

# Helping Hands Food Bank

P.O. Box 68

Sedro-Woolley, WA 98284

(360) 855-2211

Welcome to Helping Hands Food Bank of Sedro-Woolley. Since we depend on labor contributed by volunteers, we appreciate your time and effort. Without you, there would be no food bank. Some of the tasks we need volunteers for are: picking-up of food, bagging food into family sized portions, distributing food, etc.

For liability reasons, we need to maintain basic information on our volunteers regarding emergency contact and medical conditions. In addition, it is very important that all volunteers, short or long-term, be aware of basic policies and expectations. Please read, fill-in and sign the following information. Again, welcome to Helping Hands Food Bank of Sedro-Woolley. We look forward to working with you!

Application Date \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Birthday \_\_\_\_\_  
(last) (first) mo/day/yr  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

Any medical problems we should be aware of? \_\_\_\_\_  
In case of an emergency, whom should we notify?  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_

Interest Areas (please check your preferences)

Driving, pick up \_\_\_\_\_ Clerical \_\_\_\_\_ Food packaging \_\_\_\_\_ Food distribution \_\_\_\_\_ Computer skills \_\_\_\_\_  
Times Available (please list days and hours) \_\_\_\_\_  
Have Car? \_\_\_\_\_ Liability Insurance? \_\_\_\_\_ Driver's License # \_\_\_\_\_

## FOOD BANK POLICIES

- The food bank hours are from 10:00 a.m. to 4:00 p.m. every Wednesday with a forty-five minute break for lunch from 11:45 a.m. to 12:30 p.m. Clients are served at other times only in emergencies and only when cleared with the administrator.
- All volunteers need to log their hours daily on the "Volunteer Hour Log" or "RSVP log" (over age 55).
- All donated food needs to be logged on the "In-Kind Food Donation Log."
- The food bank respects the privacy of all clients. Our files are confidential. Volunteers shall not discuss with each other or anyone else who comes to the food bank, any information they learn while volunteering. There shall be no records taken from the food bank without authorization from the administrator.
- **Volunteers are to take no food from the food bank unless authorized by the administrator. If a volunteer is in need of food for themselves or their family, they may go through the line during regular hours of operation as a client. All clients are to receive the same daily menu food items.**
- If you have a complaint, please bring it to the attention of the administrator only to avoid strife among the volunteer workers.

## VOLUNTEER SUGGESTIONS

- All volunteers are encouraged to share their ideas on food bank operations and their suggestions about improvements with the administrator.

## VOLUNTEER PUBLIC RELATIONS

- All volunteers are representatives of the food bank. Please remember this when dealing with clients who use the food bank, donors who give the food and money, and your fellow volunteers.
- If we show our pride in ourselves and in the food bank by keeping the building clean, in good condition and treating the clients in a friendly manner and with respect, we will have a food bank that the community will be proud to support.

## VOLUNTEER STATEMENT

I have read and understand the policies and operating procedures above, and agree to abide by them. Furthermore, I agree to respect clients' rights to privacy and to not remove any food from the food bank unless authorized by the administrator.

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Signature

Date