

# Neighbor Helping Neighbor Volunteer Application

Please complete the Information below.

**We will contact you regarding availability of hours and scheduling.**

Check here indicating you are **NOT a current client.** Current clients are not permitted to volunteer.

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Street 1: \_\_\_\_\_

Street 2: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_ State: PA. Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

## **Emergency Contact Information**

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Relationship: \_\_\_\_\_

## **Please list any physical limitations we should be aware of:**

**Availability:** Our volunteer hours are Monday, Wednesday, & Friday 8:15 AM to 12:15 PM and Monday & Wednesday 12:15 PM - 3:15 PM. The times indicated above are volunteer arrival times. We request 30 min prior to opening and 15 minutes after we officially close. Please check your potential availability below.

Monday  AM  PM  Wednesday  AM  PM  Friday  AM  On Call as Needed

## **Basic Volunteer Functions include, but are not limited to, the following basic tasks:**

Packing boxes

Misc. as needed (cleaning, stock shelves etc.)

Assist with Client needs

Store (Cooler, Free Area, Meat Freezer)

Check-Out (Counting Items)

Warehouse

**All of our volunteer opportunities can/do rotate from person to person. You may not always be doing the same task.  
Please be flexible.**

(Please Complete Other Side)

# **Neighbor Helping Neighbor Food Bank Inc. Volunteer Agreement**

As of January 1, 2021, we will not accept current clients as volunteers. The confidentiality of our clients (peer to peer) requires the institution of this policy. This policy will be enforced at the New Bloomfield location as well as ALL Distribution Locations. The policy was originally implemented March 2018.

1. Volunteers must be at least 18 years of age. Younger volunteers are possible but must make prior arrangements to be on the premises and have a guardian with them at all times.
2. Possessing such items and materials including but not limited to weapons, alcohol and/or narcotics on the premises is strictly forbidden. Anyone possessing such items will be asked to leave immediately.
3. Please do not bring personal items inside the building as we cannot be responsible for lost or stolen items.
4. Please dress appropriately for the job: wear closed-toed shoes and loose, comfortable clothing. Please refrain from wearing low cut shirts, short shorts etc. Be aware that clothing may get dirty.
5. Do not climb on or attempt to operate any of the machinery in the warehouse. Misuse of any equipment will not be tolerated. Only pre-approved and properly trained volunteers and employees are permitted to use the forklift or pallet jacks.
6. Chaperones accompanying groups of youth (18 & under) are expected to stay with the group and assist in supervision of that group.
- 7. All products donated to the Food Bank are designated for distribution to nonprofit agencies and registered clients only. Items deemed unfit for distribution must be thrown away. Volunteers found consuming donated food items on the job or removing donated product from the premises will be subject to dismissal. Ask the Directors for additional information if needed.**
8. Please refrain from the use of profanity on the premises.
9. The Pennsylvania Department of Health requires that: hands must be washed before returning to work after using the restroom.
10. Properly lift boxes and/or bags using your legs (not your back), carts and ask for help when needed.
11. Any Volunteer can be asked to leave the premises at any time.
12. All Volunteers must sign a confidentiality statement.
13. All Clients, Employees and other Volunteers are to be treated with dignity and respect at all times.
14. All regular volunteers must complete Civil Rights Training and sign a document indicating they received the training.

**Photo release:** I  DO  DO NOT hereby consent to the photographing of my person and property, releasing the Neighbor Helping Neighbor Food Bank Inc., their agents, associates, and assignees from any and all claims for damages, invasion of privacy, or any other claim based on the use of said material without limitation, including the Internet.

As a volunteer at the Neighbor Helping Neighbor Food Bank Inc., I agree to comply with all Food Bank Volunteer Policies, and will follow all safety procedures. I understand that the Neighbor Food Bank Inc. has the right to ask any volunteer to leave the premises if he/she does not comply. I will inform the Director/ Coordinator of any limitations that may prevent me from performing any duties.

I hereby certify that I have read the above agreement and will abide by it.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Revised 01/06/2021