



## YOUTH VOLUNTEER POLICIES AND PROCEDURES

**GOAL:** To safely involve community youth volunteers in programs, which help eliminate hunger.

Youth (ages 8-17) who wish to volunteer with Second Harvest Food Bank (SHFB) are required to have written parental permission. The SHFB Volunteer Services Manager must also pre-approve all youth volunteers and their duties and is responsible for this policy.

### PROGRAMS FOR YOUTH:

**Ages 8-13:** May volunteer for Community Food Sorts (*currently on the second and fourth Saturday of each month.*)

**Ages 14-17:** May volunteer for SHFB in the office and/or for warehouse duties.

**PARENTAL APPROVAL:** Youth are required to have written prior consent from parent and/or guardian, in order to volunteer with SHFB. The *Youth Volunteer Consent Form* is located on the back of side of this sheet.

**CHAPERONE/SUPERVISION RATIO:** The ratio of Chaperones/Supervisors for youth volunteers ages 8-10 it is 1-on-1, and for youth volunteers ages 11-13 it is 1 adult for every 3 youth. For youth volunteers 14 & up no adult supervision is required.

**GROUP CHAPERONES/SUPERVISORS RESPONSIBILITIES:** Chaperones/supervisors are responsible for keeping youth volunteers on task and for helping to maintain appropriate behavior. The SHFB Volunteer Services Manager may place restrictions on group size.

**NOTIFICATIONS:** Volunteers should call (831-722-7110 ext. 205) as soon as possible if unable to arrive as scheduled and to let the Volunteer Services Manager know as soon as they arrive on the premises.

**ORIENTATION AND TRAINING:** Will be provided for all youth volunteers. A general orientation to SHFB training specific to your position will be provided by the supervisor of the volunteer position.

- **SAFETY:** Youth volunteers **may not operate or work around** the following equipment:
  - Forklifts, compactors and/or balers.
  - Vehicles: may not operate, load and/or unload fleet trucks and/or forklifts; may not transport other SHFB volunteers in any vehicle.
  - Any other equipment, not listed here, but prohibited by law, statute or local ordinance.

**ACCIDENTS:** If an accident does occur, report ALL the INFORMATION to your supervisor **IMMEDIATELY!**

## YOUTH VOLUNTEER CONSENT FORM

### RELEASE AND WAIVER OF LIABILITY FOR YOUTH VOLUNTEERS

This Release and Waiver of Liability (the "Release") is executed on this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_, a minor child (the "Volunteer"), and \_\_\_\_\_, the parent having legal custody and/or the legal guardian of the Volunteer (the "Guardian"), in favor of Second Harvest Food Bank (SHFB). The Volunteer and Guardian desire that the Volunteer work as a volunteer for SHFB and engage in the activities related to being a volunteer. The Volunteer and the Guardian understand that the activities may include helping to provide food services, working in offices, and general supervised assistance. The Volunteer and Guardian do hereby freely, voluntarily, and without duress execute this Release under the following terms:

**1. Waiver and Release.** Volunteer and Guardian do hereby release and forever discharge and hold harmless SHFB and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's work for SHFB. Volunteer and Guardian understand that this Release discharges SHFB from any liability or claim that the Volunteer or Guardian may have against SHFB with respect to any bodily injury, illness, death, or property damage that may result from Volunteer's work for SHFB, whether caused by the negligence of SHFB or its officers, directors, employees, or agents or otherwise. Volunteer or Guardian also understand that SHFB does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

**2. Assumption of Risk.** The Volunteer and Guardian understand that the work for SHFB may include activities that may be of some risk to the Volunteer, including, but not limited to, working in a warehouse facility. Volunteer and Guardian hereby expressly and specifically assume the risk of injury or harm in these activities and release SHFB from all liability for injury, illness, death, or property damage resulting from the activities of the Volunteer's work for SHFB.

**3. Insurance.** The Volunteer and Guardian understand that, except as otherwise agreed to by SHFB, in writing, SHFB does not carry or maintain health, medical, or disability insurance coverage for any Volunteer.

**4. Other.** Volunteer and Guardian expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of California, and that this Release shall be governed by and interpreted in accordance with the laws of the State of California. Volunteer and Guardian agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

Parent/Guardian: \_\_\_\_\_ Youth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

800 Ohlone Parkway  
Watsonville, CA 95076  
Ph: 831-722-7110 ext. 205  
Fax: 831-722-0435  
Hotline: 831-662-0991

### Parent/Guardian Permission Form



Dear Parent or Guardian:

Second Harvest Food Bank Santa Cruz County requires permission for anyone under the age of 18 to participate in any volunteer activity. All volunteers must be 14 years of age or older to independently volunteer on-site during our Monday-Saturday shifts (only when volunteering on site at the food bank); this will be at the discretion of the Volunteer Services Manager. A parent or guardian who is over the age of 21 must accompany youth ages 8-13 while volunteering at the food bank (this will only be allowed during our Saturday sorts).

All volunteers will be required to follow our volunteer agreement, as well as the directives of the Volunteer Services Manager and other staff members. All youth volunteers are required to have a current Parent/Guardian form on file at Second Harvest Food Bank in order to volunteer.

I verify that \_\_\_\_\_ (print youth's name) is currently \_\_\_\_ years old and

I \_\_\_\_\_ (print parent/guardian's name) give permission for him/her to participate at Second Harvest Food Bank.

By my signature below, I do release and hold harmless Second Harvest Food Bank Santa Cruz County from and against any and all claims, actions, suits, or proceedings of any kind or nature arising as a result of the actions of my child.

I also release the officers, staff and Board of Directors of Second Harvest Food Bank Santa Cruz County, without limitations from all damages, liabilities, penalties, costs, expenses, legal fees and claims.

Please print the following information:

Name of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to youth: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Signature of Youth: \_\_\_\_\_

## VOLUNTEER AGREEMENT

Second Harvest Food Bank appreciates your services, and we will do our utmost to ensure that your volunteer experience is rewarding, productive, and safe. We are committed to respecting your skills and individual needs within the limitations of these requirements. We ask your cooperation in abiding by these guidelines.

- Complete duties as assigned; ask for help or directions as needed. Report possible hazards or unsafe activities you see.
- Anyone under the influence of drugs and/or alcohol will not be permitted to volunteer.
- Wash hands before handling food, after break, smoking, or returning from the restroom. Observe good housekeeping practices when working, by keeping the work area clean and orderly.
- Use proper lifting techniques: when lifting heavy objects, use your legs to push upwards, keeping your back straight and your body balanced. If you need help, do not hesitate to ask a supervisor for assistance.
- Only food bank staff members may operate forklifts. Volunteers must be trained before operating any equipment. Volunteers under 18 years-old may not work around forklifts, pallet jacks, or participate in the loading or unloading of vehicles, while power equipment is present, or the operation of fleet vehicles.
- Wear sensible clothing, solid closed-toed shoes and long pants. Sandals, tank tops, shorts, offensive clothing, and walk-mans/Ipods are not permitted.
- Running, horseplay (throwing fruit, etc.), riding pallet jacks, and walking or stepping on pallets is not permitted.
- Food or any product may not be taken from the warehouse or food sorting areas unless under Partners In Need Program supervision. Unauthorized possession will be considered stealing.
- Sexual harassment, violence, harassing behavior or offensive speech will not be tolerated by staff or volunteers. Report incidents immediately to staff members.
- Please use discretion when conducting personal business during your volunteer time.
- All volunteers must advise staff or supervisor if leaving the premises before the end of a scheduled shift.
- Youths ages 8-13 must be in an organized volunteer group and/or supervised by a responsible adult at all times. Youth volunteers in this age group may only volunteer at Saturday sorts
- Youths ages 14 & over are allowed to volunteer from Monday-Saturday, at the discretion of the Volunteer Services Manager.

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I have read the volunteer agreement and acknowledge my responsibility to follow these rules while I am a volunteer for any sponsored Second Harvest Food Bank activity. Any injuries will be reported immediately to a volunteer supervisor or staff member. I understand that I will be asked to discontinue volunteering if I do not follow these requirements and show good judgment.

\_\_\_\_\_  
Print Name of Youth

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

I give permission for the above minor child (under 18 years-old) to volunteer at the Food Bank.

\_\_\_\_\_  
Parent or Guardian Signature