



VOLUNTEER GROUP REGISTRATION FORM

(Please complete and return to Director of Volunteers
with completed Individual Release Forms)

Organization Name: _____

Address: _____

City _____ State _____ Zip _____

Mailing Address (If Different): _____

City _____ State _____ Zip _____

E-Mail Address: _____

Authorized Representative Name: _____

Contact Telephone Number: _____

Administrative Official Name: _____

(Principal, Pastor, etc.) _____

Scheduled Date & Time of Special Project: _____

Scheduled Location of Special Project: _____

Expected Number of Participants: _____

WAIVER:

As the authorized representative of the above named organization I hereby agree:

That all volunteers are covered by ICM's insurance policies. However, ICM Food & Clothing Bank is a working warehouse, and as such there are inherently dangerous activities on the premises, including moving pieces of equipment. To that end, I will follow all rules and procedures given to me by ICM employees, including dress code guidelines.

Children younger than 13 will not be allowed without parental supervision on Saturdays, and children under the age of 18 will not be allowed to operate equipment. I will supervise my minor children during the time we are working at ICM as volunteers, and assume responsibility for their safety, supervision and actions.

If at any time, I/we feel unable to perform the work assigned, I/we will report to the Volunteer Director or another employee, and ask for reassignment or explain our reason for leaving. I also grant ICM full permission to use photographs and quotations by me or by our organization for promotional purposes.

ICM Group Policy

ICM appreciates the opportunity to host volunteer groups. There are several different areas where groups can be utilized to assist in our daily operations.

All groups visiting ICM must be scheduled through Abby Loza, Director of Volunteers & Outreach. ICM is unable to host groups larger than 10 people total (unless otherwise approved by an ICM staff member. This request is only approved for specific projects requiring more than 10 volunteers)

If a volunteer group exceeds the allotted amount of participants approved by ICM staff, ICM reserves the right to ask volunteers to leave (due to lack of space/ work.)

All volunteers within a group will be utilized in areas assigned by ICM staff - volunteers will be asked to serve where the need is greatest.

All group volunteers are required to fill out one group participation form and all members must complete an individual release forms. These forms must be completed before volunteer work begins.

All group volunteers are required to wear a badge while donating time to ICM and will adhere to the set guidelines & rules in the volunteer handbook (available on site at ICM)