



## Volunteer Registration

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

\_\_\_\_\_  
First Last

\_\_\_\_\_  
Address Zip

\_\_\_\_\_  
Phone Number Alternate Number

\_\_\_\_\_  
E-mail Birth Date (mm/dd/yy)

### Background Information

How did you hear about the Food Bank? \_\_\_\_\_

Are you hoping to complete Community Service Hours?  Yes  No

What is this for?  Court  School  Other

If yes, additional information is needed before volunteering.

What types of volunteer work are you interested in performing or what program do you wish to help? (Please check our website for more information.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Physical limitations: \_\_\_\_\_

\_\_\_\_\_

Highest completed education level or relevant special training (graphic design, trucking, accounting, master gardener, data entry etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relevant volunteer and work experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relevant or of note special interests/hobbies/skills: \_\_\_\_\_

\_\_\_\_\_

Tell us a bit about yourself: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this application for a group? If so, please elaborate (name of group, numbers, skill level/age): \_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Starting date and ending date available: \_\_\_\_\_

Please indicate the time you are available to volunteer:

	S	M	T	W	Th	F	S
<b>Morning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Afternoon</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Evening</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is your schedule preference?

Weekly     Monthly     Weekends     Special Events     Please call when needed

**In case of an emergency, who should we contact?**

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

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

Relationship to you: \_\_\_\_\_

**Volunteer or work-related reference:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization/Business: \_\_\_\_\_ Phone: \_\_\_\_\_

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

What work did you do for this person? \_\_\_\_\_

**Personal Reference (excluding relatives):**

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

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

## **Volunteer Code of Conduct and Dismissal of Services Policy**

In the hope to maintain a safe and productive environment for the Greater Lansing Food Bank (hereinafter referred to as GLFB), its employees, volunteers, affiliates, agents, and other parties associated with, the following Code of Conduct and Dismissal of Services Policy shall be followed by all volunteers as appropriate by law. The Code of Conduct and Dismissal of Services Policy is subject to change and an updated version will be kept on display with other Federal and State required workplace documentation. It shall be assumed that any volunteer consenting to the Volunteer Code of Conduct and Dismissal of Services Policy will follow subsequent revisions during the term of their service without the necessity to sign a new consent.

### *Volunteer Code of Conduct*

A volunteer of GLFB shall comply with the following Code of Conduct and theories of the Reasons for Dismissal or Denial of Services. The Code of Conduct is subject to change and is not limited to:

- A total compliance with laws, rules, regulations, and agreements of GLFB and affiliates including state or federal laws
- There shall be no harassment, sexual or other, of GLFB employees, volunteers, clients, or affiliates
- Please be considerate of times and dates established to volunteer
- Please do not bring other people to volunteer without prior arrangements
- Please treat GLFB employees, volunteers, clients, and affiliates with fair and courteous respect without regard to ethnicity, religion, gender, national origin, age, sexual orientation, veteran status, or disability
- No eating or drinking in the warehouse
- No solicitation
- Cell phone calls are not permitted in the warehouse or on food runs, unless it's an emergency
- Smoking is not permitted on GLFB property, in GLFB vehicles, or on the grounds of our NPP distribution sites
- Use professional language and conduct
- Dress code: see attached document

### *Reasons for Dismissal or Denial of Services*

Volunteers who do not adhere to the policies and procedures of the program or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. Dismissal is within the discretion of the immediate supervisor of the volunteer. Reasons for dismissal are subject to change and are not limited to:

- Violation of program policies and procedures, court rules, or law
- Gross misconduct or insubordination
- Being under the influence of alcohol or drugs while performing volunteer duties
- Inadequate hygiene
- Theft of property or misuse of GLFB equipment or materials—do not take or use items from the warehouse
- Mistreatment or inappropriate conduct toward GLFB employees or affiliates
- Taking action without GLFB permission that endangers GLFB or affiliates
- Breach of confidentiality
- Volunteers must be 14 years of age or older
- Failure to satisfactorily perform assigned duties
- Conflict of interest which cannot be resolved
- Falsification of materials or misrepresentation of facts during the screening process
- Falsification of any materials included in a report to the court
- Currently charged or convicted of:
  - Violent crimes
  - Sex Crimes
  - Major theft or burglary
  - Major Drug Sales
- The GLFB reserves the right to perform a background check on all volunteers.

## Volunteer Dress Code

Thank you again for volunteering. As a volunteer for the Greater Lansing Food Bank and our programs you are now a representative of our organization. The majority of your time will be spent out in the community and for this reason proper dress is required. Remember, clean and comfortable not offensive or controversial. If you have questions, please talk to the staff person in charge.

- Pants – Pants must not have holes or rips, and should be worn at your waistline. Shorts are acceptable for some situations and should be 2" above the knee or longer (no short shorts).
- No sleepwear, no cut offs, no spandex.
- Shirts & Sweatshirts – No offensive pictures or slogans or advertising for alcohol. No tank tops or low-cut tops. Ill-fitting shirts that do not cover your torso are not permitted.
- Shoes – Must be comfortable for standing or walking. No open-toe shoes, sandals, or slip-ons. Shoes must be tied and socks must be worn.

*Note: These are guidelines and may not apply to every situation. See the staff person in charge for questions, but volunteers who come inappropriately dressed will be asked to change before beginning their volunteer assignment.*

## Greater Lansing Food Bank Volunteer Agreement

### *Waiver and Release of Liability*

In consideration of volunteering my services at the Greater Lansing Food Bank, hereinafter referred to as GLFB, I hereby acknowledge that there may be certain risks of injury involved and I knowingly and freely assume all such risks and assume full responsibility for my participation. I agree to indemnify, save, and hold harmless GLFB, its employees, agents, representatives, affiliates, and volunteers of any loss, claim, damage, injury, illness, costs, or harm of any kind or nature to me arising out of any and all activities associated which may occur or be incident to my involvement or participation with GLFB.

### *Consent to Receive Medical Care*

In the event of injury while participating in any and all activities associated with GLFB, I consent to receive any emergency medical aid, anesthesia, and/or medical treatment or operation if, in the opinion of a qualified medical person, such treatment is necessary.

### *Volunteer Confidentiality Agreement*

As a volunteer at GLFB, a Michigan non-profit corporation, I recognize that I may have access to confidential information concerning GLFB, its clients, donors, agents, employees, volunteers, affiliates, and/or representatives. I agree that I will not share this information with any person or organization at any time without prior written consent from GLFB.

### *Consent to Volunteer Code of Conduct and Dismissal of Services*

In the hope to maintain a safe and productive environment for GLFB its employees, volunteers, affiliates, agents, and other parties associated with GLFB I have read, understand, and will comply with the Volunteer Code of Conduct and Dismissal of Services Policy found on the reverse of this document or in a visible point of display at GLFB offices. I further agree to report all information, as required by law, in regards to my criminal history as requested by GLFB staff. GLFB staff reserves the right to perform a background check with the Michigan State Police on all volunteers. I understand this information is used to comply with the GLFB Code of Conduct philosophy and could result in a dismissal or denial of my services.

### *Photograph and Publicity Release Form*

I give the *Greater Lansing Food Bank* permission to take pictures, photos, video recordings, audiotapes, digital images, and the like of me. I also release the *Greater Lansing Food Bank* from liability in connection with any use of the above media including, but not limited to: illustrations, displays, videotapes, publications, slide shows, and any educational or promotional materials in any medium now known or later developed, including the Internet.

**I give my consent** to the *Greater Lansing Food Bank* to use my name or my child's name and likeness to promote the program, its fiscal agent, and/or their activities.

**I do not give my consent** to the *Greater Lansing Food Bank* to use my name or my child's name and likeness to promote the program, its fiscal agent, and/or their activities. **Note:** It is your responsibility to inform us, when we are taking pictures, not to include you.

I, the undersigned, affirm that I am at least 18 years of age or I am the parent/legal guardian, and am freely signing this agreement. I have read this form and 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 or involvement with the GLFB. I agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

\_\_\_\_\_  
Volunteer or Parent/Legal Guardian if under 18 Name (Signed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Name (Printed)

\_\_\_\_\_  
GLFB Staff Initials