



VOLUNTEER INFORMATION SHEET

Date \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_
(First) (Middle) (Last)

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Best time to Call \_\_\_\_\_
Work (optional) \_\_\_\_\_ Employer \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Are you performing hours for a class or other requirement? \_\_\_\_\_ If so, for what group or class \_\_\_\_\_

What days and times are you available? Weekdays \_\_\_\_\_ AM \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening \_\_\_\_\_
Weekends \_\_\_\_\_ AM \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening \_\_\_\_\_

Are you interested in a specific volunteer opportunity? \_\_\_\_\_

Special Needs (example: medical issues, allergies) \_\_\_\_\_

Do you have any special skills or abilities \_\_\_\_\_

Other comments: \_\_\_\_\_

Are there any facts or circumstances in your background that would prevent you from being entrusted with children?
\_\_\_\_\_ YES \_\_\_\_\_ NO

Have you ever been convicted of a crime? \_\_\_\_\_ YES \_\_\_\_\_ NO

WAIVER

I hereby give permission for the Northeast Iowa Food Bank to conduct a criminal background and registry check.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

By signing below I acknowledge that I am an "at will" volunteer of the Food Bank, meaning that the Food Bank may terminate my volunteer position at any time, for any lawful reason, and with or without prior notice. Similarly, I may quit for any reason, at any time, and with or without prior notice.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

For office use only:
Photo ID \_\_\_\_\_ S.O.R. \_\_\_\_\_ Criminal Check \_\_\_\_\_ Date \_\_\_\_\_
For Kids Cafe Volunteers ONLY: SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_



## CODE OF CONDUCT

**General Conduct** – There will be zero tolerance for inappropriate conduct while at the Food Bank. Examples of inappropriate behavior may include but are not limited to: profanity, vandalism, name-calling, physical contact with other workers or staff. Community service workers will do the work assigned to them unless there is a documented medical excuse. The use of illegal substances or reporting to the Food Bank under the influence of illegal substances or alcohol will be reason for dismissal from the Community Service Program.

**Dress Code** - Appropriate clothing **MUST** be worn at the Food Bank. For safety reasons, volunteers and community service workers must wear closed-toed shoes. Sandals or flip-flops are not allowed. The Food Bank is a work environment serving the public and all volunteers and community service workers are representatives of the Food Bank while they are here. You may **NOT** wear: short shorts, halter tops, very baggy jeans/pants, clothing with excessive rips/tears, clothing that exposes undergarments, clothing with obscene or offensive logos. Workers dressed inappropriately will be asked to leave and not return until they meet these guidelines. Food Bank Staff decisions on these matters will be final.

**Use of Food** - All food within the Food Bank building is for the sole use of nonprofit agencies and for distribution to clients of the Cedar Valley Food Pantry. The use of food from the food room, warehouse or agency shopping area by a volunteer or community service worker will be grounds for dismissal and could be subject to prosecution as theft.

**Food Assistance** - Community service workers and volunteers may **NOT** receive food assistance from the Cedar Valley Food Pantry on the same day that they perform hours in any area of the Food Bank.

**Cell Phones** – Cell phone use is not allowed by volunteers or community service workers in any part of the Food Bank. Workers are asked to silence their phones and restrict their use to break times. The office phone is for staff and emergency use only.

**Breaks** - Breaks are taken once in the morning, once for lunch, and once in the afternoon. You may only take a break if given permission by your Food Bank Supervisor. Lunch break is between 12:00 and 12:30pm and will **NOT** be counted toward community service hours unless arranged in advance with the volunteer coordinator.

**Smoking** – Smoking is not allowed anywhere within the Food Bank facility. Smoking is allowed in the outside break area beyond the truck docks. Cigarette butts should be disposed of responsibly.

**Personal Belongings** – There is not secure storage at the Food Bank for your personal items. It is recommended that you leave valuables at home or secure them in your vehicle. Your supervisor will tell you where you can hang your coat.

Interpretation and enforcement of these rules is at the discretion of the Northeast Iowa Food Bank and their decisions are final. Failure to comply with these rules may result in dismissal from the Community Service Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_