



# Feed My People

FOOD BANK

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## YOUTH VOLUNTEER POLICY & AGREEMENT FORM

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Birthday:** \_\_\_\_\_

**Emergency Contact:**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Welcome to Feed My People!**

Thank you for choosing to volunteer with us. This agreement outlines important information about your volunteer experience, responsibilities, and safety. Please read it carefully. By completing this form, you acknowledge that you understand and agree to these terms. This is a one-time agreement, unless updates are made in the future.

Youth 12 years of age and older are welcome to volunteer at Feed My People Food Bank, provided they comply with Feed My People's Youth Volunteer Policy and Expectations outlined in this agreement. These guidelines are in place to help ensure the safety of both volunteers and staff.

Volunteer activities take place in a warehouse environment where machinery is in operation; therefore, appropriate adult supervision of youth volunteers is required at all times. Supervisors must be 18 years of age or older.

Before a minor may volunteer with Feed My People Food Bank, a Youth Volunteer Policy & Agreement Form must be completed and signed by a parent or legal guardian. This form must be returned to the Volunteer Recruiter at Feed My People Food Bank on or before the day of the minor's first volunteer shift.

Feed My People Food Bank reserves the right to review volunteer participation on a case-by-case basis, recognizing that a uniform approach may not be appropriate and that volunteer assignments may require individualized consideration.

**12 years to 15 years:**

- This age group is welcome to volunteer for the following opportunities:
  - Pop-Up Food Pantry Set-Up and Distribution
  - Bulk Food Repacking
  - Can and Bag Labeling
  - Recycled Bag Sorting
- For Bulk Food Repacking and Can and Bag labeling for every **four** youth in the group there must be at least **one** adult present to supervise (4:1 ratio).
- For Pop-Up Food Pantry Set-Up and Distribution, every youth volunteer must have their own accompanying adult (1:1 ratio).
- Youth volunteering as a part of a school group or individually are required to have a parent/guardian Volunteer Agreement Form on file with Feed My People.
- Youth are limited to volunteering a maximum of two hours at a time.
- School groups are limited to a maximum of 12 students.

### **High school students (16 and older):**

- This age group is welcome to volunteer for the following opportunities:
  - Pop-Up Food Pantry Set-Up and Distribution
  - Bulk Food Repacking
  - Can and Bag Labeling
  - Recycled Bag Sorting
- Youth Volunteers are welcome for both group and individual opportunities.
- Youth volunteering on an individual basis are not required to have an adult accompany them.
- All youth volunteering as a part of a school group or individually are required to have a parent/guardian Volunteer Agreement Form on file with Feed My People.
- School groups are limited to a maximum of 12 students.

### **Volunteer Release and Confidentiality Agreement**

**1. Volunteer Status** I understand that I am volunteering my time to Feed My People Food Bank (“FMP”), and I am not an employee. I am not entitled to wages, benefits, or workers’ compensation coverage.

**2. Activities and Assumption of Risk** I understand that volunteering may include lifting heavy boxes, working near forklifts or pallet jacks, sorting food, standing for long periods, and working in cooler/freezer areas. These activities carry a risk of injury or illness. I voluntarily choose to participate and freely assume all risks associated with volunteering at FMP. **The youth volunteer and their parent/guardian understand these risks and agree that participation is voluntary.**

**3. Community Service Hours** Feed My People does not organize, authorize, or officially approve community service. If an individual chooses to complete community service through volunteering with Feed My People, they may obtain a record of their volunteer hours through our volunteer portal. It is the responsibility of the volunteer to track and report their hours as required by their school or organization.

**4. Release of Liability** In consideration for being allowed to volunteer, I agree to release and hold harmless Feed My People Food Bank, including its board members, employees, volunteers, and agents, from any claims or liability for injury, illness, death, or property damage arising from or related to my volunteer service, including claims resulting from the organizations negligence, except as prohibited by law.

**5. Youth Volunteer Agreement Requirement** If I am under 18 years of age, or if I am the parent or legal guardian of a minor registering to volunteer, I understand that a Youth Volunteer Agreement must also be completed. I understand that this form must be signed by a parent or legal guardian, can be printed from the volunteer page of the Feed My People Food Bank website at [fmpfoodbank.org](http://fmpfoodbank.org), and must be returned to the Volunteer Recruiter at Feed My People Food Bank on or before the day of the minor’s first volunteer shift.

**6. Volunteer Responsibility** I agree that if my actions while volunteering cause someone else to make a claim or complaint against FMP, I will take responsibility and not hold FMP responsible.

**7. Medical Consent & Information** In the event of injury or illness, I authorize Feed My People Food Bank staff to obtain emergency medical care for my child. I am responsible for any resulting costs and agree to update the food bank if contact information changes.

**8. Photo/Video Consent** I understand that Feed My People Food Bank occasionally takes photographs or videos during volunteer activities for use in newsletters, websites, social media, grant reports, or other promotional or educational materials. I give permission for my (or my child’s) image, voice, or likeness to be used for these purposes without further notice or compensation. If I do NOT want my/my child’s photo or video used, I will notify staff in writing (or by email to [heather@fmpfoodbank.org](mailto:heather@fmpfoodbank.org)) before or during my first volunteer shift.

**9. Email Communications** By providing my email address, I agree to receive occasional updates from Feed My People about news, events, fundraising campaigns, and volunteer opportunities. I may unsubscribe from these emails at any time.

**10. Confidentiality** The youth volunteer agrees to keep confidential any private client or donor information they may see or hear while volunteering. The parent/guardian acknowledges and supports this commitment.

## Youth Volunteer Expectations

These rules are in place to ensure a safe working environment for both the volunteer and Feed My People staff members and to ensure that projects are completed properly. The staff members at Feed My People do not have the capacity for constant supervision.

1. All volunteers are required to wear close-toed shoes.
2. No running, jumping, throwing things, or climbing on equipment (this includes forklifts, pallet jacks, tables, pallets, racks, mobile stairs, carts, etc.).
3. Volunteers should remain in the area they are working in. No one should wander through the warehouse without a staff member.
4. When transporting items (such as cans), volunteers should only carry a few items at a time. Dropping items can damage food and injure people.
5. The general noise level should be kept low. A radio or speaker can be turned on but should be kept at a reasonable volume.
6. Safe food handling practices are extremely important. If your group is working with repacked food, monitor them closely to ensure that they are washing their hands and using fresh gloves every time their hands become contaminated and that they do not use any items that fall on the ground. Food should never be set directly on the ground; even if it's in a package.
7. **Feed My People wants volunteers to work at a slow pace** – the activity is not a race. Working quickly usually results in violations of safe food handling practices, wasted food, and errors in completing the project. Work slowly and accurately.
8. All groups must clean up after themselves. The Volunteer Recruiter will give you specific directions on what needs to be done at the end of your shift.
9. **Health Matters:** If you're feeling unwell or have been in the last 48 hours, please either cancel or reschedule your shift.

## Agreement & Acknowledgment

By signing below, the youth volunteer and parent/guardian acknowledge that:

- They have read and understand this agreement
- They accept the risks of volunteering
- The youth is participating voluntarily
- The parent/guardian consents to participation and all terms above

### Signatures

Youth Volunteer Name (Printed): \_\_\_\_\_

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

Parent/Guardian Name (Printed): \_\_\_\_\_

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