

GROUP AGREEMENT & MEDIA RELEASE

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 all group leaders, explain their role, the tasks they will be undertaking and the safety procedures outlined.

Your group may participate in our distribution centre that may include: fresh or frozen food sorting, fresh food packaging, and non-perishable food sorting. Food engagement activities will change regularly, depending on the type of donations in our inventory and the needs of our community programs and agency partners. Upon your arrival at our distribution centre our team will advise your group what activity you will be supporting that day. Other activities may include facility tours or educational activities.

The Food Bank distribution centre is located at 50 Alpine Court, Kitchener. Groups are requested to arrive 5-10 minutes in advance, park in the volunteer parking lot and enter through the "**Impact Entrance**". Please ensure all members of your group are signed in by a Food Bank staff member upon arrival.

The Food Bank of Waterloo Region's staff and volunteers are present to ensure a safe environment. Their instructions must be followed to ensure that not only tasks are completed properly, but also that all participants follow and adhere to the Occupational Health & Safety Act and the safety procedures outlined by The Food Bank of Waterloo.

Expectations of parents, guardians, and assigned adult supervisors:

1. Youth volunteers participating in any of the aforementioned activities must be supervised at all times. The following adult-to-youth ratio must be met for all youth groups visiting The Food Bank of Waterloo Region:

Under 6 years	1 adult per 2 children (facility tours and educational activities only)
6-10 years	1 adult per 4 children
11-14 years	1 adult per 5 children
14-18 years	1 adult per 8 children

Note: only youth ages 6+ years are permitted in the distribution centre, under the designated adult supervision ratio.

2. All members must wear protective footwear at all times which includes closed toe and back, non-slip, flat soled footwear. Members without protective footwear will not be able to participate in activities.
3. Any members with food allergies should be aware that The Food Bank of Waterloo Region cannot guarantee that group members will not have contact with any particular food product. Participants with food allergies should take all necessary precautions.



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4. No running is permitted in the building at any time and participants must stay together as a group in the designated area.
5. Food Engagement activities are located in our distribution centre. Adult chaperones must provide full supervision of youth participants and be present at all times.
6. Only authorized Food Bank staff & volunteers are permitted to use power equipment.
7. Group activities may take place in a working warehouse environment. All participants should stay clear of equipment in use. Be aware of your surroundings at all times.
8. Ensure your group works only on activities for which they have received instructions and training.

Photo/media release

As the group leader I grant permission to The Food Bank of Waterloo Region to use, reproduce, and/or publish photographs, audio and/or video recordings of the undersigned 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.

Any participants registering for Food Engagement with The Food Bank of Waterloo Region must comply with expectations of this agreement. The activity with our organization will not commence until agreement is signed by the group leader or assigned adult supervisor.

By signing, I confirm that I agree with the above and will communicate these guidelines to all members of my group.

Date of Activity: _____

Group Name/Affiliation: _____

Group Leader Name: _____ Telephone #: _____

Group Leader Signature: _____ Date: _____



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