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Westmoreland County Food Bank, Inc.
Guidelines for Warehouse, Office and Senior
Food Box

PLEASE PRINT

Volunteer's Name _____ Phone _____

Organization/Group _____ ◇ Regular Volunteer ◇ RSVP Program ◇ Court-ordered

Email _____

Home Address _____

Street

City

Zip Code

- I have read and agree to follow the policies and procedures of Westmoreland Food Bank, which are posted on our website and at all volunteer activity sites.
- I agree and understand that in my capacity as a volunteer, I cannot disseminate any information about clients that are served by Westmoreland Food Bank or donors that support Westmoreland Food Bank.
- Under no circumstances are volunteers under the age of 14 permitted to work in the warehouse, due to possible hazards and Child Labor Laws. Volunteers with special needs or under 14 years of age are permitted to work in our "safe" room, but they must be accompanied by an adult. They are not permitted to assist in unloading the truck when a lift gate is being used. Only Westmoreland Food Bank personnel are permitted to operate the lift gate.
- Make sure you are **physically capable** of doing the labor required, when offering to volunteer. There are some positions not so physically challenging available upon request.
- As a safety precaution, **open-toed shoes are not permitted**. You must wear appropriate attire, suitable for public viewing. Absolutely, no bare mid-drifts, super short shorts, or any type of seductive clothing allowed. To ensure your comfort, it is advisable to dress in layers, especially in the winter.
- The smoking of any tobacco product (cigar, cigarette, pipe or electronic smoking device) and/or the use of oral tobacco products is prohibited on Westmoreland Food Bank facilities, property or in any company vehicle.
- Westmoreland Food Bank assumes no responsibility for damage to or loss of personal property. Do not volunteer if you are ill. While handling food, please follow food safety procedures and wash hands accordingly. Follow fire safety procedures as stated during orientation. Report any injuries to Westmoreland Food Bank staff.
- Volunteers are not permitted to take any products from the warehouse or its partner agencies under any circumstances without prior approval from Westmoreland Food Bank. Any volunteer doing so can be terminated, or even prosecuted by the law.
- If you have arranged for coverage in the local press or plan to have a photographer present, please let us know about this as soon as possible prior to your scheduled date. We also request that you provide us with a copy of any kind of press release regarding your volunteering here, prior to its release to the media.
- Please be flexible. There may be times, when shipments might be delayed, sometimes outside of our control and your volunteer session might need to be postponed or extended. You will be notified, as soon as possible. Please make every effort not to cancel. However, if you need to cancel please contact the Director of Volunteers as soon as possible.
- It is the right of Westmoreland Food Bank to terminate any volunteer for inappropriate behavior or dress, violation of warehouse rules, or any action, which prevents us from meeting our goals.

I have read and understand the above guidelines: X_____

Volunteer's Signature

_____ Date

Parental Consent required if volunteer is under age 18

_____ has my permission to participate as a volunteer with Westmoreland Food Bank.
(Print name of minor)

Name (print):_____ Relationship to Child_____ Age of Child_____

Phone number:_____

I have read and understand the above guidelines: X_____

Signature of Parent/Legal Guardian

_____ Date

If I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf:

Name (print)_____ Phone_____

Please review these guidelines carefully, then sign and return this
form to Director of Volunteers
Westmoreland Food
Bank 100 Devonshire
Drive
Delmont PA 15626

Volunteer Waiver & Release of Liability

Please read carefully before signing

In consideration of being permitted to participate in events and volunteer activities through the Westmoreland Food Bank, I acknowledge and agree that:

1. I am volunteering to assist the Westmoreland Food Bank in its events and volunteer activities, including, but not limited to warehouse or office help, packing of food boxes, Fresh Express distributions, food pantry distribution, food drives or gleaning programs, collecting and/or transporting donated food.
2. I acknowledge that participation as a volunteer with the Westmoreland Food Bank and in its related events and volunteer activities carries with it the risk of death, serious injury, disability and/or property loss. I knowingly and freely assume all risks from my participation in the events and volunteer activities.
3. **I hereby release and discharge the Westmoreland County Food Bank, Inc., its partner and member agencies, donors, sponsors, the owners and lessors of premises used for the events and volunteer activities, and each of their officers, directors, members, employees, agents, representatives, heirs, successors and assigns (hereinafter collectively referred to as Releasees) from any and all liability, claims or causes of action, of whatever kind, foreseen or unforeseen, including, but not limited to those for personal injury, death, disability, property damage or other harm, arising out of or in any way connected with my participation in the events and volunteer activities, including those caused by the negligent acts or omissions of the Releasees.**
4. I further agree to indemnify defend and hold harmless Releasees from any and all claims, causes of action, damages or liabilities of any kind, including the expenses of litigation and attorney fees, arising out of or in any way connected with my participation in the events and volunteer activities.
5. I understand and agree that this Volunteer Waiver and Release of Liability is binding on my next of kin, heirs, executors, administrators, successors, assigns, personal and legal representatives.

I have read the foregoing Volunteer Waiver and Release of Liability, fully understand its terms, understand that I have given up substantial rights by signing it, and am voluntarily signing below, intending to be legally bound.

Signature of Volunteer

Date:_____

Print Name of Volunteer

If volunteer is under 18, a parent or guardian must also sign this Volunteer Waiver and Release of Liability.

I, as parent or guardian with legal responsibility for the volunteer, consent and agree to the terms and conditions as stated in the Volunteer Waiver and Release of Liability as provided above, and for myself, my next of kin, heirs, executors, administrators, successors, assigns, personal and legal representatives, hereby release and agree to indemnify and hold harmless the Releasees from any and all claims and liabilities arising out of or in any way connected with my minor child or ward's participation in the events and volunteer activities as provided above, even if arising from the negligent acts or omissions of the Releasees.

Name:_____Relationship to Child:_____Age of Child_____

Signature of Parent/Legal Guardian:_____Date:_____

Photo Release and Consent Form

*Individuals who donate to, volunteer for, or receive food from **Westmoreland County Food Bank** are occasionally asked to be part of Westmoreland County Food Bank publicity, publications, and/or public relations activities. In order to guarantee personal privacy and ensure your agreement to participate, Westmoreland County Food Bank asks that you sign this form.*

Your signature indicates approval for your name, picture, verbal statements or portraits (video or still) to appear in Westmoreland County Food Bank publicity. Westmoreland County Food Bank may use the pictures and/or videos in subsequent years.

I authorize Westmoreland County Food Bank to use my photograph in any or all of its publicity. Said photographs shall remain and be the property of Westmoreland County Food Bank. They may be used with or without my name or using my initials of a fictitious name.

I, also, agree I will not be compensated for these pictures and my consent and release have been given without coercion or duress.

I hereby release Westmoreland County Food Bank, Inc. and any of its associated or affiliated services, their directors, officers, agencies and employees from all claims of any kind on account of such use.

I have read the foregoing and fully understand the contents.

Please sign below, giving your permission to be photographed.

Printed Name_____

Signature X_____

Effective Date of Agreement_____Pantry #_____(optional)

If a person appearing is a minor (under 18 years of age), a parent or legal guardian must sign the form as well.

Parent/Legal Guardian Signature_____Date_____