

BOUNDARY COMMUNITY FOOD BANK SOCIETY

VOLUNTEER SIGN-UP & AGREEMENT

Name: _____

Mailing Address: _____

Phone: _____

E-Mail: _____

For insurance purposes, we require all our volunteers to be members of the Food Bank. Membership fees are \$2 per year, and must be paid annually. **We cannot accept volunteers unless they are members in good standing.**

Membership fee \$2 paid Date: _____

Collected by: _____

Please tell us a bit about yourself.

Qualifications & related work experience: _____

Reasons for wishing to be a volunteer: _____

Food Safe Certificate: Yes No

If no, would you consider getting Food Safe certification?

Yes No

Our volunteers do a wide range of tasks, from daily food recovery at the local grocery stores, sorting produce, packaging food for distribution, manning the intake desk and distributing food to clients. We also need volunteers for a range of other tasks, from recycling to shoveling snow and much more. Some of our volunteers work 10+ hours a week while others 3-4 hours per month, or less. We appreciate and rely on all our volunteers. Please let us know what areas of service most suit your ability and availability.

Area of work you are interested in:

- | | |
|---|---|
| <input type="checkbox"/> Pre-pack | <input type="checkbox"/> Distribute food to clients |
| <input type="checkbox"/> Food collection | <input type="checkbox"/> Intake desk |
| <input type="checkbox"/> Clean/sort produce | <input type="checkbox"/> Fund Raising Events |
| <input type="checkbox"/> Work Party | <input type="checkbox"/> Other |

Availability:

DAY	MORNING	AFTERNOON	EVENING
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

This information is gathered to assist in scheduling and in sharing information with our volunteers.

I have read the Volunteer information sheet (Feb 2020), attached, agree to abide by its policies and to support the values of the Society to the best of my understanding. I understand that violation of these policies may result in the termination of my association with the Boundary Community Food Bank. I give permission for my contact information to be shared with other Boundary Community Food Bank volunteers as required for scheduling and information sharing.

Yes No

I give permission for my photo to be used on the Food Bank's Facebook or website, or in the local newspaper, as part of our efforts to increase awareness of the Food Bank.

Yes No

Signature: _____ Date: _____

BOUNDARY COMMUNITY FOOD BANK SOCIETY VOLUNTEER INFORMATION SHEET – Feb 2020

The mandate of the Boundary Community Food Bank Society is to provide food to persons in need. We are a non-profit society and are run entirely by volunteers.

The Food Bank recognizes our clients' right to privacy in relation to the services that our organization provides. While a client does not have the property rights to our records, they do have the right to protection of all information contained therein.

All information given regarding our clients is **confidential**.

Information regarding donors of food or cash may also be confidential at the request of the donor.

Aside from sharing essential information with those people involved in the continued care of a client, there are only two ways in which client information may be released.

- Upon a court order, required by law, or
- Upon written authorization of the client.

Privacy **MUST** be respected. Any misuse of client information shall be considered a breach of confidentiality and will cause disciplinary action to be taken by the Food Bank Board of Directors.

All communications with clients, donors and other volunteers must be done with respect. All volunteers must deal with our clients in a friendly and non-judgemental manner.

All volunteers are requested to preserve our public image with a clean and neat appearance when working at the Food Bank. The use of alcohol or drugs will not be tolerated at the food bank, by our volunteers or our clients. Anyone using these substances will be asked to leave the premises immediately.

If you are unable to attend for a scheduled shift, please advise the Volunteer Coordinator as soon as possible so that we can find a replacement. If you are unable to reach the Coordinator, please contact another member of the Board.

If the need to miss your shift arises on the scheduled day, please contact the Food Bank directly at 250-442-2800.

Our Board of Directors is grateful for the time and effort that each of our volunteers donates to helping those who need our services. If you have any concerns or questions regarding our operations, please don't hesitate to contact a member of the Board. Your input is welcome and your assistance greatly appreciated.