



## VOLUNTEER APPLICATION

Date: \_\_\_\_\_ Name / Group Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone (cell): \_\_\_\_\_ Home: \_\_\_\_\_

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

What is your occupation? \_\_\_\_\_

Do you have prior volunteer experience? If so, where? \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### During which times are you available? (Please check all that apply):

Days  Evenings  Weekends  I may be available on short notice

Areas of interest:  Sorting  Packing  Events  Clerical  I'm up for whatever!

Do you have any physical limitations? \_\_\_\_\_

Do you have community service hours you need to fulfill?  Yes  No

Hours are needed for:  School  Religious or service group  Court Ordered (will require interview prior to being accepted)

Do you have a valid driver's license?  Yes  No

Has your driver's license ever been suspended?  Yes  No

Have you ever been convicted of a felony or misdemeanor?  Yes  No

In case of emergency please contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**I understand that:**

- The relationship between the Community Food Warehouse of Mercer County (CFWMC) and volunteers is an “at will” arrangement and may be terminated at any time without cause by either the volunteer or the CFWMC.
- During the course of volunteering with the CFWMC, I may work with confidential information. I agree to keep such information in the strictest confidence.
- I must abide by the volunteer policies and procedures outlined below, as well as all other CFWMC policies.
- I understand that no person under the age of 18 is permitted to volunteer, unless their parent/guardian is present **OR** they are part of a group/club/organization where all participants over the age of 18 have completed and turned in both their Pennsylvania Child Abuse History Clearances (CY113) & their Pennsylvania Criminal Record Checks (SP4-164) to our Volunteer Coordinator. These clearances are free for volunteers.

\*Persons over the age of 10 may volunteer for special events and BackPack packing with adult supervision.

-The Community Food Warehouse over the years has worked with area churches and faith communities to address nutritional insecurity. Those relationships are much appreciated and valued. In an effort to respect the differences in those churches, and to respect those who volunteer who do not attend a church, we ask all individuals and groups who wish to pray before an activity at the CFW to do so prior to the activity in a space outside the building.

***-I have read and agree to the above statements, the Code of Ethics and the CFW Political Policy listed in this volunteer application.***

Signature: \_\_\_\_\_

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

Signature of legal guardian (if under 18 years old): \_\_\_\_\_

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

**Photo Release:**

I hereby give permission to the Community Food Warehouse of Mercer County (CFWMC) to use my photos and likeness in all forms and media for advertising, portfolio, demo, trade, editorial, altering without restriction or compensation. I hereby release and hold harmless CFWMC and/or the photographer all forms of claims and liability related to my photo usage.

I further acknowledge that my participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release the CFWMC, its contractors, its employees, and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my participation.

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

Signature: \_\_\_\_\_

Signature of legal guardian (if under 18): \_\_\_\_\_

**We appreciate your service to the Community Food Warehouse and will do our utmost to ensure that your experience with us is rewarding, productive and safe. In order to do so, we ask that all volunteers follow the guidelines below. Failing to do so may result in termination of volunteer opportunities.**

- If you are sick, please refrain from volunteering to help prevent the spread of germs and viruses.
- No running, smoking or wearing noise blocking headphones in the warehouse.
- Eating or drinking is not permitted in the warehouse.
- No glass in the Warehouse. Glass is restricted to office or break areas.
- No person with boils, sores, etc. is permitted in food areas.
- Climbing on the equipment, machinery or pallets is prohibited.
- Please stay out of the way of equipment traffic.
- No one under the influence of drugs and/or alcohol will be permitted to volunteer.
- Report all accidents and injuries immediately to warehouse staff.
- Wash your hands before and after handling food items, observe good housekeeping habits, and maintain good personal hygiene.
- Report any safety hazards you see immediately.
- Use proper lifting techniques: when lifting heavy objects, use your legs to push upwards, keep your back straight and your body balanced. Don't attempt to lift over 30 pounds without assistance.
- Only designated Food Warehouse staff is permitted to operate equipment.
- Running, horseplay, throwing food, riding pallet jacks and stepping on pallets is not permitted and may result in dismissal.
- Food and other products may not be removed from the warehouse.
- Sexual harassment, violence, harassing behavior, or offensive speech will not be tolerated and will result in immediate dismissal.
- Volunteers are responsible for cleaning up their personal lunch area.
- CFW may provide face masks and gloves when necessary.

## **COMMUNITY FOOD WAREHOUSE OF MERCER COUNTY** **STAFF/VOLUNTEER CODE OF ETHICS**

### **INTRODUCTION**

Community Food Warehouse of Mercer County is synonymous with charitable service. Our organization has earned the public trust, nurtured by years of ethical, honest and responsible charitable service by its employees and volunteer representatives.

This Code of Ethics is the policy of Community Food Warehouse of Mercer County and expresses fundamental values. Accordingly, this code guides the conduct of staff and volunteers. This Code of Ethics will be completed by each staff/volunteer annually.

### **PERSONAL INTEGRITY**

- Respect and seek out the truth and avoid misrepresentation.
- Ensure fairness and objectivity in all activities.
- Set an example for high standards of professionalism.
- Honor the right of privacy of all people, including co-workers, volunteers, contributors and beneficiaries.

### **CONFLICT OF INTEREST**

Staff/Volunteers shall avoid any activity or outside interest which conflicts or appears to conflict with the best interests of Community Food Warehouse of Mercer County, including involvement with a current or

potential Community Food Warehouse of Mercer County vendor, grantee, or competing organization, unless disclosed to and approved by the Executive Director.

## **PERSONAL GAIN**

Do not use Community Food Warehouse of Mercer County resources for personal gain.  
Do not solicit or accept gratuities, gifts or favors, other than promotional gifts of nominal value.

## **SOLICITATIONS**

Do not solicit or distribute literature for purposes inconsistent with the Community Food Warehouse of Mercer County on CFWMC premises.

## **CONFIDENTIAL INFORMATION/DISCLOSURE**

Ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately. Community Food Warehouse of Mercer County employees are obligated to disclose any violations or perceived breaches of the Code of Ethics of which they are aware. Disclosure should be made to the Executive Director. Any reported breaches will be investigated and appropriate action, if needed, will be taken. Community Food Warehouse of Mercer County encourages all to be prompt, open and forthright in reporting perceived breaches of the Code of Ethics.

## **POLITICAL COMMUNICATION POLICY**

As a 501c3 non-profit organization, the Community Food Warehouse of Mercer County must abide by numerous rules in order to comply with its tax-exempt status. These rules include limitations to the involvement of staff, volunteers and board members, when acting on behalf of the Community Food Warehouse, regarding political issues and political activities.

Community Food Warehouse believes in and supports the First Amendment Right of free speech. However, this policy is meant to ensure that political communication is an individual expression and not perceived as being made on behalf of the Community Food Warehouse. For this reason, the organization's name or logo cannot be associated with this type of communication and must be excluded from anything that supports or expresses opposition for an elected official or candidate in conjunction with CFW events and activities.

Violating this policy jeopardizes the organization's ability to serve the public. Below is a guide which helps explain the CFW's abilities and limitations.

### Background: Johnson Amendment

The Johnson Amendment is a federal law in the U.S. tax code that prohibits all 501c3 non-profit organizations from endorsing or opposing political candidates. Violation of this policy can result in the loss of an organization's non-profit, tax-exempt status.

### What indicates I am supporting or opposing a political candidate?

As a representative of the CFW one cannot, at any time, use any form of communication that clearly expresses or suggests an elected official or candidate should or should not continue to serve in their position, is or is not the right person for office or is or is not a bad person who should not be in office.

It is against policy to associate CFW with one's personal political beliefs, whether on or off the clock. For example, making statements about political parties, elected officials or candidates while wearing CFW name or logo or representing CFW at an event is against policy. You could be perceived, at that time, as a representative of the organization.

What kind of communication does this policy apply to?

This communication includes, but is not limited to, the following:

- Speech, print distribution, t-shirts, hats, buttons, signage, surveys, social media posts and / or campaigns, philanthropic mail-outs, blogs, websites, etc.

Personal communication tools should not be used to refer to employment/volunteerism at CFW if **discussing political matters.**

Staff, volunteers and board members are not permitted to wear anything marked with the CFW logo or name when participating in a political rally or other political event.

Staff members whose role includes communication about political issues are expected to discuss the matter with the Executive Director and legal counsel prior to any release.

If there is a question about this policy, please discuss with the Executive Director.