



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

725 26<sup>th</sup> Ave. Fairbanks, AK 99701 ♦ Tel: (907) 45-SHARE ♦ Fax: (907) 374-9776 ♦ Website: [www.FairbanksFoodBank.org](http://www.FairbanksFoodBank.org)  
 Anne Weaver, Executive Director ♦ E-mail: [Anne@FairbanksFoodBank.org](mailto:Anne@FairbanksFoodBank.org)

**Volunteer Application Form and Work Plan**

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

**Mailing Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **(home)** \_\_\_\_\_ **(cell)** \_\_\_\_\_

**Birth date:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Caregiver/Guardian:** \_\_\_\_\_ **Phone :** \_\_\_\_\_ **Agency:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Reason I am doing volunteer work at the Fairbanks Community Food Bank (check or circle best answer)  
*If you are working with a group, please print their names in the appropriate place.*

General	School	Civic	Church	Court
I want to do my share in the community	Public School classroom project	Service project Club	Church community service project	Federal court ordered
I want to meet other people & continue my learning experience	Private School classroom project			State court ordered
I am 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)				

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

\_\_\_\_\_

Do you need a record of your activities? If so, please ask one of the Front Office people for a **Volunteer Record Form (pink)**. 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. If it is lost it is not replaceable.

List of jobs that you either cannot (because of medical / physical reasons) or will not do: \_\_\_\_\_

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**Please put a check mark or your initials 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 these 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 for each day, please limit your breaks to one 15 minute break after you have worked 4 hours. This includes cigarette breaks.

\_\_\_\_\_ We have limited incoming telephone lines available. Please do not use a phone for outgoing calls (for ride / pick up only) without permission. Use of cell phones for texting, messaging or talking is not allowed unless you are on your break.

\_\_\_\_\_ *All work must be pre-scheduled!* Drop-in or unscheduled workers are not allowed. Volunteer work is only available Monday – Friday, 10:00 a.m. to 4:00 p.m., or by special arrangement. Only the Volunteer 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 which 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, public service or paid advertising, or 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

\_\_\_\_\_ To work in the warehouse you **MUST** wear proper shoes: **NO** flip flops or sandals.

Please describe your food bank work plan including days and hours we can expect you: \_\_\_\_\_

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