



# Shared Harvest

FOODBANK

*Hunger is not a choice... Giving is*

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Welcome to the world of Foodbanking! Thanks for expressing an interest in volunteering at Shared Harvest Foodbank and helping us battle hunger right here at home.

First, a word about us: Shared Harvest began in 1983, collecting wholesome surplus food and other grocery style products, donated by the food industry; and distributing these donations to charities which provide either hot meals or bags of groceries to people in need in a five-county area in Southwest Ohio. In addition, we also have two direct service programs that help feed children PreK-6th grade – The BackPack Program and seniors 60 yrs and older, The CSF Program.

We have several different ways you can engage as a volunteer. There are four standard projects and a variety of special projects throughout the year. You can also raise your voice as an advocate for not just Shared Harvest Foodbank but for the 1 in 6 Ohioans our network serves.

### BackPack Program

This program provides weekend bags of food for children living in severe food insecure homes. Your role would be to help pack bags based on a rotating 4-week menu and/or packed completed bags into boxes for distribution.

### CSF Program

This program helps our older population live healthier, independent lives by providing a dependable source of nutritious food, providing their bodies with the fuel it needs to be less prone to common illnesses which often requires a much more expensive medical intervention. Your role would be to help build the boxes and/or pack them with product based on a monthly prescribed menu.

### Evaluate, Sort & Repack Various Sources of Donated Product

Almost daily, Shared Harvest employees are visiting local retailers to rescue perishable food items such as fresh meat that is still safe to consume but can not be sold in the stores. Additionally, we will receive frequent donations from national donors such as Nabisco and Kellogg, where the product is a hodgepodge of items. Your role is to evaluate the donated product, sort out any that is not safe for consumption, and pack into boxes for easier distribution to local hunger relief charities.

### Assemble Mailings:

We have four quarterly mailings, one holiday direct mailing and our annual report that we send out each year. This is a fairly easy sit-down work where you would be assembling these mailings in an office environment. Great opportunity to meet new friends or catch up with old ones.

### Special Projects & Advocacy:

To learn more about how you can volunteer with projects that take you out into the community or how to be a voice for our neediest neighbors, please contact Rachael Copple at 513-874-0114 or [Rachael@sharedharvest.org](mailto:Rachael@sharedharvest.org).

Please be sure to fill all appropriate fields on the application. As the groups point of contact, you will be signing all disclosures, photo releases, and guidelines for the entire group. Individual participants can opt out of pictures the day of. Please make sure to share the 2nd page of this application with all group participants. Once we have the completed application, you will begin receiving our volunteer schedule about mid-month before the month we are in the process of scheduling. Just click on the sign up at the end of the email and it will take you to the registration form to sign up for requested shifts and dates.

**Thank you for caring enough to make a difference.**

5901 Dixie Highway | Fairfield | Ohio | 45014-4207 | Voice: 800.352.3663 | Fax: 513.874.0152 | [www.sharedharvest.org](http://www.sharedharvest.org)





## Group Volunteer Application

**Personal Information:**

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Organization Name and Department if Applicable

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Phone

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Email

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Street/ City/State/Zip

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Point of Contact Full Name and Title

In case of emergency, contact:

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Name

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Phone**Photo Consent & Liability Release:**

By signing below, I acknowledge that I am an "at-will" volunteer of Shared Harvest Foodbank (SHF), meaning that SHF may terminate my volunteer position at any time with or without prior notice. Similarly, I may quit for any reason, at any time, and with or without prior notice. I am volunteering my time and services to (SHF). I recognize that I will be working in and around an active warehouse and as such, I may be exposed to the normal hazards of this type of environment. While the SHF Board of Directors and staff are always concerned about safety and try to provide a safe workplace, I accept that I am ultimately responsible for my own safety and wellbeing while volunteering.

**Photo Consent:** (1) I consent to the photographing and/or video of my person by SHF, its agents, and their respective licensees, successors and assigned (herein collectively called "the licensed parties"), the right to use, publish and copyright my name, picture, portrait and likeness in advertising, and other printed and digital matter. (2) I agree that any pictures taken of me by the licensed parties are owned by them. If I should receive any print, negative or any other copy thereof, I shall not authorize its use by anyone else. (3) I agree that no advertisement or other material need be submitted to me for any further approval and the licensed parties shall be without liability to me for any distortion or illusionary effect resulting from the publication of my picture, portrait or likeness. I agree to hold SHF and its agents harmless from any Claim by any third party arising out of any inaccuracy or breach of any representations and warranties herein. **Initial** \_\_\_\_\_

☐ Check if you **do not** wish to let your photo/video (or your child's if being signed by a guardian) be a part of publicity materials.

**Liability Release:** I hereby agree to hold SHF and its agents harmless from any past, present, and future claims, actions, demands, liability, rights, damages or losses that I, my beneficiaries, administrators, executors or assigns had, have now or may have in the future in connection with the photographs or likeness and/or use, including without limitation, any actions for trademark or copyright infringement, violations of rights of publicity or privacy, or for blurring, distortion, alteration, optical illusion, or any use of the photographs. I agree to hold SHF and its agents harmless from any claim by any third party arising out of any inaccuracy or breach of any representations and warranties herein.

I understand and agree: (1) that this release is binding and (2) this release constitutes an agreement between myself and SHF and no waiver, modification or addition to this release shall be valid unless in writing and signed by the parties.

I hereby release and absolve Shared Harvest Foodbank and its affiliated agencies and organizations of any and all liability concerning my safety and well-being while volunteering. **Initial** \_\_\_\_\_

## Volunteer Rules and Regulations

Volunteers are identified as persons who perform duties or tasks for the food bank without wages or benefits.

Volunteers must complete an application form and be age **15** or older (unless specified).

Volunteers are recognized by the public as representatives of the food bank and shall be guided by the same work and behavior code as employees.

All attire must be clean and modest. Volunteers **must** wear closed-toe shoes; no sandals or flip-flops allowed; jeans, shorts (shorts' length must be at least to your fingertips) t-shirts are acceptable, but please consider carefully the message on your t-shirt; no tank tops or bare midriff tops and all undergarments must be covered, (no visible underwear - including pants hanging under the waist). Volunteers not properly attired will be asked to leave.

Hygiene: As SHF volunteers work in close proximity, practicing good hygiene is simply good manners. Please do not bring personal items such as purses, iPods or cell phones into the food bank, as we cannot be responsible for lost or stolen items. Cell phones, iPods or other personal devices are not to be used during your work shift.

Any illicit materials, including but not limited to weapons, alcohol and/or narcotics within the premises are strictly forbidden.

Volunteers must not under any circumstances climb on or attempt to operate any power machinery in the warehouse. Misuse of any equipment cannot be tolerated and is grounds for **terminating the volunteer relationship**.

All products donated to the food Bank are designated for distribution to nonprofit member agencies only. Items deemed unfit for distribution must be placed in the designated trash container. Volunteers found consuming donated food items on the job or removing donated product from the premises will no longer be allowed to volunteer.

Lack of respect for other volunteers and staff; an unwillingness to complete the assigned duty in an appropriate manner or time; use of vulgar or inappropriate language; and/or any display of anger, harassment, or other inappropriate conduct will not be tolerated.

The Shared Harvest Food Bank reserves the right to accept or deny any volunteer.

I have read and agree to follow the above rules and guidelines and shared a copy with all participants.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **DISTRIBUTION CENTER GUIDELINES**

To ensure the safety and security of our staff, volunteers, guests, and property –

### **THE FOLLOWING ACTIVITIES ARE STRICTLY PROHIBITED:**

- Unauthorized entry in restricted areas
- Sitting, standing, and/or climbing on product or shelving
- Eating, drinking, or chewing gum
- Use of tobacco or other nicotine products
- Bags or carriers containing personal belongings
- Consumption of products that are property of the organization
- Personal cell phone use
- Operating equipment without proper certification or authorization
- Improper use of equipment
- Profane language
- Disrespectful or careless behavior
- Improper attire

I have read, understand, and agree to follow the Distribution Center Guidelines listed above. I also understand that violation of these guidelines may result in corrective action up to and including termination of volunteer duties.

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Volunteer Signature

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Date