



Community Food Bank Volunteer Application

Today's Date: ____/____/____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (H) _____ (O) _____ Birthday ____/____/____

Email: _____ (Optional)

Emergency Contact: _____ Phone: _____

1. Background

Education: _____ (Optional) Current Occupation: _____ (Optional)

Languages: Spanish Others: _____

Are you required to do **Court Ordered Community Service**? Yes No

Are you a participant in a **government-sponsored** program? Yes No Which One? _____

Are you a student required to perform community service? Yes No Which school? _____

Number of hours to complete: _____ Date required by: _____

2. Physical Limitations

Are you taking any medication we should be aware of? _____

Do you have any **back problems**? Yes No **High Blood Pressure**? Yes No

How many pounds do you feel comfortable **lifting**, approximately? _____

Do you require (or prefer) a **seated volunteer position**? Yes No

3. Availability

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

How often? weekly monthly on-call short notice Number of hours: _____

Are you willing to help with special events? _____

4. Skills and Interests:

Please check off the skills and interests that apply to you. If there are any areas where you do not want to be involved, just write **NO** next to the area.

Skills

- data entry
- filing
- customer service
- manual labor
- Other: _____

Interests

- warehouse
- packing boxes
- sorting food
- grocery store
- agency relations
- office work
- custodial work
- gardening
- Kids Cafe
- gleaning

5. Previous or Current Volunteer Experience

Please list any previous volunteer experience that you may have: _____

6. How did you hear about the Community Food Bank? _____

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For Office Use Only
Date Rec'd _____ Rec'd By _____ Orientation/Tour _____ Assignment _____ Other _____

Volunteer Work Agreement

Thank you for agreeing to volunteer at the Community Food Bank. Your work will help to feed hungry people in Pima County. We appreciate all the work that volunteers do for us and we hope to make this a satisfying and fun experience for you as well. These guidelines have been established to create a safe, productive and gratifying volunteer experience for everyone.

Community Food Bank Policies

1. Volunteers must not report to the Community Food Bank (CFB) under the influence of alcohol or any other mind-altering drug/substance.
2. Individuals convicted of a violent crime or any type of domestic abuse will not be accepted as volunteers.
3. All matters pertaining to clients will be considered strictly confidential.
4. Dress is expected to be appropriate. Nothing that may be a safety hazard will be permitted (i.e. loose fitting clothing or jewelry, **open-toed shoes**, sunglasses). Nametags must be worn at all times.
5. I agree to accurately record my volunteer time on the attendance sheets in each department. I must notify my area manager or Volunteer Services Coordinator as soon as possible if delayed or unable to keep my schedule.
6. If I have a question or a problem, I will go to the Volunteer Services Coordinator or to the Operations Director.
7. When representing the Community Food Bank in public, I will act responsibly and professionally, upholding the mission of the CFB.
8. No forms of harassment will be tolerated. The Community Food Bank is committed to providing a work environment where women and men can work together comfortably and productively, free from all forms of harassment, sexual or otherwise.
9. Eating is allowed only in the lunchroom where snacks are provided to be consumed only while at CFB. There is no smoking in the warehouse or lunchroom at any time. Smoking is allowed outdoors 100 feet away from the building.
10. Report any accidents or injuries to your immediate supervisor or the Volunteer Coordinator. Report all injuries including minor injuries such as bruises and scrapes. Fill out an accident report provided by your supervisor.

In return the Community Food Bank agrees to:

1. Provide adequate job training.
2. Provide adequate space and good working conditions.
3. Maintain record of my volunteer hours.
4. Provide references and/or confirmation of hours worked (with advance notice).
5. As an Equal Opportunity Employer, it is our policy to ensure that each volunteer is accorded equal treatment and opportunity.

6. The Volunteer Coordinator will provide further information on these policies through the use of the Volunteer Manual (located in each department and in the reception area) or individually based on request.

Safety Standards and Emergency Procedures

The Community Food Bank strives to ensure a safe workplace, and it is the responsibility of each volunteer to adhere to the following:

1. Work according to good safety practices as posted, instructed and discussed.
2. Refrain from any unsafe act that might endanger oneself, the people we serve or co-workers.
3. Use all safety devices provided for your protection – failure to comply with safety requirements could result in immediate dismissal.
4. Report any unsafe situation or acts immediately to your supervisor.
5. Fires or emergencies should be reported to the supervisor. If evacuation is called for, volunteers should use the closest unaffected exit in a quick and calm manner. Move as far away from the building as possible for your safety and make room for emergency vehicles.

Waivers

1. I hereby agree to hold harmless and waive any and all claims or causes of action against the Community Food Bank arising out of any cause whatsoever, including but not limited to claims arising out of the negligence or intentional conduct of its employees or agents.
2. I attest that I am physically fit and prepared to perform the tasks assigned to me as a Community Food Bank volunteer.
3. I further agree to use my personal insurance as the primary provider in the event of injury due to my work as a volunteer for the Community Food Bank.
4. I shall not operate a personal vehicle for volunteer activities unless I have at least the minimum amount of liability insurance required by Arizona law.
5. The Community Food Bank is not responsible for loss or damage to volunteers' personal property.
6. I also grant the Community Food Bank full permission to use photographs of me.

I have read, understand and agree to the above Community Food Bank policies, safety and emergency procedures, and waivers:

Volunteer's Signature: _____ **Date:** ___/___/___

If under 18, signature of parent or legal guardian is required:

_____ **Date:** ___/___/___

Print Name(s): _____