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## VOLUNTEER REGISTRATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Preferred Phone Number: \_\_\_\_\_  Mobile  Home  Work

Date of Birth: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

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

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

**PLEASE LIST ANY PHYSICAL LIMITATIONS** (i.e. unable to stand for several hours or to lift heavy objects):

In pantry volunteers must be able to lift 10-20 lbs. Repeated motion may be necessary to perform most tasks. Must be able to stand for long periods of time.

### VOLUNTEER OPPORTUNITIES: Weekday, evening and weekend sessions available.

Check all that interest you

- Open Pantry drive-thru (prepare and distribute food to clients)
- Stocking Sessions (shelf stocking, date checking, sorting, produce preparation)
- Truck Off-loading (must be able to lift 50 lbs.)
- Neighborhood Food Project/Groton NFP (one Saturday/month)
- Driver (pick up donations from various locations throughout the community)
- Building and Grounds work (various maintenance projects throughout the year)
- Administrative Support (filing, data entry, phone calls etc.)

### IMPORTANT INFORMATION

- **Volunteers must be 18+ to volunteer at Open Pantry Sessions. Youth age 16+ may volunteer alongside a parent at these sessions. Please see the website for details on age requirements in the pantry.**
- **Loaves & Fishes does not provide court appointed community service hours.**
- **Loaves & Fishes clients may not volunteer.**
- **Loaves & Fishes continues to adhere to strict Covid guidelines and all volunteers will be screened for wellness upon entry to the building.**
- **All volunteers must provide proof of COVID-19 vaccination including one booster.**



## STANDARD PHOTO RELEASE FORM

I hereby consent to any recording of myself on videotape, film, audio, paper, digital medium, or otherwise, by anyone officially recognized as a Loaves & Fishes Food Pantry, Inc. employee, contractor or affiliate, specifically connected to the productions of online media and distribution over social networks. I authorize the use of such recordings for any proper and legitimate purposes by Loaves & Fishes Food Pantry, Inc.

I acknowledge that since my participation in publications, on the website and any online media produced by Loaves & Fishes is voluntary; I will receive no financial compensation. I further agree that my participation in any publications, on the website and any online media produced by Loaves & Fishes confers upon me no rights of ownership whatsoever.

I release Loaves & Fishes, its contractors and its employees from liability for any claims by me or any third party in connection with my participation. \_\_\_\_\_(Initial)

## CONFIDENTIALITY POLICY

It is the policy of Loaves & Fishes Food Pantry, Inc.(L&F) that its Board of Directors members, volunteers, and employees will not disclose confidential information belonging to, or obtained through their affiliation with L&F to any person, including their relatives, friends, and business and professional associates, unless L&F has authorized such disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidential information is defined as any aspect of interaction with clients of L&F, donor information, and any financial or proprietary information. Keeping the identity of our clients confidential is particularly critical. Unless acknowledged by a client first, employees and volunteers are not to approach a client in public.

Board members, volunteers and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.

Upon separation of employment or discontinuation of volunteer service, and at the end of a board member's term, he or she shall return or destroy all L&F materials in their possession. A statement certifying compliance will be submitted to L&F.

Failure to adhere to this policy will result in discipline, up to and including separation of employment or service with Loaves & Fishes Food Pantry, Inc. \_\_\_\_\_(Initial)

## VOLUNTEER CODE OF CONDUCT

As a volunteer I agree to:

- Treat everyone with dignity and respect
- Be courteous, friendly and cooperative
- Refrain from behavior which is judgmental or discriminatory
- Maintain appropriate boundaries at all times
- Respect Loaves & Fishes property and follow the guidelines and policies of the pantry

The following list of behaviors will result in appropriate corrective actions:

- Physically or verbally abusive behavior
- Appearing to be under the influence of alcohol or drugs
- Sexual or unwelcome harassment
- Possession of weapons or firearms on Loaves & Fishes property
- Acting in any manner that interferes with the effective operation of the Pantry
- Any other inappropriate conduct which is in violation of this code, policies or guidelines

Loaves & Fishes reserves the right to exclude from the Pantry any volunteer who violates any aspect of the Code of Conduct. \_\_\_\_\_(Initial)

My signature indicates I have read and understand these policies and agree to adhere to them.

Signature: \_\_\_\_\_ Printed Name \_\_\_\_\_ Date: \_\_\_\_\_