

VOLUNTEER APPLICATION

Application Date: _____ Name: _____ Date of Birth: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone (cell): _____ Home: _____ Email: _____

What is your occupation? _____

Tell us more about yourself. Do you have prior volunteer experience? If so, what? _____

How did you hear about us? _____

Volunteer Interests (Please check all that apply):

___ SPECIAL EVENTS/COMMUNITY EVENTS: Helping us with different events throughout the year.

___ CLERICAL: Answering phones, data entry, filing, and working on mailings.

___ SORTING: sort donated foods

___ SENIOR FOOD BOX DELIVERY: This is a once a month opportunity and requires the ability to lift 40 pounds.

___ WAREHOUSE: Lifting, filling orders, and cleaning.

___ GLEANING: Harvesting produce from local farms.

___ OTHER: Please specify what you would like to do:

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

___ Weekday mornings ___ Weekday afternoons ___ Weekday evenings

___ Weekend mornings ___ Weekend afternoons ___ Weekend evenings

___ I may be available on short notice- give me a call if something comes up!

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

If yes, number of hours: ___ to be completed by (date) _____

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.

-In 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.

-I have read and agree to the statements above and on the reverse.

Signed: _____

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.

- No running, smoking or wearing 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. are permitted in food areas.
- Climbing on the equipment, machinery or pallets is prohibited.
- Please stay out of the way of forklift 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 50 lbs without assistance.
- Only designated Food Warehouse staff is allowed to operate forklifts.
- 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.
- Volunteers are responsible for cleaning up their personal lunch area.

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.

I have received, reviewed and agree to comply with the Community Food Warehouse of Mercer County Code of Ethics.

Staff/Volunteer Signature

Date of Signature

PLEASE **PRINT** YOUR NAME _____

Approved on: _____