



# Volunteer Registration and Emergency Contact Form

PLEASE PRINT LEGIBLY

\_\_\_\_\_ FIRST/PREFERRED NAME

\_\_\_\_\_ LAST NAME

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

E-Mail:

\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Emergency Contact(s)—Please write “decline” if you prefer not to provide:

Name/Number

1. \_\_\_\_\_

2. \_\_\_\_\_

Medical Information In Case of Emergency: \_\_\_\_\_

**OPT OUT:** \_\_\_ I do not wish to receive information regarding volunteer opportunities and happenings from TAM.

**OPT OUT** \_\_\_ I do not grant TAM permission to use my likeness, voice, and words in any form or media, and on TAM’s website or in any other format to promote Tri-Area Ministry Food Pantry and its mission and to raise funds for TAM.

Tri-Area Ministry Food Pantry (TAM) is a 100% volunteer run organization whose mission is to provide food and personal hygiene items to community families in need.

The following guidelines are in place for the safety and well-being of all:

All volunteers must be sixteen years of age or older.

All individual volunteers must fill out a Volunteer Registration Form and Emergency Contact Form. These forms are not required for members of scheduled groups unless such member also volunteers on an individual basis.

All volunteers must wear closed-toe shoes for safety reasons. Most work is performed outdoors so volunteers should dress appropriately for the weather.

All volunteers must wear gloves (on hand at pantry) when handling open and exposed food items.

All volunteers will be respectful, kind, and courteous towards their fellow volunteers, donors, clients, and any other person visiting TAM or at any time the volunteer is off-site and volunteering/representing TAM. Harassment of any kind will not be tolerated.

All information regarding clients, donors, and fellow volunteers is considered confidential and should be treated as such.



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Volunteers who appear to be sick or displaying symptoms of illness while at TAM will be asked to leave.

Volunteers may not remove food/hygiene items belonging to TAM, unless otherwise specified.

Volunteers who are also clients may not pick up food on the same day for which they are volunteering.

Volunteers who are picking up food as authorized representatives of a client must advise the Director of Operations or Assistant Volunteer Coordinator at the beginning of their shift so that the client may be checked in and that client's food will be set aside for the volunteer to take at the end of his/her shift.

Volunteers may not always be assigned the same task. Please be ready to help wherever needed on the day of volunteering.

If at any time a volunteer has a concern regarding the safety and/or well-being of anyone, including him/herself while working for TAM, that volunteer should bring his concerns to the attention of the Director of Operations, the Assistant Volunteer Coordinator, and/or any board member. However, in the event of an emergency, contact 911.

**Decline of Volunteer Application or Service:** If at any time there is a concern or a belief that a prospective or current volunteer's actions or service is not in the best interests of the mission of TAM or the people serving or being served by TAM, that volunteer's application will be declined or a volunteer already serving will be asked to leave.

### ***Community Service Opportunities for School, Work, Court, etc.:***

Tri-Area Ministry Food Pantry has limited opportunities for community service volunteers and therefore cannot guarantee fulfillment of hours.

Opportunities for attorney-recommended or court ordered community service is limited to minor traffic infractions only such as failing to signal, illegal parking, speeding while not exceeding 15mph above the speed limit, etc.

All community service volunteer requests must be approved in writing prior to the volunteer date(s). Please e-mail the Director of Operations for additional information. The volunteer will be asked to provide details such as the reason for community service hours, dates requested to volunteer, number of hours, etc. If a community service volunteer visits without prior approval, we will not be able to verify hours.

At the end of each approved day of service, a community service volunteer must provide their own documentation for hour verification. TAM will not provide separate documentation nor will TAM provide verification of hours volunteered after the approved day of service.

I have read and agree to abide by the above policy.

\_\_\_\_\_  
Volunteer Signature (if a minor, then parent printed name and signature)

Date: \_\_\_\_\_