



# GROUP VOLUNTEER APPLICATION

Please complete this form on behalf of your group and return to Ricky Berry, Development Associate at [development@targethunger.org](mailto:development@targethunger.org). Please also include the *Group Participant Volunteer Application* for each person attending in your group.

**GROUP NAME:** \_\_\_\_\_  Corporate  Church  Civic

Group Size:  Less than 10  11 – 25  25 – 40  40 – 50  50 – 75  more than 75

## CONTACT INFORMATION

Name of Group Contact Person: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Preference:  Email  Mobile  Work

Group Main Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Main Line: \_\_\_\_\_

In case of emergency while on Target Hunger premises, who should we notify? \_\_\_\_\_

## VOLUNTEER QUESTIONS

Where did your group learn about the Target Hunger Volunteer Program? \_\_\_\_\_

Is this your group's first time volunteering with Target Hunger?  Yes  No

Why has your group chosen to volunteer?  Team-Building  Give Back to Community  Charity

Corporate Volunteer Day  Other: \_\_\_\_\_

Would your group be interested in making a monetary contribution to our agency?  Yes  No

## ASSIGNMENT PREFERENCES

Please list the below volunteer assignments with your group's preference, from 1 to 3, 1 being the most desired.

- Food Pantry *Distribute food to clients on pantry days. Sort & pack canned goods, pantry items and produce.*
- Educational Food Fair *Distribute food to the general public. Help register attendees. Sort & pack items.*
- Food Distribution/Warehouse *Unpack, sort, and bag canned goods and other food items for distribution.*
- Community Garden *Water, weed, and harvest fresh, organic produce at our local garden. (Saturdays available.)*
- Administrative *Help our admin team with tasks including filing, scanning and sorting documents, or printing and cutting flyers.*
- Facilities *May include tasks such as sweeping, mopping, painting walls, cleaning storage areas, etc. inside our warehouse.*

## AVAILABILITY

Please list the dates your group is available to volunteer: \_\_\_\_\_

Please list the time and days your group is available to volunteer:

**MORNING**       Monday     Tuesday     Wednesday     Thursday     Friday     Saturday  
*(Shifts may last anytime between 7am to 12pm)*

**AFTERNOON**       Monday     Tuesday     Wednesday     Thursday     Friday     Saturday  
*(Shifts may last anytime between 12pm to 5pm)*

## SOCIAL MEDIA

Please list any social media accounts or hashtags that your group would like Target Hunger to include on posts regarding your volunteer day: \_\_\_\_\_

Our group kindly declines to be included on social media

For questions or concerns regarding your group volunteer application, please contact Ricky Berry, Development Associate at 346-335-8065 or [development@targethunger.org](mailto:development@targethunger.org).



# GENERAL POLICIES & PROCEDURES

Please review the following Target Hunger policies and procedures. Please note that Target Hunger reserves the right to ask any volunteer to leave should any of the general policies and procedures be violated.

## GENERAL POLICIES

- All volunteers must check in at their designated areas and sign-in
- Remain in your assigned areas unless otherwise redirected by staff by a staff member
- Target Hunger is not responsible for missing personal belongings. We suggest you leave valuables in your vehicle trunk
- Sexual harassment, violence, or other offensive speech will not be tolerated
- No one under the influence of drugs and/or alcohol will be permitted to volunteer
- The unauthorized removal of Target Hunger property and/or products will be grounds for termination and removal from the volunteer program.

## DRESS CODE

- All volunteers must wear closed-toe shoes.
- Please wear comfortable and appropriate not revealing clothing during your time with Target Hunger.

## SAFETY PROCEDURES

- Safety is our main priority. Please refrain from engaging in hazardous activities, such as running through the building, standing on or walking over pallets, riding pallet jacks, carts, dollies, or other forms of horseplay.
- When lifting heavy objects, use your legs to push upwards, keep your back straight, and your body balanced.
- Do not attempt to lift over 50 lbs. without assistance.
- The use of iPods, MP3 players, mobile phones or other electronics is not permitted while in the food pantry and/or warehouse area.

## HANDLING FOOD

- Wash your hands before and after handling unpackaged food items.
- Please use gloves and hair covers (or baseball hats) when handling and sorting food items.
- No food items are to be placed directly on the ground. Place them on pallets or tables
- Properly dispose of food in the appropriate containers.
- Eating and drinking is not permitted in the food pantry and/or warehouse areas.