



COURT MANDATED VOLUNTEER GUIDELINES

1. Volunteers will listen to and follow instructions of Volunteer Coordinators.
2. Volunteers will dress appropriately for work in a warehouse (closed-toe, sturdy shoes; in layers when it's cold; in clothes that can get dirty).
3. Volunteers will stay away from moving equipment and machinery.
4. Volunteers will exercise reasonable care and use accepted safety precautions in carrying out assigned duties.
5. Volunteers will not use headphones, ear plugs, iPods or other electronic devices while volunteering.
6. Volunteers will consume food or beverages only in the break room or other approved area.
7. Volunteers will not consume any Food Bank product or remove it from the premises for personal use. *This includes items deemed as trash.*
8. Volunteers will report all accidents or injuries immediately to a Volunteer Coordinator.
9. Volunteers will notify a Volunteer Coordinator if at any time they are unable to fulfill the duties to which they have been assigned.
10. Volunteers will listen to Volunteer Coordinators for evacuation instructions in the event a fire alarm sounds.

Court ordered participants who spend time on cell phones, fail to actively participate in shifts, leave early, or otherwise disrespect the opportunity to complete hours at the Food Bank may not have their hours counted and may be asked to leave.

Your hours will be tracked 3 ways. It is your responsibility to:

1. Sign in on computer console at the beginning and end of shift;
2. Ensure that the Volunteer Coordinator(s) on duty see you as you arrive and leave;
3. Record your hours at the end of your shift and have a Volunteer Coordinator sign off on the provided paper tracking form which is filed and *kept on premises*.
4. If you have a scheduling conflict and are unable to attend the shift(s) you've registered for, it is your responsibility to notify us in advance. Volunteers who schedule a shift and fail to appear may be asked not to return.

If, upon completing your hours, a letter is needed for verification purposes you must let us know before your final shift. Otherwise a letter can be provided during normal office hours (8am-4pm) Monday-Friday.