

**NORTH KINGSTOWN FOOD PANTRY
VOLUNTEER REGISTRATION FORM**

Thank you for your interest in volunteering with the Pantry. Please print, complete and send this form to the Pantry at 445 School Street, North Kingstown, RI 02852. We will be in touch about current opportunities and training.

Last Name First Middle Date of Birth

Street Address City, State, Zip

Home Phone Cell Phone E-Mail

Emergency Contact Name Phone

Medical Conditions we should know about in case of emergency

Days Available: Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___

Times Available: Mornings ___ Afternoons ___

Organization represented (if applicable): _____

Is your service required? **No** ___ **Yes Court Mandated** ___ **Yes School** ___

Areas of volunteer interest: Check all that apply.

Food Stocking ___ Food Service ___ Office Filing or Data Entry ___ Fund Raising ___

Computer Hardware or Software / Web Maintenance ___ Building or Grounds Maintenance ___

Please read the guidelines on page 2 of this form and sign below to indicate that you have read them and understand your responsibilities while volunteering for any North Kingstown Food Pantry activity. By signing below, you agree not to disseminate any confidential information reported to the North Kingstown Food Pantry. Confidential information is defined as written or oral information disclosed to the volunteers and specifically related to the population served.

Volunteer Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

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VOLUNTEER GUIDELINES

The North Kingstown Food Pantry appreciates your services. We ask your cooperation in following these guidelines. Your signature on the reverse of this form indicates that you have read these guidelines and understand your responsibilities while volunteering for any North Kingstown Food Pantry activity.

1. Please come prepared to volunteer. Wear closed toe shoes and long pants in the warehouse. Sandals, tank tops, shorts, and offensive clothing are not permitted. Please wear your name badge at all times. Lock personal belongings, purses, back packs, computers, etc. out of sight in your vehicle.
2. The North Kingstown Food Pantry assumes no responsibility for damage to or loss of personal property of volunteers. Volunteers participate at their own risk and agree to use personal insurance or that provided by group organization as the primary provider in case of an incident.
3. 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. Follow all emergency procedures during an emergency.
4. Follow staff instructions and complete duties as assigned. Ask for help as needed. Report possible hazards or unsafe activities to staff. Running, shouting, horseplay (tossing food, etc.), walking or stepping on pallets is not permitted.
5. Keep the Pantry clean and assist with cleanup at the end of your volunteer shift. Wash your hands before handling food or after your break or the restroom.
6. Anyone under the influence of drugs or alcohol will not be permitted to volunteer. Smoking is not permitted in the Pantry.
7. Harassment of any kind by staff or volunteers is not tolerated. Any behavior intended to create discord or restrict volunteers or staff from working is not tolerated. Report any incidents immediately to staff.
8. Volunteers may not take food or any other product from the Pantry. Unauthorized possession of Pantry items will be considered stealing and will lead to immediate discontinuation of volunteer service.
9. Youth volunteers (ages 14 to 17) must have a parent or guardian's permission to volunteer. Youths aged 14 or 15 must be accompanied by an adult 21 years of age or older. Youth volunteers are to be monitored on a continuous basis.
10. Volunteers agree not to disseminate any confidential information reported to the North Kingstown Food Pantry. Confidential information is defined as written or oral information disclosed to the volunteers and specifically related to the population served.