

Volunteer Agreement

Foundation for Black Heritage and Culture appreciates your services and we will do our utmost to ensure that your volunteer experience is rewarding, productive and safe. We are committed to respecting your skills and individual needs within the limitation of these requirements. We ask your cooperation in following these guidelines.

1. **Come dressed to volunteer. Closed toe shoes and long pants are required for food sorting. Sandals, sleeveless shirts, revealing or offensive clothing are not permitted. All volunteers must wear a name badge for easy identification.**
2. Follow staff instruction and complete duties as assigned. **For safety reasons, use of ear buds and cell phones while sorting food is prohibited.** Volunteers leaving before the end of a shift must advise staff with Red Vest.
3. **Sign-in and see Richard, Regina, or Nicky for instructions.**
4. Any volunteer requiring a court ordered or school credit hours, please see Richard. Volunteers assume all responsibility for documenting hours.
5. All personal belongings, purses, backpacks, computers, etc., should be left in your vehicle out of sight. The Foundation for Black Heritage and Culture assumes no responsibility for damage to or loss of personal property of volunteers.
6. Health and Hygiene – If you are ill, refrain from volunteering. Proper hygiene is required as well as hand-washing before handling food, after break, or returning from the restroom. Keep your work area clean.
7. Be safe. Use proper lifting techniques, using your legs 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 if you need assistance.
8. All data intake volunteers and volunteers distributing to vehicles must wear safety vests.
9. Only designated people may operate forklifts or electric pallet jacks. Only trained adult volunteers may operate the hand pallet jack. Youth volunteers may not work around forklifts, or pallet jacks, or participate in the loading of vehicles while power equipment is present.
10. Running, shouting, horseplay (tossing food, etc), riding pallet jacks, walking or stepping on pallets is not permitted.
11. Food or any product may not be taken from the site or food sorting areas. Unauthorized possession will be considered stealing and will lead to immediate discontinuation of volunteering. All volunteer must drive through distribution line for food.
12. Harassment 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 with Red Vests.
13. Anyone under the influence of drugs and/or alcohol will not be permitted to volunteer. No Smoking
14. Mobile Pantry youth volunteers (ages 14-17) must have a parental permission slip in order to volunteer. Ages (13-under) must be accompanied by an adult and cannot be left unsupervised.
15. Absolutely No Loitering is permitted inside the sanctuary of the church. All church requirements must be adhered to.

I have read and understand my responsibility to follow these rules while I am a volunteer for any "We Are One" Mobile Food Pantry activity. If I am ill, I will refrain from volunteering. 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.

Site Location: Shrine Houston 5309 Martin Luther King Blvd. Houston, TX 77021

Volunteer Print Name: _____ **Date:** _____

Address: _____ **City** _____ **State** _____ **Zip** _____

Volunteer Signature _____ **Phone** _____ **Email** _____

Organization/Group Name: _____ **Employer** _____

Emergency Contact Name: _____ **Phone:** _____