



Volunteer Group Intake Form

(Please Print Legibly)

Today's Date: _____

Organization Name: _____

Address: _____

City: _____ St: _____ Zip: _____

Leader/Contact Name: _____

Daytime Phone: _____

E-Mail: _____

Emergency Contact (*not accompanying group*): _____

Relationship/Position: _____

Emergency Phone: _____

Date & Time Your Group is Reserving: Date: _____ Time: _____

Number of Volunteers: _____ Adults

_____ Youth (12-17 years) *

_____ Children (6-12 years – *with an adult on Family Days only*) *

Waiver and Release

Photo Release: I hereby give permission to use, and/or publish images of me through any medium for promotional or other uses furthering the mission of the Community FoodBank of New Jersey.

I, the undersigned, understand that volunteerism at the Community FoodBank of New Jersey may involve working in warehouse conditions and can sometimes include but is not limited to, lifting, working around moving equipment and handling food products. I am expected to follow safety rules and all other rules related to the warehouse. I hereby accept and assume full responsibility for any injury I might suffer while volunteering.

The Community FoodBank of New Jersey will take all precautions to provide and maintain a safe environment for its volunteers. I, the Group Coordinator, have shared the guidelines and safety rules with all volunteers in my group. By signing this consent, I agree to take responsibility for all volunteers in my group.

I acknowledge having read and understood the above consent form on this day of _____, 20____.

PLEASE REVIEW THE VOLUNTEER GUIDELINES AND POLICIES ON REVERSE BEFORE SIGNING

Signature

* I certify that I have obtained and have in my possession signed parental consent forms for all minors under the age of 18.

Signature

**Release information is required of all adult members of your group.
Group member sign-in must be completed upon volunteering.**

Opportunities for volunteers are provided without regard to race, religion, national origin, gender, age or disability.

Thank you for reserving a volunteer shift. We hope this information will prepare your group for a positive volunteer experience. If you have any questions, contact Traci Hendricks, Volunteer Coordinator at 908-355-3663 Ext 221 or thendricks@cfbnj.org.

We look forward to seeing you and your group here at the Community FoodBank of New Jersey!

Group Guidelines

- ❖ **The group size needs to be confirmed 1 week prior** to your scheduled volunteer session. At this time, we also ask that you provide us with a list of people attending (faxing, emailing or mailing the attached sign-up sheet is preferred).
- ❖ We are grateful for your help, but **please do not increase the number of volunteers after confirming**. A firm count of expected volunteers is necessary to properly plan projects, and will help ensure a positive experience. If the anticipated size of the group decreases from the original number, please call as soon as possible to let us know.
- ❖ Please make every effort not to cancel, as we have held your reservation and planned our production on your participation. However, **if you need to cancel your group session**, please call the number listed below as soon as possible.
- ❖ **Limited parking** is available along the length of the building. Please do not block loading docks and be mindful of Tow Away Zones! **We strongly encourage you to carpool when possible.**
- ❖ Directions can be found on our website at www.cfbnj.org.
- ❖ In case of inclement weather, please call the main number (908•355•3663) for a message advising you of our operational status. Our website (above) will also post closing information.

Safety Rules / Warehouse Regulations

- ❖ To ensure the safety of individuals in the warehouse, **all group members must be at least 12 years of age**. Only during designated Family Days are children aged 6-11 allowed to work in the warehouse.
- ❖ **Minor group members (12-15 years of age) must be accompanied by adults** 21 years of age or older at all times while in the facility. **A ratio of 1 adult for every 10 minors is required**. Please be sure the adults understand that they are expected to stay with and supervise the youth members.
- ❖ Our warehouse is not temperature controlled, so make sure your group members dress comfortably and appropriately for the weather. Volunteers should wear sneakers or work boots, long shorts or pants, and a t-shirt or sweatshirt. **Volunteers wearing open-toed shoes will not be allowed in the warehouse.**
- ❖ The following items are **not allowed in the warehouse**:
 - Heels, short shorts/short skirts, tank tops, bare midriffs, immodest or revealing clothing.
 - Clothing with any writing that can be considered derogatory, insulting or otherwise disrespectful to any members of the Community FoodBank's diverse workforce.
 - Extremely loose fitting clothing or dangling jewelry.
 - Purses, bags and backpacks should be left at home or locked in your car trunk.
- ❖ Please remember that you are working in a 280,000 square foot warehouse and your safety is our utmost concern. Please note the following **warehouse rules**:
 - No eating, drinking, running or smoking is allowed
 - Use of headphones and cell phones is prohibited in the work areas
 - Volunteers may not handle or operate warehouse equipment

Please review these guidelines and safety rules carefully before signing the waiver and release on the reverse side.

Return this form (by mail) to Volunteer Dept. Community FoodBank of New Jersey 31 Evans Terminal, Hillside, NJ 07205, (by fax) to 908•355•0372 or (by e-mail) to thendricks@cfbnj.org at least **two weeks prior** to your scheduled session.

