

WELCOME & THANK YOU

Welcome to the North Country Food Bank, Inc. Thank you for your interest and for volunteering with us. Your kindness, compassion, and help are immeasurable assets to North Country. We are so incredibly grateful for everything that you and our other volunteers do and give!

As a volunteer, you will help us fulfill our mission to distribute food and other resources to those in need.

You may also have the opportunity to do the following:

- Gain safe-food handling experience;
- Gain work experience and a job reference;
- Learn about hunger issues;
- Be part of an organization that is working to end hunger on both the local and national level;
- Satisfy your need to contribute to your community; and most of all
- Be an essential part of a kind, caring, and compassionate community organization that reaches out and gives back

This Volunteer Handbook has been prepared to inform you about North Country's volunteer practices and policies. We ask that you read this Handbook carefully and refer to it whenever questions arise. This handbook should serve as a guide to you during your experience here with us at North Country.

This Handbook is intended as a general guide. It is not intended to be, and it shall not be considered to be all-inclusive. This Handbook is not a guarantee that your volunteer position will continue for any specified period or will end only under certain conditions. Your volunteer position with North Country is "at-will," meaning that you or the Food Bank can terminate your volunteer position at any time, with or without prior notice, and for any lawful reason.

North Country, at its option, may change, delete, suspend, or discontinue any part or parts of policies, procedures and rules contained in this Handbook, without prior notice.

North Country relies on generous individuals like you to volunteer your time and talents. Thank you for believing, as we do, that no one deserves to be hungry. Volunteer rules covering personal standards of conduct as well as standard operating procedures are necessary to protect the health and safety of all volunteers, maintain uninterrupted service and protect North Country's good will and property. Volunteers must follow all safety regulations.

VOLUNTEERING OPPORTUNITIES – WAYS TO HELP

Get Involved! Some of the ways volunteers can help at North Country are listed below:

Assemble CSFP Food Boxes:

North Country administers the Commodity Supplemental Food Program (CSFP). This is a federal program that provides supplemental food, to seniors, who need food assistance. Volunteers pack over 1,800 supplemental food boxes each month with cereal, juice, canned fruits, vegetables, milk and meat, rice or pasta, and peanut butter. Join our assembly line and help provide food boxes to hungry community members throughout the state.

Assemble BackPack Bags:

North Country provides bags of shelf-stable, nutritious foods to children enrolled in the Backpack Program for the weekend when school meals are not available. Volunteers pack food bags each month with cereal, juice, canned fruits, vegetables, milk, and meal entrees. Join our assembly line and help provide food bags to hungry children throughout the state.

Sorting & Labeling Food/Produce:

Occasionally, North Country receives donations in containers too large to distribute, or without proper labeling. This food must be sorted by hand, re-boxed, and properly labeled. Once the food is sorted and labeled, it can be made available to our partner agencies for distribution directly to those in need. Join our sorting and re-packing operation to help get donated food out to those in need.

Short-term Office Projects:

North Country is involved in many fundraising and community awareness projects, and occasionally has a need for assistance with direct mailings, creating booklets and other short-term projects that require assistance in the office. Join our team and help us raise funds for our operation or get information out to those who need it.

Learn & Inform Others:

North Country provides opportunities for community members to tour the facilities and learn about our partner agencies and anti-hunger programs. Please ask questions or visit our website at www.northcountryfoodbank.org. Invite a North Country staff member to come speak to your work, school, church, or civic group. Ask about opportunities to participate in research projects or initiatives. Contact our Volunteer Coordinator, **Megan Polley**, at **(218) 399-7356** or **megan@northcountryfoodbank.org** for more information.

Donate Funds:

Help support North Country's anti-hunger programs by becoming a financial donor. North Country is funded through the generosity of individuals, foundations, and corporations in the community. Your financial support helps North Country fund existing programs and expand into new programs throughout our service area in northwest Minnesota.

Additional Volunteer Opportunities:

New projects are always in the works! Many volunteer opportunities are seasonal or may be age specific. So, if you have an idea, or don't see the opportunity that you are looking for, please call us. We would be happy to discuss other opportunities based on the needs or interests of your group.

CONSIDERATIONS

North Country is closed on the following holidays:

New Year's Day	Martin Luther King Junior Day	Presidents Day	Good Friday
Memorial Day	Independence Day	Labor Day	Veterans Day
Thanksgiving	Day After Thanksgiving	Christmas	

North Country does not offer volunteer opportunities on these holidays, **except when special circumstances** exist, and by prior arrangement.

It is the policy of North Country to recruit well-qualified volunteers. Recruitment and volunteer positions shall be conducted in an affirmative manner to provide equal volunteer opportunity and to prohibit discrimination based on political or religious opinions or affiliations, or because of race, color, creed, national origin, sex, age, physical or mental handicap, unless specific age, sexual orientation, mental or physical requirements constitute a bonafide occupational requirement.

While North Country recognizes and greatly appreciates the service of all volunteers, including those with mandatory hours, our priority is to protect and safeguard the mission, name, and productivity of our organization. North Country will not place volunteers assigned service hours for criminal offenses in positions that may in any way endanger the safety of other volunteers and staff or the security of the facility.

VOLUNTEER PROCEDURES

Orientation:

Each volunteer will be provided with a copy of North Country's volunteer policies. A volunteer orientation will be provided, and all volunteers are encouraged to attend.

Volunteer Conduct:

All volunteers should exercise the utmost discretion regarding all matters of official business, records, and client confidentiality. You are expected to present a professional, business-like image to our customers and the public. Maintaining a favorable personal appearance is an ongoing requirement of volunteering. You are a direct reflection of North Country.

- Personal cell phones are prohibited in work areas. Volunteers are permitted to use their cell phones in break areas, and North Country's telephones for limited personal use. Such use shall not interfere with volunteer performance. Volunteers shall observe the rules of telephone courtesy in answering or placing calls.
- No headphones are to be worn while signed in for volunteer work.
- A volunteer, while on duty, may not plan, initiate, participate in or otherwise aid or assist in the conduct of any unlawful demonstrations, rioting or civil disturbance.
- The Volunteer Coordinator schedules all volunteer activities at North Country. Each month, the Volunteer Coordinator works with North Country's staff to develop a volunteer project schedule which includes any opportunities for large group projects.
- Individuals may schedule time to work in the warehouse. The Volunteer Coordinator can assist you in matching your skills and talents with volunteer opportunities.
- Much like a restaurant, volunteers need to make a reservation to come volunteer. This is our way of making sure we do not have too many people scheduled at once. Also, because of our limited hours, we may be unable to schedule volunteers to finish required volunteer hours at the last minute.
- We encourage prospective volunteers and volunteer groups to call or e-mail Megan at (218) 281-7356 or megan@northcountryfoodbank.org to schedule their volunteer time.

Attendance:

Volunteers are requested to arrive promptly for their volunteer assignment, or notify the Volunteer Coordinator in advance if they are unable to come in at their scheduled time. This will allow North Country to plan for your absence or to contact other volunteers.

All volunteers at North Country Food Bank, Inc. are asked to arrive prepared to work. Due to the nature of our work, volunteers need to be self-motivated & capable of working independently. Volunteers taking excessive breaks or dawdling will be sent home, and may or may not be rescheduled.

Sign-in & Sign-out:

Volunteers are required to sign-in and sign-out on North Country's volunteer logbook each time they volunteer. These hours are used in numerous grant applications and other funding opportunities that help provide financial support for our operations. By keeping track of your hours, we are also able to recognize and report your commitment to the community.

Verification of Volunteer Hours:

Some volunteers may require verification of volunteer service hours such as school required, club, community and court-reported. Only the Volunteer Coordinator may sign off on court reported hours. Volunteers who are coming in on an on-going basis should have a timecard on file. Documentation of hours for any purpose is taken directly from North Country's sign-in sheets. It is the volunteer's responsibility to make sure that they sign in and out from every

shift, and that a supervisor initials this record (at the end of each shift). Hours cannot be documented if a supervisor does not confirm by signing off on the time sheet.

Age requirements:

North Country aims to engage volunteers of all ages in hands-on experiences that directly support North Country and its agencies. North Country is a working warehouse with forklifts, pallet jacks and other equipment. For this reason, volunteers under the age of 18 must be accompanied by an adult. For every 4 volunteers under the age of 18, at least 1 adult supervisor is required. Nobody under the age of 6 is allowed in the warehouse due to safety considerations.

Further age restrictions may apply to certain projects or tasks. All volunteers under the age of 18 must have a parent or guardian sign a liability waiver prior to beginning their work assignment. Due to safety considerations, North Country reserves the right to limit the number of children at a volunteer site at one time.

North Country does recognize the value of young volunteers and is happy to discuss other ways for younger children and groups to be involved in our work. North Country will make every effort to attempt to accommodate tours and projects for younger groups during hours of operation.

Food:

All of the food in the warehouse is donated by individuals and organizations for distribution to our partner agencies and their clients. Anyone who takes food from the warehouse will be immediately asked to leave and will not be invited to return.

North Country may provide some food and beverages for volunteers to snack on during a shift. This food is located in the break room and in the “volunteer refrigerator.” You may help yourself to food or drinks in the volunteer refrigerator or on the counter, but it must be consumed in the break room and cannot be taken off-site. **No food or beverages can be brought into the warehouse.**

Clothing:

You will most likely be working in the warehouse around heavy machinery, and where food is handled and stored. Please wear appropriate attire. No open-toed shoes or tank tops are allowed in the warehouse at any time. Dress in comfortable clothing and wear comfortable shoes (the concrete floors are hard on your feet). The warehouse is not cold, but you may want to dress in layers to meet your individual needs. Coats and jackets should be left on hangers provided for volunteers, not draped on racking or pallets in the work areas. Tie back long hair and don't wear dangling jewelry. Walkmans/radios/headsets are not permitted in the warehouse.

Valuables:

Volunteers are solely responsible for items brought to North Country. North Country is not responsible for any lost or stolen items. Please lock any valuables you may have inside your car and out of sight.

Parking:

North Country has limited parking for staff and volunteers. If you are coordinating a group, please try to carpool. Do not block loading docks or roadways.

Smoking:

Smoking is not permitted anywhere inside North Country's facilities.

Controlled Substances:

North Country's goal is to provide a safe and productive environment. The problems substance abuse causes (e.g., on-the-job accidents, poor performance, absenteeism, etc.) are inconsistent with North Country's goal of having a safe and productive work environment. It therefore is with a concern for your health and safety, as well as North Country's business, that North Country maintains a drug-free workplace. You must arrive to volunteer fit for duty. Thus, arriving to volunteer with an illegal controlled substance or alcohol in your system is cause for discipline, up to and including termination. Further, the use, sale, possession or distribution of an illegal controlled substance or alcohol during working hours, on North Country's property, or while on North Country's business, is strictly prohibited. This prohibition includes use of prescription drugs in quantities greater than that prescribed or where the prescription has been issued to someone other than yourself.

Harassment:

Harassment is taken very seriously by North Country. Volunteers need to work in a safe and welcoming atmosphere. If you experience or detect any instances of harassment, sexual or otherwise, please report it immediately to your assigned volunteer supervisor. If you are the alleged perpetrator of such behavior, you will be asked to leave, and an investigation into the grievance will be conducted.

Discrimination:

North Country prohibits discrimination based on an individual's race, color, religion, national origin, age, disability, marital status, sexual orientation, or any other basis protected by applicable law. The same procedures as outlined above for harassment apply for the reporting and investigation of such discrimination. Appropriate disciplinary action will be taken if the claims appear to have merit following the investigation, assuring fair treatment of volunteers in selection, training, and all other aspects of personnel administration without regard to political or religious opinions or affiliations, or because of race, color, creed, age, national origin, sex, physical or mental handicap, and with proper regard for their privacy and constitutional rights as citizens.

Affirmative Action Policy Statement:

North Country is committed to providing equal volunteer opportunity and to actively encourage minorities to volunteer within the Food Bank. Discrimination based on political or religious opinions or affiliations or because of race, color, creed, national origin, age, physical or mental handicap is prohibited. This applies to training, retention, discipline, or any other aspect of personnel administration.

Protection from Retaliation:

Retaliation against volunteers, acting in good faith, who report incidents of harassment or who participate in an investigation of harassment, is strictly prohibited by this policy and by law. Any volunteer who believes that he or she has been or is being retaliated against in violation of this policy should immediately advise Susie Novak, Executive Director.

VOLUNTEER POLICIES

For your safety and the safety of those we serve, North Country requires that all volunteers act in accordance with the following policies.

Food Safety Guidelines:

All North Country staff are trained in and required to comply with a detailed set of safety procedures. Staff will provide you with safety instructions pertinent to your volunteer task. While you are volunteering at North Country, please follow all staff instructions and ask a staff member for guidance if you have safety concerns. If you are sick, don't work. This puts others at risk of getting sick as well. Also, don't handle or prepare food if you have open sores or cuts that could contaminate food.

Wash your hands!

This will protect yourself and others against food-borne illnesses. Please wash your hands...Before starting work; after using the bathroom; during work anytime after handling raw food (especially eggs and meat), handling any money, eating, drinking, touching your hair, face, or body; cleaning equipment or surfaces; sneezing or coughing; taking out garbage; smoking; or touching or handling anything that might contaminate your hands.

How to wash your hands properly-

- Use the hand-washing sink, NOT the mop washing sink
- Use warm water
- Moisten your hands, then apply soap
- Rub soapy hands together for at least 20 seconds
- Make sure to clean between fingers, under nails, and under jewelry
- Rinse thoroughly to remove all soap
- Dry hands with a single-use paper towel

Safety Guidelines:

- Work safely at all times. Safety and quality are more important than speed and quantity.
- Keep your work area clean and clear of hazards and debris. Wipe up spills immediately.
- Do not stand or walk on pallets. They are not sturdy enough to support the weight of a person and can easily break. Also, do not lean pallets in an upright position as they can easily topple over, causing them to break or injure someone.
- Watch out and listen for forklift and pallet jack movement. Do not stand in front of or behind equipment while it is in motion. Volunteers must be physically able and at least 16 years of age to use a pallet jack. Only trained and authorized staff are allowed to operate electrical hauling equipment and forklifts.
- Always use safe lifting techniques. Lift with your knees, not your back. Don't lift anything too heavy. Ask for help.
- Be aware of the fire/evacuation plan.
- All volunteers must be signed in to help us count the number of people in the warehouse. If evacuation is necessary, leave through the nearest exit door. Know where the exits are. Know where to meet outside.
- Know the location of first aid kit(s), restrooms, wash area and break room.
- Volunteers must stay close to their project and not wander in the warehouse.

Clean Up:

At the end of every shift, volunteers are to clean the warehouse project area. This usually takes between 10 and 15 minutes. Clean up consists of:

- Sweeping the floor and dumping contents in trash cans.
- Check to make sure that cardboard, paper, and plastic are in their appropriate recycling containers, not the trash.
- Putting away supplies.
- Other general cleanup that needs to be done (cleaning up spills, etc.).
- Pallets are stacked in their appropriate storage area, not in the aisles and not leaning up against anything.
- Moving and stacking empty boxes into box room.

Volunteer Accident:

A volunteer shall immediately report all accidents or injuries to his/her Supervisor. A Volunteer Accident Report must be completed within twenty-four (24) hours of the accident.

Next, a determination must be made if the accident needs to be reported for insurance purposes. If the volunteer needs medical attention, then the Employer's Work Injury Report must be completed also. Then it must be decided if the accident needs to be reported for OSHA. If the accident needs to be reported, the Employer's Work Injury Report must be completed. Next, the OSHA form 200 needs to be updated with information about the accident. At the end of the fiscal year, ensure that all accidents that need to be reported under

OSHA guidelines have been logged on the form 200. You must submit any claims to your insurance. Our insurance pays the balance.

Tornado Procedure:

In case of Tornado, leave the building immediately. Seek shelter in the interior “Warehouse Closet” as soon as the City Siren goes off. The Volunteer Coordinator will make sure everyone has reached the shelter by calling off names or doing a head count.

Fire Procedure:

In case of Fire, leave the building immediately. Meet at the end of the front parking lot as soon as the Fire Alarm goes off. The Volunteer Coordinator will make sure everyone has been accounted for by calling off names or doing a head count.

RIGHTS & RESPONSIBILITIES OF VOLUNTEERS
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As a Volunteer, you have the right:

- To know as much about the organization as possible. North Country has many policies, partners, and programs. Take this opportunity to learn more about how we are working together to eliminate hunger in Minnesota. If you have a question - about anything - just ask!
- To be given meaningful work to do. Every volunteer activity at North Country helps to accomplish our mission. If you have questions about how your assignment is helping to eliminate hunger, please talk to your assigned supervisor. If you would like to work on a different project or in a different capacity, let us know. There are always many daily tasks to be accomplished.
- To be heard. Please share your concerns and suggestions to make our collective activities more efficient.
- To understand exactly how to do your assigned tasks safely and correctly. You should receive a general orientation to North Country and guidance and direction for each specific project you perform. If you aren't sure what to do, please ask for clarification or further instructions.
- To be treated with respect by North Country staff, partner agencies and other volunteers. We are all here for the same reason: to help feed hungry people. You are an essential part of these efforts, and we hope you will feel valued, respected, and appreciated for all you do. If you encounter an uncomfortable situation, you are always free to leave, but please let us know what caused your discomfort so that we can address any problems or shortcomings.

As a Volunteer, you have the responsibility:

- To record your time. Thank you for giving the gift of your time to North Country. Please record your hours faithfully, so that we can share some facts with the community about how important you are. Sign-in sheets are located at the Volunteer entrance. Every hour you contribute makes a difference in the life of a hungry person.
- To let us know if you can't come. If your prior arrangement to volunteer is no longer feasible, please let the Volunteer Coordinator know as soon as possible. We count on volunteers to make it possible for us to move food quickly to partner agencies feeding hungry Minnesotans. We understand that emergencies happen, and conflicts arise. Canceling your volunteer shift will give us time to ensure that the project can still be accomplished as planned.
- To maintain appropriate confidentiality. Volunteers are expected to respect and maintain the confidentiality of any person they may encounter while on North Country's premises including staff, agency volunteers, fellow volunteers, and visitors. From time to time, news organizations run stories on North Country projects. If you do not want your photo to appear on the news or in other publications (like this handbook), please let your supervisor know and submit a written request to the Volunteer Coordinator.
- To be aware of your environment when you are in the warehouse. This is a working warehouse. There will be forklifts operating, trucks arriving and being unloaded, and partner agency vehicles pulling in and out of the loading bay. Please be always mindful of your surroundings. Please do not run in the warehouse or play on any equipment or racks. Concrete is hard if you fall! We want you to be able to hear the equipment around you, so no earphones can be worn in the warehouse.
- To remain clear-headed while at North Country. Your safety and the safety of those around you depends on your ability to interpret and respond to your surroundings. Anyone under the influence of drugs or alcohol will be asked to leave.
- To know what to do in case of an emergency. In the event of an emergency, look for the volunteer supervisor or another North Country staff member for instruction. Once the emergency is past, an incident report will need to be completed. You may be asked for details even if you simply witnessed the incident.
- To know what to do in case of an injury. There is a first aid kit available for minor emergencies. Please report the injury to your assigned supervisor and that person will help you. For major injuries, follow your assigned supervisor's instructions and **DO NOT MOVE THE INJURED PERSON.**

- To know what to do in case of a power failure. If the power goes out, safety lights will automatically turn on. Your assigned supervisor will assist you and guide you from the building if needed.
- To know what to do in case of a fire. In case of fire, your volunteer supervisor will lead you to North Country's check-in location. Please proceed in an orderly fashion if you hear the alarm.
- To know your limitations. There are many different volunteer projects at North Country. If you have physical restrictions, mental disabilities, or if you feel uncomfortable performing a certain task, please let your supervisor know. We would be happy to find a job that better fits your abilities or interests.

FOOD SORTING GUIDELINES

The following is a list of guidelines on how to sort out unsafe food to limit the incidence of food-borne illness. (We don't want our partner agencies to distribute food that could make somebody sick).

Discard Bloated Cans:

Discard any cans that have puffed or bloated ends. Any can that easily gives in to pressure, makes noises when you press on the ends, or looks bloated may have dangerous anaerobic bacteria growing inside. This is a serious health risk. Throw it away. All food items must be professionally processed and be in their original containers. Do not distribute repackaged or home canned food including jams, preserves, salmon, or soup mixes.

Discard Leaky Cans:

Discard any cans with pit marks, leaks, water damage, holes, or fractures. If an item has been leaked on by another can but appears intact, you may wash it with warm soapy water. If you don't have time to wash it, please throw it away. Do not leave nasty cans in the sink for someone else to clean up unless you are instructed to do so by your supervisor.

Discard Rusted Cans & Water Damage:

Discard any cans with rust spots that do not easily rub off. These cans have been exposed to water and could have corroded through the airtight seal. For dry items, if you can see water lines or stains, throw it away.

Acceptable Dented Cans:

Flat dents, if the can is not squishy, are acceptable. If your can doesn't have sharp corners resulting from a major dent, and you would be able to open it with a can opener (no significant dents on the rim) it is okay to keep.

Discard Creased Cans:

Discard creased or smashed cans, cans that are dented and won't stack, or cans with sharp dents on the sealed end where the top meets the side of the can or upturned seals. These dents can break the air barrier in the can and allow contaminants in.

Discard Large Dents:

Discard cans with large dents that will not stack well. Use your judgment. It is better to throw a can away than to risk food borne illness from a pantry client. Cans that will not stack well can also be a safety hazard in the agency room.

Check for Mold and Discoloration:

If you can see that there is mold growing in a jar, or if the product is discolored, discard the product. Do not attempt to clean off cans or jars with mold. Moldy items or spills with fruit flies should be brought to the attention of the supervisor ASAP. Some products separate naturally, like some peanut butters and dressings. Apple sauce should be yellow, not brown. Ketchup should be red. If it looks bad, throw it away.

Check Screw-on Lids and Pop Seals:

Check the pop seal on jams, baby food, etc. If a seal is "popped" you will be able to press it and it will move in and out. Open all screw on lids that do not have a pop seal to make sure the inner seal is intact. This includes peanut butter, spices, cooking oil, etc.

Vermin Signs:

Discard any items with evidence of mouse gnawing, droppings, or insects. Keep all food at least 6 inches off the ground, on pallets or shelves. Clean up spills as you work and sweep at the end of your shift to decrease the incentives for pests.

Stained or Contaminated Packaging:

Discard paper packages with water stains or other contamination. Paper and cardboard do not protect package contents from contamination, and bacteria thrive in moist environments.

Discard Opened Packages:

Any open, torn, taped or leaking packages should be discarded. North Country cannot distribute any items that have been opened, even if they come to us from the grocery stores. Keep open boxes if the inner bag is intact. Cereal, crackers, instant oatmeal etc. can be distributed as long as the inner seal is okay. If a box is punctured, open it to check the inner bag. While we require most food to be labeled with ingredients, it is okay to bag individually wrapped candy and tea bags, instant oatmeal, Easy Mac, granola bars, etc. in Ziploc bags. You may put a North Country sorting sticker on the outside of the bag. It is not necessary to put a sticker on each small item. If there are rips in the wrappers or signs of contamination, discard the items.

Expired Food:

Food banks often receive food that is past its “sell by,” “use by” or “best by” date. These dates are meant to indicate top product quality, but the food may still be safe to eat after the date has passed. If the food has gone bad there are usually outward signs (bulging, discoloration, etc.) In general, you do not need to check the expiration dates unless the packaging looks old or faded. If you notice any food that expired over 5 years ago, throw it out. One important exception is Baby Food.

Discard Expired Baby Food:

Because infants are more susceptible to food borne illness than adults, North Country does not distribute any expired baby food or formula. All baby food must have complete ingredient information, original packaging and be free of any signs of damage.

What to do with BAD FOOD:

Place all food for discard as directed by the volunteer supervisor. Do not throw it in the trash cans. All food that comes in to North Country to be sorted comes in by weight, so everything that goes out—even to the trash—needs to be weighed too. North Country’s staff will go through the discarded items to double check, so IF IN DOUBT, THROW IT OUT!

VOLUNTEER TRACKING TIME SHEET

Please fill out upon each volunteering activity.

Volunteer name: _____

Group affiliated with-if any: _____

Date	Location	Activity	Time In	Time Out	Supervisor Initial

Total hours served: _____

VOLUNTEER AGREEMENT FORM

Injury:

I hereby accept and assume full responsibility for any injury I might suffer while volunteering at North Country Food Bank, Inc. I also give permission to North Country staff to seek treatment in case of injury and to take other action should medical emergency arise. I waive and release my right for damages.

Injury for Minors:

I give permission to the Food Bank staff to seek treatment in case of injury to my son/daughter and allow them to take other action should medical emergency arise. I waive and release my right for damages.

Photo Consent:

I give consent for any films, videos or photographs that may be taken of me to be used by North Country Food Bank, Inc, or any of its participating agencies in any publicity and/or advertising programs which may be undertaken by these organizations in the conduct of their legally incorporated purposes. I release North Country Food Bank, Inc. and any consultants from any liability in connection with the use of such materials.

Policies and Procedures:

By signing below, I verify that I have read the Volunteer Handbook thoroughly and agree to the volunteer guidelines listed within the Handbook including our volunteer policy, rules for volunteering in the warehouse, the anti-theft statement, drug-free policy, smoking policy and the confidentiality statement of North Country Food Bank, Inc.

Appropriate Dress

The dress code at the Food Bank is casual and comfortable. Please dress to work. Dress warmly in the winter -- layers are suggested, and dress lightly in the summer. For sanitary reasons, tank tops are not permitted. Comfortable, safe footwear is absolutely necessary. Tennis shoes, work shoes, or boots are required. No open-toed shoes or sandals are permitted in the warehouse. Additionally, no scarves, headphones, long jewelry or overly baggy clothing are allowed in the warehouse for safety reasons.

Signature of Volunteer

Date

Signature of Parent/Guardian of Volunteer

Date

Signature of Volunteer Coordinator

Date

VOLUNTEER APPLICATION FORM

Volunteer Application

Name: _____

Group that you are affiliated with if any: _____

Address: _____

Phone Number: _____

E-Mail: _____

May we contact you about other volunteer opportunities? _____

Contact in case of emergency.

Name: _____

Numbers we contact them at: _____

Special medication or medical needs: _____

Restrictions for work: _____

Special talents/interests: _____

Days and times that you wish to volunteer

North Country Food Bank, Inc. thanks you for giving of your time and efforts to feed those in need in Minnesota. North Country Food Bank, Inc. is a nonprofit 501c(3) organization. You agree that you will assume all risk of such volunteer engagement and will hold North Country Food Bank, Inc. harmless for the same. North Country Food Bank, Inc. also reserves the right to use any photos and video taking during volunteer events for the promotion of North Country Food Bank, Inc programs. Again, thank you for your time in helping to end hunger in Minnesota

Signature of Volunteer

Date