



**Our Community Food Pantry - Serving Southwick, Granville and Tolland**  
**220 College Highway, Southwick, MA 01077 413-569-9876**

## Volunteer Application

Name \_\_\_\_\_

Street \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Place of Employment (if applicable): \_\_\_\_\_

Volunteer Activities: \_\_\_\_\_

**Check jobs you would be interested in at the Our Community Food Pantry:**

- **Pantry Helper**
- **Stock Shelves**
- **Driver**
- **Thanksgiving Meal Distribution**
- **Scouting for Food Drive**
- **Fundraising Activities**

• **Other Interests:**

• **History with Our Community Food Pantry:**

*\*All volunteer activities may require lifting 30 to 40 pounds*



# Volunteer Agreement

Volunteers are a vital part of the Our Community Food Pantry’s service to our community. In order to manage this help effectively we have established the expectations outlined below. We wish to assure you our appreciation of volunteering with us and we will do the best we can to make your volunteer experience with us enjoyable and rewarding.

### As a volunteer you may expect:

1. An orientation to the Our Community Food Pantry and the particular job you have chosen to do. On-going support will come from the Pantry Manager and other volunteers.
2. Your hours will be tracked, and a letter/reference verifying the hours and work you completed will be available upon request.

**Code of Conduct:** Our Community Food Pantry, its officers, directors, employees and volunteers will operate under these standards to meet the needs of our clients in the most ethical and transparent way.

- We will never barter, sell, or trade food/product at any time.
- We will have the highest regard for the proper sorting, safe storage, handling and distribution of food.
- We will show respect for and honor the dignity and confidentiality of those who are hungry and in need of our services.
- We will foster and encourage cooperation at the local, regional and national levels in community building efforts, which seek long term solutions to hunger.
- We will have conflict of interest policies regarding board, staff and volunteers and will adhere to these policies in all dealings.
- We will solicit funds according to the highest ethical standards and in full compliance with the laws and regulations governing fund-raising activities.
- We will not knowingly falsify any records related to business/financial practices, and/or knowingly withhold information.
- We will not discriminate based on race, color, national origin, sex, age, or disability.

**The Board of Our Community Food Pantry expects confidentiality on the part of its volunteers. Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while servicing as a volunteer. Failure to maintain confidentiality will result in termination of the volunteer’s relationship with our agency.**

Upon Signing this document, I agree to the above expectations.

_____	_____	_____
Volunteer Signature	Print Name	Date

_____	_____	_____
Manager’s Signature	Print Name	Date