



## VOLUNTEER POLICIES AND PROCEDURES AGREEMENT

First & Last Name (Please print): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### Policies and Procedures that I will follow:

- Closed-toe shoes are required to enter distribution center – tennis or running shoes work great!
- Wear appropriate work clothes (clothes you do not mind getting dirty).
- Santee Food Bank will not be responsible for any loss or damage to volunteer's personal property.
- Safety is our first priority. Running & horseplay are safety hazards and are not permitted.
- Wash your hands before and while handling food items. Disposable gloves are available & must be changed as often as necessary.
- Use proper lifting techniques: when lifting heavy objects, use your legs to push upwards, keep your back straight and your body balanced. Don't attempt to lift over 50 pounds without assistance.
- Volunteers are responsible for cleaning their work area when their shift ends.
- Please use the correct trash receptacles; recycling is very important to the Santee Food Bank!
- Food and other products may not be removed from the premises without management's permission.
- Report all accidents and injuries immediately to Santee Food Bank Manager.
- Sexual harassment, violence, or offensive speech will not be tolerated.
- Court Ordered Volunteers must be approved by the Manager prior to volunteering.
- No one under the influence of drugs and/or alcohol will be permitted to volunteer.
- It is expected that you will treat clients and volunteers with kindness and respect.

## Waiver and Release of Liability

In connection with my voluntary involvement in activities undertaken for, and /or with the participation and support of the Santee Food Bank, I, the undersigned, hereby agree, for myself, my heirs, assigns, executors, and administrators to release and discharge Santee Food Bank and its nonprofit partner agencies, its officers and directors, members, partners, funders, employees, agents, and volunteers (Releasees) from all claims, demands, and actions from injuries sustained to my person and /or property as a result of my involvement in such activities, whether or not resulting from negligence.

I agree to release and hold Santee Food Bank and its Releasees harmless from any cause or action, claims or suit arising there from.

I hereby attest that my attendance and involvement in such activities is voluntary, that I am participating at my own risk and that I have read the foregoing terms and conditions of this release.

I understand in the case of accident or injury that my health insurance is the primary insurance coverage.

I hereby confirm, represent and warrant that I have never been charged with or convicted of a crime involving or relating to child abuse or neglect, child pornography, child abduction, or any other violent offense, including kidnapping, domestic violence, rape or any sexual offense, or who have ever been ordered by a court to receive psychiatric or psychological treatment in connection therewith.

I agree that I will perform activities that I am comfortable performing and will follow all instructions.

I also grant full permission for the Santee Food Bank and their Releasees, to forever use photographs, videos, audios or quotations from me in legitimate accounts and promotion of the Santee Food Bank activities, with or without identification of me by name, and without compensation. This includes the Santee Food Bank's website, Face book, Twitter, and other social media and media sources.

In the course of volunteering at the Santee Food Bank, I understand that I may work with confidential information. I agree to keep such information in the strictest confidence. I must abide by the volunteer policies and procedures outlined above.

First & Last Name (Please print): \_\_\_\_\_

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

**Release of Liability for Minors:** I, the undersigned parent or guardian of a minor participating with or without me, attests that I am over 16 years of age and warrant that I have legal authority to execute the above agreement on my child or legal ward's behalf.

I have read the foregoing Waiver and Release of Liability and I hereby give my express consent to the irrevocable execution of this release on my child / legal ward's behalf.

Minor: First & Last Name (Please print): \_\_\_\_\_

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

Guardian: First & Last Name (Please print): \_\_\_\_\_

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