



Volunteer Rules and Regulations

Thank you for volunteering at the South Plains Food Bank. Your help is important in helping us help others. For your safety, we have established the following policies for our volunteers.

- **Volunteer shifts:** All volunteers must sign in and out. If you leave at any time during your shift, you must sign out each time. Regular volunteer hours are 9:00am-4:00pm, Monday through Friday. There are also scheduled Saturday volunteer work days. Volunteers ***MUST*** enter and exit through the front door. Unless you are completing responsibilities for your assigned area, you are not to use side or back doors for entering/exiting. You must stay in your assigned area the entire time; wandering will not be allowed. Volunteers must wait for rides in the front area.
- **Dress Code:** Closed-toe and closed heel shoes ***MUST*** be worn at all times in the kitchen and warehouse while working. Long jeans or pants are preferred; although shorts are allowed (shorts must be walking shorts and knee length.) Tank tops and crop tops are not allowed. Cell phones and other electronics are NOT allowed anywhere in the warehouse. Please keep these items in your vehicle and may use them during designated break times.
- **Breaks:** Breaks and lunch must be taken when scheduled. Volunteers must remain in the break room for the allotted time. Eating is allowed in the break room only. Morning break is 10:00am-10:15am, Lunch from 12:00pm-12:30pm, and afternoon break is 3:00pm-3:15pm. Food is provided by our kitchen for breaks. No food is to be taken from salvage or the warehouse to the break room. Food that is stored in the warehouse or is being processed in salvage is not to be opened or eaten. Smoking is not allowed on the premises, unless in the designated area in front of the building. Smokers may take smoke breaks during scheduled breaks.

Please **notify** a staff member if you see anyone doing anything suspicious. No one should take anything from the Food Bank, whether it be a food or non-food item. Anyone who takes anything from the Food Bank in an unauthorized manner will be prosecuted to the fullest extent of the law, and an immediate termination of your services. If you are on work release service, the work release will be contacted immediately. Be courteous and attentive to staff. They are here to instruct and help in any way they can. If you have any problems, questions, or concerns, please contact the Volunteer Coordinator. If he is unavailable, contact a supervisor in the office.

Please adhere to these rules and regulations at all times while working in the warehouse and kitchen. There are for the protection of all staff and volunteers.

Volunteer Signature

Witness Signature



South Plains Food Bank 5605 MLK Boulevard

Lubbock, Texas 79404

www.spfb.org

RELEASE AGREEMENT

Participant's Name: _____

I hereby consent to the photographing of my person and property and to the use of my name, likeness, story, picture, and/or voice by the South Plains Food Bank and/or Feeding America - The Nation's Food Bank Network for uses, including but not limited to broadcasting, direct exhibition and subsidiary purposes. I further consent to the use of my name, likeness, story, pictures and/or voice with still photographs, slides, transparencies, videotapes, and/or television presentations and other uses related to the Program, including oral and written narratives and Program publicity and promotion and in all media now known or hereafter devised throughout the world (including, without limitation, the Internet).

I hereby release the above named organizations, their agents, associates, and assignees from any and all claims for damages, invasion of privacy, or any other claim based on the use of said material, and I hereby agree to indemnify the South Plains Food Bank and/or the Feeding America Network and hold the South Plains Food Bank and/or the Feeding America Network harmless from any claim asserted by any third party relating to or arising out of my participation in the Program.

I agree that my participation confers upon me no rights of ownership, whatsoever. In addition, I agree that the South Plains Food Bank and/or the Feeding America Network shall have the right to use my likeness for not-for-profit education, solicitation, and information, and shall have the right to make it available for broadcast and cable origination worldwide to make it available to media as it sees fit by all distribution mechanisms now existing or hereafter devised (including not-for-profit distribution to homes, but not by sale or rental through commercial video stores). The South Plains Food Bank and/or the Feeding America Network shall also have the right to allow other media outlets to record off-air and off-satellite and retain for information and solicitation purposes.

ACCEPTED AND AGREED TO:

Participant Signature: _____

Date: _____

If participate is under 18 years of age, Guardian must sign:

Guardian Name (please print): _____

Guardian Signature: _____

South Plains Food Bank or Feeding America Representative Name (please print): _____

South Plains Food Bank or Feeding America Representative Name Signature: _____