



# Volunteer Agreement

**Santa Clara County**  
 750 Curtner Avenue  
 San José, CA 95125-2118  
 408.266.8866 ph  
 408.266.9042 fax

**San Mateo County**  
 1051 Bing Street  
 San Carlos, CA 94070-5320  
 650.610.0800 ph  
 650.610.0808 fax

Second Harvest Food Bank appreciates your services and we will do our utmost to ensure that your volunteer experience is rewarding, productive and safe. We are committed to respecting your skills and individual needs within the limitation of these requirements. We ask your cooperation in following these guidelines.

1. Follow staff instruction and complete duties as assigned. Ask for help, as needed. Report possible hazards or unsafe activities to staff.
2. Anyone under the influence of drugs and/or alcohol will not be permitted to volunteer.
3. Come dressed to volunteer. Closed toe shoes and long pants are required in the warehouse. Sandals, tank tops, shorts, offensive clothing and walkmans/radios are not permitted. All volunteers must wear a name badge for easy identification.
4. Wash hands before handling food, after break, smoking or returning from the restroom. Keep your work area clean.
5. Be safe. Use proper lifting techniques, using your legs to push upwards, keeping your back straight and body balanced. Solicit the help of another person to lift objects over 20 pounds. Ask for help if you need assistance.
6. Only the Food Bank staff may operate forklifts or electric pallet jacks. Only trained adult volunteers may operate the baler, compactor or hand pallet jack. Youth volunteers may not work around forklifts, pallet jacks, compactor, and baler or participate in the loading and unloading of vehicles while power equipment is present or the operation of fleet vehicles.
7. Running, shouting, horseplay (tossing food, etc), riding pallet jacks, walking or stepping on pallets is not permitted.
8. Food or any product may not be taken from the warehouse or food sorting areas. Unauthorized possession will be considered stealing and will lead to immediate discontinuation of volunteering.
9. Harassment of any kind is not tolerated by staff or volunteers. Any behavior intended to create discord or restricting volunteers or staff from working will not be tolerated. Report incidents immediately to staff.
10. Youth volunteers (ages 14-17) must have a permission slip in order to volunteer. Youth ages 14 and 15 must be accompanied by an adult 21 years of age or older; they are to be monitored on a continuous basis.
11. Volunteers leaving before the end of a shift must advise staff.
12. Smoking must be in designated areas only.

I have read and understand my responsibility to follow these rules while I am a volunteer for any Second Harvest Food Bank activity. Any injuries will be reported immediately to staff. I understand that I will be asked to discontinue volunteering and leave the premises if I do not follow these requirements and show good judgment.

Volunteer Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Organization/Group Name: \_\_\_\_\_ Employer \_\_\_\_\_

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

Parent/Guardian Name \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Check appropriate box(es):  First-time volunteer  Want monthly e-newsletter?  Interested in volunteering regularly