**Foodlink Guidelines for Court-Order Community Service Participants (CMCSP)**

***Registration***

*CMCSPs must follow all Foodlink's Volunteer Procedures. These procedures require* individuals to complete Foodlink's volunteer application, register for available opportunities and follow all volunteer policies.

- Fill Out **Foodlink's Volunteer Application**
- Register for opportunities through **Foodlink's Volunteer Calendar**
- Receive and follow **Foodlink's Volunteer Policies**

When completing the volunteer application, it is important that CMCSPs save their log-in information so that they may continue to register for volunteer shifts in the future, and to keep track of their hours.

***Volunteer Opportunities***

*CMCSPs will have access to register for ANY volunteer opportunity taking place or starting at Foodlink.*

- Long volunteer shifts labelled "Community Service" are available exclusively Monday-Friday from 8:00am-3:30pm for CSMCPs looking to complete hours quickly.
- CMCSP will have the option to join the volunteer waitlist if any shift is full and will be contacted about openings. The waitlist is accessible through the volunteer calendar.
- Off-site volunteer opportunities for CMCSP will not be offered.

Foodlink cannot accommodate custom volunteer shifts. CMCSP must register for available shifts on the volunteer calendar.

***Reminder Emails***

CMCSP can expect to receive a confirmation email after registration for a volunteer shift. This email will provide a description of the project opportunity, requirements, and parking details. It is important that CMCSP review this email so that they are prepared for the project.

***Volunteer Hour Log***

CMCSP must log their hours by checking in and out of their volunteer shifts using the Volunteer Check-in Tablets. These tablets are in Foodlink's Main Lobby and Community Kitchen entrances. **CMCSP will not receive credit for hours if they do not check-in and out of their volunteer shifts.** Foodlink does not have the capacity to verify service hours with missing check-ins.

CMCSP may review their volunteer hours, continue registering for shifts, or cancel their service by logging into their **volunteer profile.**

***Service Hour Verification***
CMCSP must contact Volunteer Programs Manager, Jessica Lockett, upon completion of service hour requirements.
After review, participants will receive a Foodlink Letter through email confirming the completion of their service hours.

***Current COVID-19 Safety Procedures***

- Volunteers should reframe from volunteering if they are sick or experiencing symptoms of COVID-19.
- Volunteers who wish to volunteer without a mask must show proof of their vaccination status at the start of their volunteer shift

***Work Safety & Productivity***
CMCSP must follow all Foodlink Volunteer Policies. Failure to follow Foodlink Volunteer Policies can result in rescheduling shifts, removal from volunteer projects, or termination from any volunteer opportunities at Foodlink. CMCSP will receive reminder emails after registration, detailing their project requirements, safety guidelines, and code of conduct policies. Some important policies are highlighted below:

*Lateness/ Early Departure*
CMCSPs arriving 15 minutes after the start of the volunteer shift will need to reschedule and will not receive credit for hours for that day. Early dismissal will also result in the volunteer not receiving full credit for their hours. I.e 20-60 minutes before service is over.

*Absence*
CMCSPs must notify the Volunteer Programs Manager in advance in cases of absences or cancel their volunteer shift through their profile. After three no-call/no-shows, the volunteer will be dismissed from Foodlink's volunteer program.

- First No Call, No Show-Written Warning
- Second No Call, No Show-Future Shifts deleted, final warning.
- Third No Call, No Show-Removal from volunteer program.

*Dress Code: General*
CMCSP that are not wearing closed-toed shoes and project-appropriate attire will need to reschedule and will not receive credit for their service hours.

*Dress Code: Community Kitchen Requirements*

Volunteer projects in our community kitchen require extra dress code guidelines. Volunteers must not have the following or else they will need to reschedule

- Open-toed shoes
- Torn/Dirty Clothing
- Long Painted Fingernails
- Jewelry
- Fake Eyes Lashes
- Uncovered Piercing
- Uncovered Open/Bleeding Wounds

*Actions that may result in immediate removal:*

- Theft
- Violence
- Harassment of any kind
- Hate Speech, threats, and offensive language
- Under the influence or in possession of drugs or alcohol
- In the possession of weapons
- Release or selling of confidential information

If you have any questions, please contact Volunteer Programs Manager, Jessica Lockett, at 585-413-4094 or jlockett@foodlinkny.org.