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|---|--|--|
| <input type="checkbox"/> Computer/Data Entry/Admin. tasks | <b>Interests</b>                       | <input type="checkbox"/> Special Event           |
| <input type="checkbox"/> Events                           | <input type="checkbox"/> Mailings      | <input type="checkbox"/> Thrift Shop             |
| <input type="checkbox"/> Food Drives                      | <input type="checkbox"/> Mobile Pantry | <input type="checkbox"/> Warehouse               |
| <input type="checkbox"/> Food Sorting & Stocking          | <input type="checkbox"/> Pantry        | <input type="checkbox"/> Truck Driver assistance |
|   | <input type="checkbox"/> Reception     |  |

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

Specialized skills/Qualifications: \_\_\_\_\_

Physical/Medical Limitations: \_\_\_\_\_

**Volunteer Agreement**

In signing this liability waiver, I certify that I am a willing participant in the Community FoodBank of New Jersey volunteer program. I agree to work according to instructions I receive. I agree to behave in a responsible manner. I agree to perform only work that I feel comfortable in doing and that I feel I can accomplish safely. I agree I am wearing clothes and shoes that I believe will provide protection according to the work conditions and FoodBank rules included with this form.

**Permission – Use of Photographs**

I grant permission to use individual and group volunteer photographs, films, and video of me for promotional or other uses furthering the mission of the Community FoodBank of New Jersey, including use on the CFBNJ website.  Yes  No

**Acknowledgement and Assumption of Risk**

I recognize that the opportunity to participate in the Community FoodBank of New Jersey volunteer program may involve physical labor and may carry a risk of personal injury and I hereby agree to assume all risks which may be associated with my participation. I hereby release, discharge, waive and relinquish all claims, liabilities and damages I may sustain from bodily injury, personal injury or property damage and hold harmless the Community FoodBank, its officers, directors, employees and agents.

**Consent**

I have read this form, the attached volunteer confidentiality statement, and FoodBank rules. I fully understand that by signing this form I am giving up legal rights and/or remedies which may otherwise be available to me regarding any losses I may sustain as a result of my participation.

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

Parental Consent (required of all volunteers 17 years of age or younger)

I, the undersigned, as the parent or legal guardian of the child named herein, do hereby agree to the above consent, waiver and release of liability agreement above and allow my child to participate as a volunteer for the Community FoodBank of New Jersey.

**Signature of Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_



### Volunteer Confidentiality Statement

Confidentiality is vital to the staff, volunteers and clients of the Community FoodBank of NJ/Southern Branch (CFBNJ/SB). As part of becoming a member of CFBNJ/SB, we ask that you read and consider our guidelines regarding confidentiality and recognize that they are strictly enforced.

If you are comfortable with these guidelines, please sign this agreement. If you have any questions, please ask before you sign.

The following information is considered confidential and as such should never be disclosed:

The fact that someone:

- Is or has been a client
- Is a volunteer or used to volunteer
- Is a donor or has contributed money

Any personal information about a client, volunteer or staff person including:

- Financial
- Living arrangements
- Employment status
- Drug/alcohol use and/or history of either
- Relationships, i.e. family, partners or friends
- Medical condition or treatment

I, \_\_\_\_\_, understand that in the course of my volunteer work at  
(*print name*)

CFBNJ/SB, I may learn certain facts about clients, volunteers and employees that are of a highly personal and confidential nature.

I understand that all such information is completely confidential. I agree not to disclose any information of a personal and confidential nature to any person without the specific consent of the individual to whom the information pertains.

In case of doubt about a situation, I will first contact the staff person to whom I report or program director. I also understand that should I disclose any confidential information, I may be terminated from my volunteer position at CFBNJ/SB.

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



SOUTHERN BRANCH  
FIGHTING HUNGER AND POVERTY

## FOODBANK RULES

- You are required to sign in and out each time you enter or leave the premises. Notify the Volunteer Coordinator or Manager at the end of your shift for confirmation of hours.
- No eating, drinking, running or smoking in the warehouse or thrift shop areas.
- You are not to remove any product/s from the premises.
- Remain in the assigned work area. Please report to the Volunteer Coordinator or FoodBank staff if you need to leave the area or premises.
- Only FoodBank staff is permitted to operate warehouse equipment.
- Clean up is a part of our work. Place recyclables and garbage in proper containers.
- Contact the Volunteer Coordinator ahead of time if you cannot come in as scheduled. Failure to do so may result in removal.
- Group supervisors must work with the groups at the assigned area at all times. The FoodBank staff cannot act as group supervisors.
- In an emergency, please locate the illuminated red exit signs above doorways to leave the FoodBank.
- Only use yellow pathway/safety corridor while walking through the warehouse.
- Restrooms are located upstairs at the end of the hallway.

### Dress Code

- Dress casual and comfortably. Layers are suggested in colder months.
- Closed toe shoes are required in the warehouse at all times.
- **The following are not permitted in the warehouse:**
  - **Heels, sandals or open toe shoes**
  - **Clothing with controversial messages**
  - **Tank tops, short shorts or short skirts**
  - **Overly tight, revealing or suggestive clothing**
  - **Extremely loose, ripped or dangling clothing or jewelry**
  - **Earphones, I pods, cell phones, blue tooth headsets, CD players, two way radios**
- Please leave electronics, purses, bags, backpacks, jewelry and other valuables at home, locked in your car or secure area. The Community FoodBank of NJ is not responsible for any missing personal belongings. We reserve the right to inspect all bags that are brought into the FoodBank.

### Age Limits

- The minimum age is twelve. Those between ages 12 and 16 must be accompanied by an adult for safety reasons.
- Groups with individuals ages 12 – 16 must be accompanied by one adult for every 8 teens.

### Parking

- Parking is available in the designated lot spaces. Please **do not** park at entry doors or loading dock areas as your car may be towed. Your assistance and cooperation is appreciated.