

# Volunteer Confidentiality and Civil Rights Compliance Sign-Off Sheet

I, the undersigned, do hereby acknowledge that in my volunteer service for the Springfield Area Food Shelf, I will have access to confidential information gained from client visits and in the applications and/or records of the organization. I agree that I shall not disclose any such confidential information maintained by the Springfield Area Food Shelf to any unauthorized person, and I will adhere to confidentiality guideline of the Springfield Area Food Shelf. I shall keep confidential all information related to volunteers, donors and clients. I acknowledge that a proven breach of confidence could cause for termination from my volunteer position.

As a volunteer at Springfield Area Food Shelf, I agree to comply with the policy that prohibits discrimination in all its programs and activities based on race, color, national origin, age disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. I understand that a proven failure to comply could be cause for termination from my volunteer position.

Volunteer Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

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

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## PLEASE INDICATE BELOW ALL VOLUNTEER POSITIONS YOU ARE INTERESTED IN:

- |  |   |
|--|---|
| 1. _____ Client Data Manager & Reporter                                      | 11. _____ Outreach & Community Relations Worker |
| 2. _____ Volunteer Manager   | 12. _____ Fund Raising Worker                   |
| 3. _____ Grocery Orderer/Pickup  | 13. _____ BackPack Packaging/Delivery           |
| 4. _____ Truck Delivery/Stocker (2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays) | 14. _____ Director                              |
| 5. _____ Client Intake   | 15. _____ President                             |
| 6. _____ Distribution Helper   | 16. _____ Vice President                        |
| 7. _____ Weigher   | 17. _____ Secretary                             |
| 8. _____ Stocker   | 18. _____ Treasurer                             |
| 9. _____ Take Out/Vehicle Loader   | 19. _____ Food Shelf Board Member               |
| 10. _____ Food Shelf Maintenance Worker                                      |   |

I would be willing to work (circle choice) **one/two/three/four times** every (choice) **week/month/year**.

Check shift/s to work \_\_\_\_\_ Tuesday 5pm-7pm \_\_\_\_ Thursday 9:30am-11:30am

1. **Client Data Manager & Reporter:** collect client intake forms, inputs data into spreadsheet, reports statistics to Second Harvest Heartland monthly. (5hours/month)
2. **Volunteer Manager:** coordinates volunteer recruitment, training, and scheduling. Sends report to Springfield Advance Press. (2 hours/month)
3. **Grocery Orderer/Pickup:** Place order to Second Harvest Heartland 2 times per month (1<sup>st</sup> & 3<sup>rd</sup> Friday), check what is available daily/every 2 days, order/pickup from Jim's Market as needed, coordinates with Stocker. (3 hours/month)
4. **Truck Delivery/Stocker (2<sup>nd</sup> & 4<sup>th</sup> Tuesdays):** help to unload truck deliveries and put away food. (4-6 hours/month)
5. **Client Intake:** welcomes, registers and helps clients to complete paperwork, verifies proof of residency in service area, assures client confidentiality. (2.5 hours/distribution)
6. **Distribution Helper:** assist client with shopping, other duties as needed. (2.5 hours/distribution)
7. **Weigher:** weighs outgoing food, fills out paperwork. (2.5 hours/distribution)
8. **Stocker:** sorts donations and puts items on shelf, reports grocery needs to be ordered, restocks food on shelves when clients go through. (2.5-6 hours/distribution)
9. **Take Out/Vehicle Loader:** pushes the carts with food on out to the clients' vehicle and puts in vehicles. (2.5 hours/distribution)
10. **Food Shelf Maintenance Worker:** keeps food shelf clean and orderly, breaks down boxes, haul to recycling, completes repairs as needed, works with Director/Stocker. (3 hours/distribution)
11. **Outreach & Community Relations Worker:** develops and distributes food shelf advertising, speaks to community groups, works with media for news releases and articles. (4 hours/month)
12. **Fund Raising Worker:** serves as point person for community groups and members for donations and fundraisers, coordinates events with Outreach and Community Relations Worker, point person for MN FoodShare March Campaign. (4 hours/month)
13. **BackPack Packaging/Delivery:** works with orderer and volunteer coordinator to line up people to package food and order food, haul bags to school and put in back packs.
14. **Director:** Overseas all emails, makes sure things run smoothly, keeps food shelf running
15. **President:** runs all meetings. (3 hours/month)
16. **Vice President:** backup to President if gone runs meetings. (3 hours/month)
17. **Secretary:** takes minutes at meetings and gets out to board in timely manner per by-laws, sends thank-you's to donors (unless someone else is voted to do). (3 hours/month)
18. **Treasurer:** makes deposits, pay bills and balances check book, repots financial activity to board, sends thank-you's to donors (unless someone else is voted to do). (3 hours/month)
19. **Food Shelf Board Member:**
  - Support the mission of the food shelf
  - Review and manage the pantry budget
  - Represent the public to the board
  - Recruit and train new board members and volunteers
  - Develop and monitor food shelf policies, settle grievances
  - Ensure legal and ethical integrity
  - Plan for the food shelf
  - Fundraise for the food shelf
  - Represent the food shelf to the public
  - Attend bi-monthly meetings, participate in discussion and vote on agendas