

Volunteer Group Agreement – Community Engagement Groups

Thank you for supporting The Food Bank's vision *to channel the community's energy so no one goes hungry*. The following safety precautions and procedures are in place to ensure the safety of all volunteers. Prior to your group arriving at The Food Bank, please review this agreement with them, explain their role, the tasks they will be undertaking and the safety procedures outlined.

1. The number of group members participating must be approved by The Food Bank staff prior to the food sort session to ensure staff & volunteer resources are in place to support your group. The ideal number of participants is a maximum of 30.
2. Volunteers must wear closed toe and back, non-slip, flat soled footwear. Volunteers without protective footwear will not be able to participate in activities.
3. Youth between 14 and 18 years of age must be accompanied by adults at a supervisory ratio of 1 adult per 7 youth. Youth under the age of 14 are only allowed with special permission or during designated youth sessions (e.g. family night).
4. Only authorized Food Bank volunteers are permitted to use power equipment.
5. Group sorting takes place in a working warehouse environment. All volunteers should stay clear of equipment in use. Be aware of your surroundings at all times.
6. Ensure your group works only on duties for which they have received instructions and training.
7. No running is permitted in the building at any time.
8. Volunteers must stay together as a group in the designated area and while on tour.
9. Food Bank volunteers and staff are present to ensure a safe environment. Their instructions must be followed to ensure that tasks are completed properly and groups follow safety procedures.
10. The Food Bank cannot guarantee that group members will not have contact with any particular food product. Participants with food allergies should take all necessary precautions.
11. The Group Leader will ensure he/she has an emergency contact number for each of participant.

12. Food Bank product is not to be used for personal use including lunches, snacks or taken home. The Food Bank supplies snacks and refreshments for volunteers in the break area during your shift.
13. Comfortable clothing is encouraged for warehouse work and food sorting. The temperature fluctuates in the warehouse. We recommend wearing layers.
14. Please do not wear dangly jewelry or accessories and do not wear clothing with offensive words or pictures.
15. Please avoid use of electronic devices during your volunteer shift (except for the purposes of engaging in our social media community engagement initiatives.)
16. Please ensure that all group members are aware that photos or videos may be taken during the event. Should any group member not be comfortable with this OR does not give permission for their image to be posted on The Food Bank's social media channels should notify the staff member in charge at the start of the session.

Photo/media release:

By registering for this event I grant permission to The Food Bank of Waterloo Region to use, reproduce, and/or publish photographs, audio and/or video recordings that may be taken during the event-including their image, their likeness and/or voice without compensation. I understand this permission signifies that photographic, video or audio recording may be used in various promotional materials and publications such as, but not limited to, newsletters, annual reports, websites and social media for the purpose of educating the community regarding The Food Bank and the issue of hunger. I understand that the materials will be used in a responsible and ethical manner and that The Food Bank of Waterloo Region does not sell names, photographs or audio/visual recordings

Having read the above information, I understand that it is my responsibility as Group Leader to assist Food Bank staff and volunteers in maintaining a safe working environment. I understand that if anyone within our group does not agree to the possible use of their image, likeness and/or voice for promotional purposes, it is my responsibility to ensure Food Bank staff is aware and all efforts are made to ensure exclusion of this person(s) from photos/recordings that may be taken. At any time during our group's participation, any concerns regarding the actions of anyone in my group, is my responsibility and I agree to address the situation appropriately in a timely manner. By signing, I confirm that I agree with the above and will communicate to my group.

Group Leader: _____

Group/Association: _____

Signature: _____

Date of Activity: _____

(E-signature accepted)