



Volunteer Agreement and Waiver

Volunteer Information:

Last Name: _____ First Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) - ____ - _____ E-Mail: _____

Are you volunteering as part of an organization, group, family or company? YES____ NO____

Group/Organization Name (if applicable): _____

Over 16? _____ Have you volunteered at Foodlink before? YES____ NO____

Are your hours required for Community Service/School? YES____ NO____

How did you hear about Foodlink? _____

Do you have any special skills that you would like to utilize as a volunteer (e.g. computer skills, warehouse experience)?

Are you interested in volunteering with our Nutrition Education Programs? YES____ NO____

Do not contact me via phone Do not contact me via email Do not contact me via mail

Emergency Contact Information:

Last Name: _____ First Name: _____

Relationship to Volunteer: _____

Phone: (____) - ____ - _____ Today's Date: ____/____/____

[Please turn over and sign the back of this form]



Please read the following agreement and waiver carefully, then sign and date the last sheet of this packet if you agree to follow these guidelines.

As a volunteer at Foodlink you are expected to cooperate with the rules and guidelines established below. Failure to comply may result in unsafe conditions, serious injury, or dismissal from the premises and the volunteering program. Foodlink reserves the right to dismiss you from volunteering for any reason, including, but not limited to, violating any of the listed guidelines.

- Volunteers will schedule their shifts with the Volunteer Coordinator, before coming in to volunteer, and will inform the Volunteer Coordinator if they need to cancel for their scheduled visit. All shifts will begin and end on the hour between 9am-12pm and 1pm-4pm Tuesdays through Fridays. All Saturday shifts will begin at 9am and end at 12pm. All Thursday evening shifts begin at 6pm and end at 8pm. Volunteers arriving more than 15 minutes late will be turned away.
- Volunteers must be at least eight years old, and any volunteers under the age of sixteen must be accompanied by a chaperon at all times.
- Volunteers should enter and exit only through the Volunteer Entrance, always signing in or out.
- All volunteers requiring verification of hours must request a timesheet on their first visit. It is the responsibility of the volunteer to track their own hours and to have Foodlink staff sign their timesheet at the end of every shift.
- Under no circumstances will any person be allowed to work in the warehouse while under the influence of alcohol or drugs.
- Use of tobacco products is not permitted on Foodlink property.
- Closed-toed shoes must be worn at all times. No sandals or flip-flops.
- No extremely loose clothing or dangling jewelry may be worn in the warehouse.
- Volunteers will not take food from the warehouse for themselves.
- Volunteers will at all times keep the dock and warehouse floors, and aisles free of debris, clutter, and spills. In addition, Volunteers will report any incidents to a warehouse or volunteer supervisor.
- Volunteers are not to operate forklifts or other powered equipment.
- Volunteers will observe all warehouse safety signs, be aware of forklift traffic, and heed all horns.
- Volunteers must report all injuries, accidents, or unsafe conditions to a warehouse or volunteer supervisor.
- Volunteers will inform Foodlink of any special consideration that should be taken in the event that first aid needs to be administered. Furthermore, any pre-existing medical conditions that would restrict a person from performing any physical activities must be reported on the signature page of the waiver.
- Volunteers will use correct lifting techniques at all times, and will not attempt to lift over 50 pounds without assistance.
- Volunteers may use cell phones only in the front lobby.
- In case of a fire in the warehouse, or a fire drill, Volunteers will immediately proceed to the nearest emergency exit.
- No horseplay is permitted in the warehouse.
- Foodlink is not responsible for volunteers' personal belongings, including but not limited to automobiles and items left in automobiles on our property.
- Volunteers will perform duties as instructed, and comply with requests made by Foodlink staff.

Signature: _____

Date: _____