

BAY AREA FOOD BANK

VOLUNTEER REGISTRATION

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____

Emergency Contact: _____ Telephone: _____

Are you over the age of 16? Yes No Check to receive our e-newsletter

In which of the following areas do you have experience?

Typing		Bookkeeping		Word Processing	
Data Entry		Dbase/Spreadsheet		Warehouse Operations	
Forklift Operations		CDL Truck Driver		Carpentry	
Janitorial		Plumbing		Electrical	
Web site		Advertising		Public Relations	
Communications		Events		Other	

How did you hear about the Bay Area Food Bank? _____

Do you have any physical working limitations related to your volunteer work here?

Do you have any special training? _____

May we call you if we have an emergency?

Please see Photo Release Form on Back of this Sheet. Thank you!

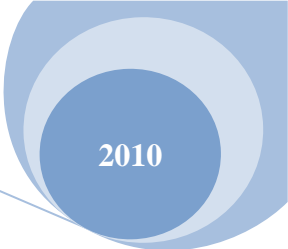


Photo Release (for subjects over 18 years old)

I, (please print) _____, give the Bay Area Food Bank, Inc., the absolute right and permission to use my photograph(s) in its promotional materials and publicity efforts. I understand that the photograph(s) may be used in a publication, print ad, direct-mail piece, electronic media (e.g. video, CD-ROM, Internet, World Wide Web), or other form of promotion. I release the Bay Area Food Bank, their offices, employees, agents and designees from liability for any violation of any personal or proprietary right I may have in connection with such use.

Signature: _____ Date: _____



Photo Release (for subjects under 18 years old)

I, (parent's name, please print) _____, give the Bay Area Food Bank, Inc., the absolute right and permission to use my son's daughter's photograph(s) in its promotional materials and publicity efforts. I understand that the photograph(s) may be used in a publication, print ad, direct-mail piece, electronic media (e.g. video, CD-ROM, Internet, World Wide Web), or other form of promotion. I release the Bay Area Food Bank, their offices, employees, agents and designees from liability for any violation of any personal or proprietary right I may have in connection with such use.

Name of subject: _____

(Parent) Signature: _____ Date: _____

If you have any questions about how these photographs will be used, please contact Bay Area Food Bank at (251) 653-1617.

GUIDANCE SHEET

We at the Bay Area Food Bank want to thank you for your time and effort to help the hungry and needy of this area through your work here. The Food Bank is a working warehouse and, as such, certain rules and procedures are necessary for your safety and health. Please comply with these at all times. If you should observe anything that is unhealthy or unsafe please notify your supervisor or the Executive Director immediately.

1. Smoking is not permitted in the warehouse building. Smoke breaks may be taken on dock areas.
2. Consumption of food or beverages is limited to the break area.
3. Please do not remove any products from the Food Bank. Food Bank products are not for personal use.
4. You should remain in your area of work assignment unless re-assigned by your supervisor or if you are accompanied by a Food Bank employee. This is for your safety.
5. Please follow your hourly schedule arrangement. This helps us plan daily productivity and assures that no one will be accidentally locked into the warehouse. Please advise the Volunteer Coordinator in advance, if you must change your schedule.
6. The Food Bank telephone is for business purposes only. In case of emergency, ask your supervisor to direct you to a telephone for use. Please limit incoming calls for you to break or lunch times since you will often not be near a telephone. Please limit outgoing calls to three (3) minutes.
7. The dress code for work at the Food Bank is informal, however do not wear midriff shirts or other loose clothing. Shoes should be closed toed and should be cushioned. If steel toed shoes are available, please wear these when assigned to warehouse work. Be sure to wear the personal protective equipment provided by your supervisor.
8. Personal hygiene and cleanliness is extremely important at the Food Bank. All personnel must wash their hands after handling food, chemical products, or using the restrooms.
9. Courtesy among all employees and workers is mandatory. Abusive language will not be tolerated. Any horseplay, mishandling of equipment, or unauthorized riding on equipment is prohibited.

Again thank you for your time at the Bay Area Food Bank. We hope that this will be a rewarding experience for you. Please sign and date below to indicate that you have read, understand, and will comply with the above guidelines.

Signature: _____ Date: _____

Print: _____