunteers ages 14 and up can volunteer in our office without an adult.
- Parking spaces are located in the front of the building and on the street.
- Remain in your assigned area in the warehouse unless otherwise told by a staff.
- Central California Food Bank will not be held responsible for any missing personal belongings.
- Sexual harassment, violence, or other offensive speech will not be tolerated.
- No one under the influence of drugs and/or alcohol will be permitted to volunteer.
- People with open cuts or sores cannot enter the food storage area.
- Clean up your area before leaving.

By initialing below, I verify that I understand and will abide by the general policies and procedures of the Central California Food Bank

Initial _____

Distribution Center Policies and Procedures

Please Watch the Volunteer Orientation Video

- All volunteers should check-in and sign-in at the front desk.
- Tank tops, loose jewelry and open-toed shoes are not permitted in the warehouse.
- Wash your hands before and after handling food items.
- Wear gloves when sorting, bagging, or handling food in anyway. If you have to leave the area for any reason, please replace gloves.
- Headphones and the use of cell phones is not permitted in the distribution center. Calls can be made in the break room or outside of the warehouse.
- No smoking, drinking or eating inside the distribution center.
- If you need to take a break, please use the break room. Vending Machines, microwaves, water and a fridge is available to volunteer use.
- Do not take or use any of the food in the distribution area. These products are strictly for distribution to non-profit agencies serving the hungry.
- When lifting heavy objects, use your legs to push upwards, keep your back straight and your body balanced. Do NOT attempt to lift over 50lbs. without assistance.
- No running, horseplay, riding on pallet jacks or standing on pallets.
- Report all accidents and injuries as soon as possible to distribution center staff or the Volunteer Manager.
- If an emergency occurs, stay calm and follow your volunteer leader.

By initialing below, I verify I have watched the orientation video or read the orientation brochure. I understand and will abide by the rules and regulations of volunteering

Initial _____