



"Fighting Hunger...Feeding Hope"

# Volunteer Information Form

Date: \_\_\_\_\_

Please Select:  Individual  Member of Group

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

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

Please complete this application to begin your volunteer experience with the Regional Food Bank of Oklahoma. This information will be used to contact you regarding volunteer opportunities and to receive the Food Bank's quarterly newsletter if requested.

## Personal Information

**Please Print Clearly**

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

Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female

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

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

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Employer/School: \_\_\_\_\_

Occupation: \_\_\_\_\_

Does your employer have a matching gift program?  Yes  No

Would you like to receive the Food Bank's quarterly newsletter by:  Mail  Email

(Please provide your mailing address and/or email above to receive the newsletter.)

Waiver:

I, the undersigned, hereby release, indemnify and hold harmless the Regional Food Bank of Oklahoma, its officers, employees, successors, assigns, legal representatives, organizers, sponsors and supervisors of its activities, from any and all claims, causes of actions and liability arising from or in anyway connected with my volunteer participation with the Food Bank.

I further understand that I am expressly assuming all risk, including but not limited to all risk of injury associates with my volunteer participation at the Regional Food Bank of Oklahoma or Food Bank activities conducted off-site. I am not considered an employee of the Food Bank and therefore am not covered by the Regional Food Bank of Oklahoma's Workers' Compensation policy.

I further grant permission to the Regional Food Bank of Oklahoma to use, without cost or approval, any photographs, videos, or audios taken of me while I am volunteering in Food Bank activities. I acknowledge that I have read and understand this release and am voluntarily executing this release. The Regional Food Bank of Oklahoma bans guns on these premises.

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

**The Regional Food Bank of Oklahoma appreciates your services and will do out utmost to ensure that your volunteer experience is rewarding, productive and safe. While we are committed to respecting your skills and individual needs, we ask your cooperation in meeting these requirements:**

1. **Follow staff instruction** and complete duties as assigned. Ask for help as needed. Report possible hazards or unsafe activities to staff.
2. Anyone under the influence of **drugs and/or alcohol** will not be permitted to volunteer.
3. **Come dressed to volunteer.** Closed toe shoes are requires in the warehouse.
4. **No skateboarding** allowed on Food Bank premises.
5. **Wash hands** before handling food, after break, smoking or returning from the restroom. Keep your work area clean and orderly.
6. **Be safe.** Use proper lifting techniques, using your lefts 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 when you need assistance.
7. **Only Food Bank staff may operate forklifts, electric pallet jacks and shrink wrap machine.** Only trained adult volunteers may operate the compactor or hand pallet jack. Youth volunteers may not work around forklifts, shrink wrap machine, compactors or balers, nor may youth participate in unloading of vehicles when power equipment is present. Youth may not operate fleet vehicles.
8. Running, shouting, horseplay (tossing food, etc.), riding pallet jacks, walking or stepping on pallets are not permitted.
9. **No food or product may be taken** from the warehouse or food sorting areas. Unauthorized possession will be considered stealing and will lead to immediate discontinuation of volunteering.
10. **Harassment of any kind**, violence, intimidation, offensive speech or gesture 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. **Volunteers 8 to 16** must be accompanied by one adult as 21 or older in a minimum ratio of 1 adult to 10 youth. **Chaperone(s) must have authority to sign and complete** the volunteer waiver for the entire group. Youth are to be monitored on a continuous basis and are not allowed free movement beyond their work area without supervision.
12. Use discretion when conducting personal business during volunteer time.
13. Volunteers leaving before the end of a shift must advise staff.

**IMPORTANT: Your generous commitment to us means that you are actually part of our supplemental workforce. Your adherence to your scheduled volunteer hours is a must. Your failure to show up without letting us know, greatly impacts our work and ability to get food to those in need. Please let us know as soon as possible if for some reason you cannot make your assigned time.**

I have read and understand my responsibility to follow these rules while I am a volunteer for any Regional Food Bank of Oklahoma activity. 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: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_