



# Provision Volunteer Agreement

PROVISION Mobile Pantry appreciates your services and we will do our utmost to ensure that your volunteer experience is rewarding, productive and safe. We are committed to respecting your skills and individual needs within the limitation of these requirements. We ask your cooperation in following these guidelines.

1. **Come dressed to volunteer. Closed toe shoes are required for food distribution. Offensive clothing is not permitted. All volunteers must wear a name badge for easy identification. All volunteers must wear gloves and masks at all times.**
2. Follow staff instruction and complete duties as assigned. **For safety reasons, use of ear buds is prohibited.** Volunteers leaving before the end of a shift must advise staff.
3. Any volunteer requiring a time card for court ordered or school credit hours must get a staff signature at the end of the shift. Volunteers may use smartphones to take pictures of the time card until completion. Upon completion, the time card will be provided to the volunteer. PROVISION will not provide additional letters, verify hours electronically, sign third party time cards, or issue replacement copies of timecards in the event of loss. Volunteers assume all responsibility for documenting hours.
4. All personal belongings, purses, backpacks, computers, etc., should be left in your vehicle out of sight. PROVISION Mobile Pantry assumes no responsibility for damage to or loss of personal property of volunteers.
5. Health and Hygiene – If you are ill, refrain from volunteering. Proper hygiene is required as well as handwashing before handling food, after break, or returning from the restroom. Keep your work area clean.
6. Be safe. Use proper lifting techniques, using your legs to push upwards, keeping your back straight and body balanced. Solicit the help of another person to lift objects over 20 pounds. Ask for help if you need assistance.
7. Only designated staff may operate forklifts or electric pallet jacks. Only trained adult volunteers may operate the baler, compactor or hand pallet jack. Youth volunteers may not work around forklifts, pallet jacks, compactor, and baler or participate in the loading and unloading of vehicles while power equipment is present or the operation of fleet vehicles.
8. Running, shouting, horseplay (tossing food, etc), riding pallet jacks, walking or stepping on pallets is not permitted.
9. Unauthorized possession of food will be considered stealing and will lead to immediate discontinuation of volunteering.
10. Harassment of any kind is not tolerated by staff or volunteers. Any behavior intended to create discord or restricting volunteers or staff from working will not be tolerated. Report incidents immediately to staff.
11. Anyone under the influence of drugs and/or alcohol will not be permitted to volunteer. Smoking, is not allowed.
12. Youth volunteers (ages 14-17) must have a parental permission slip in order to volunteer.
13. Age and work requirements must be verified at distribution site and their requirements adhered to.

I have read and understand my responsibility to follow these rules while I am a volunteer for any PROVISION Mobile Pantry activity. If I am ill, I will refrain from volunteering. Any injuries will be reported immediately to staff. I understand that I will be asked to discontinue volunteering and leave the premises if I do not follow these requirements and show good judgment.

**Volunteer Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State/Zip** \_\_\_\_\_

**Volunteer Signature** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Organization/Group Name:** \_\_\_\_\_ **Employer** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_