

Volunteer Agreement

Dear Hunger Hero,

Ozarks Food Harvest greatly appreciates you choosing to give your gift of time at The Food Bank. The purpose of this agreement is to provide a volunteer experience that is rewarding, productive and safe. Please read thoroughly and sign at the bottom.



OZARKS
Food Harvest

The Food Bank

Ozarks Food Harvest commits to:

1. Provide food safety training and staff supervision during volunteer projects.
2. Provide a safe and productive work environment for all volunteers.
3. Provide adequate information about The Food Bank's mission, work and opportunities for volunteer and public involvement.
4. Treat volunteers as equal partners in OFH's fight against hunger in the Ozarks. OFH staff will be receptive to volunteer feedback regarding ways in which The Food Bank can better accomplish our mutual mission to end hunger.

Volunteers are asked to commit to the following policies:

1. **Arrive on time and stay the full scheduled session.** We rely on your commitment and plan accordingly. If you are unable to attend please notify OFH immediately so that we may plan for your absence. *Volunteer sessions must be scheduled in advance.*
2. **Closed toe shoes are required.** *Volunteers will not be allowed to work in open toe shoes.* No clothing with obscene or controversial messages is allowed. Headphones are not allowed in the warehouse or volunteer center.
3. Follow instructions and complete duties as assigned. Ask for help, as needed.
4. Anyone under the influence of drugs and/or alcohol will not be permitted to volunteer. Smoking must be in designated areas only.
5. Items distributed are intended solely for those in need. Food, supplies and/or produce cannot be taken by volunteers. This includes products which are deemed unfit and are designated for disposal.
6. Only the Food Bank staff may operate forklifts or electric pallet jacks. Youth volunteers may not work around forklifts, pallet jacks or participate in the loading and unloading of vehicles while power equipment is present. Riding pallet jacks or walking/ stepping on pallets is not permitted.
7. Running, shouting, horseplay (tossing food, etc.) or foul language is not permitted.
8. 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.
9. Show respect for fellow volunteers by staying on task and working with the group. Limit cell phone usage and breaks.
10. **Volunteers MUST be at least 12 years old for all warehouse projects.** All youth under the age of 18 must have a completed and signed Youth Permission Form at the time of volunteer activity. Youth volunteers age 12-15 must be accompanied by a parent or guardian. If part of a group, the youth to adult ratio is 5:1 minimum.
11. Please leave valuables at home or in your car. OFH will not be responsible for missing personal belongings.
12. All information and data about OFH clients, agencies, volunteers, staff and donors of OFH is strictly confidential any may not be discussed outside The Food Bank.
13. Any injuries, possible hazards or unsafe activities must be reported immediately to staff.
14. Ozarks Food Harvest may photograph volunteer activities. By signing below, you are giving OFH consent to publish, post and share volunteer photographs with various media outlets.

Agreement: Ozarks Food Harvest will provide every reasonable opportunity for training and a safe work environment. Volunteers must follow instructions and work only in designated areas on designated projects to ensure their safety and security. Volunteers understand that they are, of their own free will, volunteering time and expertise in the furtherance of the mission and activity of Ozarks Food Harvest and as such will not expect, want, or demand any monetary or in-kind compensation for their efforts.

Disclaimer: By my signature below, I hereby indemnify and save harmless Ozarks Food Harvest, its funders, grantors, and donors, against and from all liabilities, obligations, damages, penalties, claims, accidents, costs, and expenses, including reasonable attorney fees paid, suffered, or incurred for damage or injury to persons or property in whole or in part as a result of my volunteer activities at Ozarks Food Harvest or any of its programs, projects, or special events.

I have read and understand my responsibility to follow these rules while I am a volunteer for any Ozarks Food Harvest activity. 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.

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

Volunteer Signature: _____

Organization attending with: _____

If volunteer is under age 18, the signature of a parent/guardian is required and an OFH Youth Permission Form must be completed and signed.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Youth Volunteer Permission Form



The Food Bank

Dear Parent or Guardian,

Ozarks Food Harvest requires permission for anyone under the age of 18 to participate in any volunteer activity. All volunteers must be 16 years old or older to independently volunteer at the OFH Volunteer Center. **A parent or guardian who is over the age of 21 must accompany volunteers ages 12-15.** Youth volunteers without signed Youth Permission Form or adult supervision will NOT be allowed to volunteer at the facility.

In accordance with Ozarks Food Harvest's volunteer policies, all volunteers will be required to follow the attached Volunteer Agreement, as well as the directives of OFH Volunteer Supervisors and other staff members. Youth volunteers must have a current Youth Volunteer Permission Form on file at Ozarks Food Harvest in order to volunteer.

I verify that _____ (print youth's name) is currently _____ years of age and
I, _____ (print parent's/guardian's name) give permission for him/her to participate in
Ozarks Food Harvest volunteer activities.

By signing my signature below, I do release and indemnify, defend and hold harmless, Ozarks Food Harvest from and against any and all claims, actions, suits, or proceedings of any kind or nature arising as a result of the actions of my child.

I also release the staff and Board of Directors of Ozarks Food Harvest, without limitations, from damages, liabilities, penalties, costs, expenses, legal fees, and claims.

Please print the following information:

Name: _____ Date: _____

Relationship to Youth: _____

Emergency Contact & Phone #: _____

Signature of Parent or Guardian: _____