

## Member/Volunteer Application Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Please circle one:                      Member only                      Member/volunteer

Membership fee \$2 paid on \_\_\_\_\_ Received by \_\_\_\_\_

Our volunteers do a wide range of tasks: daily food recovery at the local grocery stores, sorting and cleaning produce, manning the intake desk, and working with clients during their food selection process. We also need volunteers for a range of other tasks from recycling to shovelling snow, helping with fund raising, writing grant applications and much more. Some of our volunteers work 10+ hours per week, while others work 3 to 4 hours per month. Our Food Bank is completely run by volunteers; without them, we would not exist.

Please tell us about yourself:

What relevant background experience do you bring with you?

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What skills and talents do you have that you think might be of use at the Food Bank? (eg. communication skills, organizational skills, empathy...)

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If you are wishing to volunteer, which area(s) are you interested in? (Please circle)

**Food Recovery** - food pickup once a week. Must have a truck or SUV and the ability to lift up to 50 pounds

**Food Recovery**; cleaning, sorting and storing of food from Save On and elsewhere

**Shelf Stocking**: restocking the shelves for the next hamper day

**Hamper Help**: working with clients during their food selection process (Tuesday or Friday)

**Fund Raising Events**:

**Other**:

**Availability**: how often and what days/times of the week are you available?

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## **Volunteer Code of Conduct and Confidentiality Agreement**

I understand it is the policy of the Boundary Community Food Bank Society that the society's volunteers and board members live up to the highness standards of conduct at all times and that they not disclose confidential information belonging to, or obtained through their affiliation with, the Boundary Community Food Bank Society to other persons including their relatives, friends, and business and professional associates. Confidential information includes information regarding clients, as well as details of individuals and partner organizations affiliated with the Food Bank, including donors, and to internal financial and other Food Bank documents.

As a Volunteer and/or Board Member, I commit to demonstrating professionalism, good judgement, and care to avoid unauthorized or inadvertent disclosures of confidential information and commit, for example, to refrain from discussing clients' personal information or conduct (other than in the course of official and legitimate Board business purposes) or leave confidential information contained in documents or on computer screens in plain view.

Upon separation of my term of service and/or at the end of my volunteer term, I agree to return all documents, papers and other materials that may contain confidential information. I understand that failure to adhere to this policy may result in corrective actions, up to and including revocation of my membership with the Boundary Community Food Bank Society.

### **ACKNOWLEDGEMENT OF CODE OF CONDUCT AND CONFIDENTIALITY OF CLIENT INFORMATION**

I agree to abide by the Boundary Community Food Bank Society's Code of Conduct, and to treat as confidential all information about clients or former clients and their families that I learn during the performance of my duties at the Boundary Community Food Bank.

I understand that it would be a violation of policy to not live up to the highness standards of conduct at all times or to disclose any confidential information to anyone without being authorized to do so by the Boundary Community Food Bank Society Board of Directors.

Signature of Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_