

VOLUNTEER FORM

GROUP

ORGANIZATION NAME		TODAY'S DATE
ADDRESS		PHONE
		NUMBER IN GROUP
		ADULTS _____
		YOUTHS _____ AGE 13 - 14
POINT OF CONTACT: NAME, EMAIL & PHONE		
EMERGENCY CONTACT (NOT WITH YOU TODAY)		
NAME		PHONE
RELATIONSHIP		
VOLUNTEER INFORMATION		
WHICH SHIFT IS YOUR GROUP AVAILABLE?		WOULD YOU LIKE TO HOST A FOOD DRIVE PRIOR TO VOLUNTEERING?
<input type="checkbox"/> Morning (9:00 - 11:30am)		<input type="checkbox"/> YES DATE: _____
<input type="checkbox"/> Afternoon (1:00 - 3:30pm)		<input type="checkbox"/> NOT AT THIS TIME
PLEASE LIST ANY GOALS OR OBJECTIVES YOUR GROUP WOULD LIKE TO MEET THROUGH YOUR VOLUNTEER EXPERIENCE, IF REQUIRED SERVICE PLEASE NOTE:		
WOULD YOUR GROUP LIKE TO RECEIVE INFORMATION ABOUT OUR EVENTS, OPPORTUNITIES AND OUR NEWSLETTER?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		

VOLUNTEER RULES & GUIDELINES

GROUP GUIDELINES:

- The Group size needs to be confirmed 2 weeks prior to your scheduled volunteer session. At this time, we ask that you provide us with a list of people attending (email the attached Group Member Sign-In sheet).
- We are grateful for your help, but please do not increase the number of volunteers after confirming. A firm count of expected volunteers is necessary to properly plan projects, and will help ensure a positive experience. If the anticipated size of the group decreases from the original number, please notify us as soon as possible.
- We strongly encourage you to carpool when possible.
- In case of inclement weather, please be safe and make sure the Volunteer Coordinator has alternate contact information.

SAFETY RULES / WAREHOUSE REGULATIONS:

- All group members must be at least 13 years old.
- Minor group members (13 – 16 yrs. of age) must be accompanied by adults 21 + yrs. of age.
- Chaperones must remain with group at all times while in the facility. A ratio of 1 adult for every 10 minors is required. Please be sure that the adults understand that they are expected to stay with and supervise the youth members.
- Our warehouse is not temperature controlled; please communicate with group members to dress comfortably and appropriately for the weather. Volunteers should wear sneakers or work boots, long shorts or pants, t-shirts or sweat shirts. Volunteers must wear closed-toe shoes or they will not be allowed in the warehouse.

The following items are not allowed in the warehouse:

- Heels, short shorts, short skirts, tank tops, bare midriffs, immodest or revealing clothing.
- Clothing with any writing/pictures that can be considered derogatory, insulting, offensive or disrespectful to any member of the diverse FBSJ workforce or other volunteers.
- Extremely loose fitting clothes or dangling jewelry.
- Purses, bags, backpacks should be left home or locked in vehicle, minimal locker space.

Please remember that you are working in approximately 60,000 sq. ft. warehouse and your safety is our utmost concern. Please note the following warehouse rules:

- No eating, drinking, running, smoking is allowed.
- No throwing of anything.
- Use of earphones and cell phones are prohibited, take pictures of only your group.
- Volunteers may not handle or operate any warehouse equipment.

*Please review these guidelines and safety rules carefully
before signing the waiver and release.*

GROUP VOLUNTEER **WAVIER & RELEASE**

WAIVER AND RELEASE:

Photo Release: I hereby grant permission to use, and/or publish images of the group through any medium for promotional or other uses furthering the mission of the Food Bank of South Jersey (FBSJ).

I, the undersigned, understand that volunteerism at FBSJ may involve working in warehouse conditions and can sometimes include but is not limited to, lifting, working around moving equipment and handling food products. I am expected to follow safety rules and all other rules related to the warehouse. I hereby accept and assume full responsibility for any injury I might suffer while volunteering.

The FBSJ will take all precautions to provide and maintain a safe environment for its volunteers. I, the Group Leader, have shared the guidelines and safety rules with all volunteers in my group. By signing this consent, I agree to take responsibility for all volunteers in my group.

I acknowledge having read and understand the above consent form on this _____ day of _____, 20____.

PLEASE REVIEW VOLUNTEER GUIDELINES AND POLICIES BEFORE SIGNING.

Signature / Print Name

*I certify that I have obtained and have in my possession signed parental consent forms for all minors under 18.

Signature / Print Name

**Release information is required of all adult members of your group.
Group Member Sign-In must be completed upon volunteering.**

Thank you for reserving a volunteer shift. We hope this information will prepare your group for a positive experience. If you have any questions, contact Gerald Tieyah, Manager of Volunteer Services at **856-662-4884 x160** or **gtieyah@foodbanksj.org**.

We look forward to seeing you and your group here at the Food Bank of South Jersey.