



Fairbanks Community Food Bank :: Freely Given Food, Given Freely.

725 26th Ave. Fairbanks, AK 99701 w Tel: (907) 45-SHARE w Fax: (907) 456-2377 w Website: www.FairbanksFoodBank.org

Volunteer Application Form and Work Plan

Name: _____ Telephone: _____

Mailing address: _____

Birth date: _____ Today's date: _____

1. Reason I am doing volunteer work at the Food Bank (check or circle the best answer)
If you are working with a group, please print their name in the appropriate spot.

General	School	Civic	Church	Court
Want to do my share in the community	Public school classroom project	Service club project	Church community service project	Federal court ordered
Want to meet other people and keep learning	Private school classroom project			State court ordered
Tired of being retired	School service project			Youth court ordered
Alaska Work Programs	School discipline			
Partners-in-Need				
Rehabilitation program				
National Senior Service Corp				
Other (please specify)				

2. How did you hear of the Food Bank volunteer program? If this is a referral, please list the source:

3. Do you need a record of your activities? If so, please ask the Office Manager for a **volunteer record form**. It is your responsibility to keep your record up to date and to submit it to the correct authorities. We will not keep a copy of this form, so if it is lost it is not replaceable. This is your responsibility, not the responsibility of the Food Bank.

4. List jobs that you will not or cannot do here (mopping, shoveling, lifting 70 pounds, etc.)

Please turn page over



5. Please put a check mark or initial after you read and understand each statement below:

This is a drug free workplace. The Food Bank has zero tolerance for illegal drug use on the premises.

There is no exchange of labor for personal food use. All food intended for personal use that leaves the Food Bank must be pre-approved by a supervisor. The food distribution policy allows for the removal of up to 5 pounds of surplus, perishable items at the end of the working day.

We are here because we enjoy working and because there is an important job which needs to be done. If you are maintaining a **volunteer record** which you expect a Food Bank supervisor to sign-off on each day, please limit your breaks to one 15 minute break after you have worked 4 hours. That includes cigarette breaks.

We have limited incoming telephone lines. Please do not use the telephone except in a real emergency, as they are reserved for customers and agencies.

All work must be pre-scheduled (drop-in or unscheduled workers are never allowed) and is only available M-F, 10:00 a.m. to 4:00 p.m. or by special arrangement. Only the Office Manager or Executive Director can invite you to work at any time other than regular day assignments.

Safety is our first consideration in assigning any task. There are very specific rules about location of work in this building and tasks that are assigned. All work must be approved by a Food Bank supervisor. If you are doing something which is considered unsafe or is not in the job assignment you have been given, you may be asked to leave the building. If you have questions about the job assignment, ask a supervisor immediately.

Occasionally, the Food Bank staff would like to take a photo of the work you are doing to use in descriptive literature or public service or paid advertising on a Web site. Do you allow the release and use of any photos taken for these purposes? No fees will be paid to you for this use.

Yes No

6. Please describe your Food Bank work plan, including the days and hours we can expect you:

