



The United Food Bank of Plant City Volunteer Policy

Welcome to the United Food Bank of Plant City! We appreciate you coming and volunteering your time with us and for choosing to volunteer at our organization. The time you spend here can help make a meaningful impact in the lives of the people in our community.

WE THANK YOU!

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Date: _____

Volunteering times must be scheduled in advanced and are appointment based only. Please call our Volunteer Coordinator here to schedule your time(s).

Phone: (813) 764-0625

Volunteering at the UFBPC : where strangers become friends and friends become family.



Volunteer Rules and Regulations

We appreciate your contributions to the UFBPC and are committed to providing you with a meaningful and rewarding experience. Please find below a list of different volunteer tasks that you might find yourself doing while you are here.

- Marking through barcodes of food items and checking dates to ensure quality
- Stocking shelves and freezers
- Breaking down large quantities of bulk food items
- Making client food boxes and kid bags
- Assisting with organization of warehouse and front office
- Cleaning, organizing and filing work.
- Distributing Client boxes to clients
- Upkeep work that might include mopping, painting, etc.

Volunteer Guidelines:

I agree to serve as a volunteer and commit to the following:

- 1.) Adhere to UFBPC safety regulations pertaining to the volunteer job.
- 2.) Complete tasks and assignments to the best of my ability.
- 3.) Agreed upon commitments that cannot be met or have to be canceled must provide adequate notice so alternative arrangements can be made is required. NO CALL NO SHOWS WILL NOT BE ALLOWED TO VOLUNTEER AGAIN.
- 4.) Assume responsibility for obtaining formal parent/guardian consent for participants under the age of 18.

Volunteer Provisions:

- 1.) Volunteers are bound and shall comply with all provisions of this agreement and the instructions by this agreement, and the policies of the UFBPC.
- 2.) Care shall be exercised at all times to protect the confidentiality of all clients of the UFBPC.
- 3.) I understand that noncompliance with these guidelines and provisions for volunteering may lead to my dismissal from being able to volunteer with the UFBPC again.



Volunteer Form

- 4.) Volunteer hours vary as well as availability to be scheduled and are decided upon UFBPC staff.
- 5.) The UFBPC and its officers, employees and agents shall not be held liable for any death, injury or property damage claims arising from volunteer work. If any claim arises out of forgoing, the organization/volunteer shall defend, indemnify and save harmless to the UFBPC and its officers, employees and agents from the same.
- 6.) This agreement shall be cancelled by the United Food Bank of Plant City for nonconformance with the agreement or failure to adhere to direction give by the UFBPC.
- 7.) I understand that UFBPC may record my photograph, videotape and/or conduct an interview for future use in volunteer related material. I understand that my photo, video and/or quote may be used for the sole purpose of volunteer recruitment, recognition and publicity. I understand that my photo, videotape and/or quote may be included in UFBPC's webpage, social media platforms, in literature distribution to the public or on display units in public areas. I realize that my participation is voluntary, and that I will receive no compensation. I further understand that photographs, videotape and quotes become property of the UFBPC.
- 8.) As a volunteer, I am not an employee of the UFBPC; I understand that I am not covered by Worker's Compensation and that my volunteer agreement may be cancelled at any time. If I use my own vehicle for any UFBPC business, I will maintain state license and insurance as required by law and provide a copy to the UFBPC.

SIGNATURE: _____ DATE: _____



Please read the following guidelines that must be abided by:

- **Dress Code:** Everyone must wear closed toed shoes and appropriate clothing that will be deemed accordingly by UFBPC Staff. No vulgar images or sayings, no see through or revealing clothing, no sandals or open toe shoes, hair pulled back, and clean hands and nails. * Violating dress code can result in dismissal*.
- **Community Service:** Volunteers doing work for community service (probation of any kind) is required to show proof of the charges that were committed. We only allow certain offenses to complete hours here at the UFBPC. Scheduling for community service is decided upon the UFBPC staff.
- **Signing in and out:** All volunteers must remember to sign in and out every time they volunteer. Tracking all volunteer hours is pivotal in our operation.
- **Dismissal:** Fighting, foul language, harassment of any kind, taunting or disrespecting one another or staff will not be tolerated.
- **Electronics:** Cell phones are allowed in the building but we ask that they are used at a minimum and only if needed. Music playing from any device must be approved (no foul language) and volume must be low.
- **Scheduling times to volunteer:** All volunteers times must be scheduled in advanced. It is important to call or stop in to schedule to check availability. UFBPC has the right to cancel any volunteer slots that have been previously scheduled.
- **Smoking policy:** Smoking is prohibited in front of clients and also in front of our building. No cigarettes are allowed to be left anywhere inside the UFBPC. If a smoke break is required you must wash your hands after returning.
- **Miscellaneous:**
 - You are required to let us know of any physical restrictions or injuries that limit your ability to perform as a volunteer. We also need to know of any illnesses that might be of any concern while you are here.
 - All volunteers must park in the front of our building.
 - All volunteers must abide by our food regulations of abiding to all USDA rules. When handling food product one must wear gloves and continue to remember to wash hands while working.

SIGNATURE: _____ DATE: _____



Policy on sexual and racial harassment:

This organization will not tolerate any harassment that degrades or shows hostility towards an individual because of race, color, religion, sex, national origin, age or disability, including, but not limited to slurs, jokes, verbal abuse, stereotyping, threats, intimidation, hostile acts, or denigration or hostile written or graphic material circulated or posted in the premises. Anyone who violates these guidelines will be asked to leave the premises. Anyone subjected to any type of harassment whatsoever should immediately contact the director and the matter will be completely and thoroughly investigated.

- 1.) Sexual Harassment is generally defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct, which is offensive or objectionable to the recipient, including, but not limited to, epithets: derogatory or suggestive comments (e.g. about an individual body or person), slurs or gestures: and offensive posters, cartoons, pictures or drawings.
- 2.) Management at all levels is responsible reporting and taking corrective action to prevent harassment.
- 3.) Anyone who has a complaint of sexual harassment by anyone involving this organization, including volunteers, associates or visitors, should report the alleged act immediately, and without fear of reprisal, to the organization's director.
- 4.) An investigation of all the complaints will be undertaken promptly, giving due regard to the need for confidentiality.
- 5.) Anyone who has been found by this organization, after an appropriate investigation, to have harassed any employee, volunteer or visitor is in violation of this policy will be asked to leave and not return.

The following conduct can be as serious (or even more serious) than harassment itself:

- Ignoring or concealing harassment, or treating it as a joke
- Failing to report known harassment
- Retaliating against anyone reporting or complaining of harassment
- Being dishonest or refusing to cooperate with a harassment investigation

Violation is subject to discipline under paragraph 5 above. We trust that all associates of the organization will continue to act responsibly in a business-like manner to ensure a pleasant environment free of harassment and discrimination.

I have read and understand the company policy on sexual and racial harassment.

Initial: _____

TURN PAGE OVER & COMPLETE BACK SIDE



Liability Waiver

Florida law prohibits discrimination of race, color, religion, sex, national origin, disability, age.

I, _____, volunteer of the United Food Bank and Services of Plant City, 702 E. Alsobrook Street, Ste H, Plant City, FL 33566, do not and will not hold the aforementioned party or representatives responsible for any injury or loss incurred on or off premises relating to the Food Bank or its operation.

Signature of Volunteer/Guardian if under 18
print name)

Volunteer (please

Signature of Witness

Witness (please print name)

Today's Date: _____

Emergency data:

Name: _____

Doctor's name: _____ Doctor's phone: _____

Hospital of choice: _____

PRIMARY CONTACT INFORMATION:

Name: _____ Relationship: _____

Phone numbers: Home: _____ Cell: _____

ALTERNATE CONTACT:

Name: _____ Relationship: _____

Phone numbers: Home: _____ Cell: _____

Please list any allergies/ drug interaction problems as well as any health problems/
concerns: _____



Volunteer Form
