

Please print legibly.



Date: ____/____/____

ICM Food & Clothing Bank Volunteer Application

Name: _____ Email: _____

Tel: (____) _____ Cell: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Emergency Contact _____ Tel: _____

1. How did you hear about ICM? (i.e., school, civic group / club, church, requirement, other):

2. Are you completing community service for any of these reasons? (Mark One)

Court Requirement: _____	Government-sponsored program? _____	Housing: _____	JOBS: _____
Student Requirement? _____	Other: _____		
Number of Hours Required _____	Required Completion Date: _____		

3. Physical Limitations: (Mark)

	No	Yes	Please explain / comments:
Are you taking any medications we should be aware of?	___	___	_____
Do you have back problems?	___	___	_____
Do you prefer a seated volunteer position?	___	___	_____
How many pounds do you feel comfortable lifting?	_____ lbs.		

4. General Availability: (Mark when you are available.)

Mon _____	Tues _____	Weds _____
Thurs _____	Fri _____	Sat _____

5. Interests: Please mark your areas of interest. (See Volunteer Positions Descriptions)

Intake Specialist: _____	Pantry Associate: _____	Children's Clothing Room: _____
Warehouse: _____	General Office Work: _____	Fundraising: _____
Clothing Room attendant: _____	Special Events: _____ (Please write email above.)	

6. How many other places do you volunteer? _____

7. Would you like to receive the ICM newsletter? Yes: _____ No: _____

Survey information: (Optional information for grant writing and funding purposes.)

Age: _____ Birthday: _____ (month/day)

Ethnicity: (Circle One): White (Non-Hispanic) Hispanic African-American Asian Other

Education: (Circle One): <9th Grade 9th-12th Dipl/GED Some College Assoc Degree Bachelors Masters PhD/Doctorate

Occupation: _____

Language Skills: Spanish _____ Other Languages: _____

Office Use Only:

Rec'd By: _____ Walk-in? _____ Needs _____ Call _____ Assigned? No _____ Yes _____ Dept: _____

Start date: _____ Date of Tour: _____ Not Active _____ Closed _____

Volunteer Consent

Thank you for agreeing to volunteer at ICM Food & Clothing Bank. Your work will help to feed hungry and clothe people. We appreciate all the work that volunteers do for us and we hope to make this a satisfying and fun experience for you as well. These guidelines have been established to create a safe, productive and gratifying volunteer experience for everyone.

ICM Food & Clothing Bank Policies

1. Volunteers must not report to ICM Food & Clothing Bank under the influence of alcohol or any other mind-altering drug/substance.
2. All matters pertaining to clients will be considered strictly confidential.
3. Dress is expected to be appropriate. Nothing that may be a safety hazard will be permitted (i.e. loose fitting clothing or jewelry, opened toed shoes, sunglasses). Name tags must be worn at all times.
4. I agree to accurately record my volunteer time on the attendance sheets in each department. I must notify my area manager or Volunteer Services Coordinator as soon as possible if delayed or unable to keep my schedule.
5. If I have a question or a problem, I will go to the Volunteer Services Coordinator or to the Operations Director
6. When representing ICM Food & Clothing Bank in public, I will act professionally, upholding the mission of ICM.
7. No forms of harassment will be tolerated. ICM is committed to providing a work environment where women and men can work together comfortably and productively, free from all forms of harassment, sexual or otherwise.
8. Eating is allowed only in the lunchroom where snacks are provided to be consumed only at ICM. There is no smoking in the warehouse or lunchroom at any time. Smoking is allowed outdoors 100 feet away from the building.
9. Report any accidents or injuries to your immediate supervisor or the Volunteer Coordinator. Report all injuries including minor injuries such as bruises and scrapes. Fill out an accident report provided by your supervisor.

In return ICM Food & Clothing Bank agrees to

1. Provide adequate job training.
2. Provide adequate space and good working conditions.
3. Maintain record of all volunteer hours.
4. Provide references and /or confirmation of hours worked (with advance notice).
5. As an equal opportunity employer, it is our policy to ensure that each volunteer is accorded equal treatment and opportunity.
6. The Volunteer Manager will provide further information on these policies through the Volunteer Manual (located in the office) or individually on request.

Safety Standards and Emergency Procedures

1. Work according to good safety practices as posted, instructed and discussed.
2. Refrain from any unsafe act that might endanger oneself, the people we serve or co-workers.
3. Use all safety devices provided for your protection- failure to comply with safety requirements could result in immediate dismissal.
4. Report any unsafe situation or acts immediately to your supervisor.
5. Fires or emergencies should be reported to the supervisor. If evacuation is required, volunteers should use the closest unaffected exit in a quick and calm manner. Move as far away from the building as possible for your safety and make room for emergency vehicles.

Waivers

1. I hereby agree to hold harmless and waive any and all claims or causes of action against ICM Food & Clothing Bank arising out of any cause whatsoever, including but not limited to claims arising out of the negligence or intentional conduct of its employees or agents.
2. I attest that I am physically fit and prepared to perform the tasks assigned to me as an ICM volunteer.
3. I further agree to use my personal insurance as the primary provider in the event of injury due to my work as a volunteer for ICM.
4. ICM is not responsible for loss or damage to volunteer's personal property.
5. I also grant ICM full permission to use photographs of me.

I have read, understand and agree to the above ICM Food & Clothing Bank policies, safety and emergency procedures, and waivers:

Volunteer's Signature _____ Date ____ / ____ / ____

If under 18, signature of parent or legal guardian is required:

_____ Date ____ / ____ / ____

Print Name(s): _____

Code of Ethics ICM Food & Clothing Bank

I will be conscious of the fact that everything I do, directly or indirectly, has the potential to reflect upon ICM Food & Clothing Bank as a whole.

I will conduct myself at all times with openness, forthrightness, and honesty in dealing with people and organizations, both internally and externally.

I will hold myself to the highest possible standard of conduct reflective of the work I do, always striving to avoid even the appearance of impropriety.

I will treat everyone with dignity, worth, respect, concern, courtesy and fairness. I will not discriminate against any client on the basis of race, religion, sex, gender, national origin, creed or other individual characteristic. I will not employ corporal punishment or physical force, subject clients to any form of physical or mental abuse, or demean or intentionally humiliate clients. I will be sensitive to and seek solutions for all instances of discrimination and social injustice I observe.

I will respect and comply with all applicable laws and regulations and the defined standards of conduct of my own profession. I will not violate or disobey established rules, regulations or lawful orders from a supervisor.

I will not endanger the well-being of others or myself through intent or neglect. I will not perform duties under the influence of intoxicants or consume intoxicants while on duty.

I will not bring any type of weapon(s) or item(s) declared as contraband into the facility.

I will accept no gifts or favors that might influence the performance of my responsibilities.

I will avoid all conflict of interest relationships with Board members, staff, suppliers, those we serve, and other organizations with whom I deal, unless disclosed and approved.

Volunteer Name

Supervisor

Date Revised 05/27/14

ICM FOOD & CLOTHING BANK CURRENT VOLUNTEER POSITIONS

Intake Specialist

Purpose: Process clients to receive food boxes and enter data into a web based computer system.

Qualifications: Computer skills, able to work with minimal supervision, and problem solver. Great customer service skills and the ability to learn, understand, and abide by policies and implement when needed. Must be willing to learn ATLAS database and attend necessary training's. Direct client service.

Time Frame: Must be able to commit to 3 hours once a week, 8:30-11:30am.

Benefits: Volunteer will learn the ATLAS database that is being widely used by all partnering agencies. Volunteer will also get to gain valuable insight on the need for food and demographics information of those in need while working directly with clients.

Clothing Room Attendant

Purpose: To assist and process clients as they shop for clothing and restock when needed. Provide client with toiletry bags and other household items

Qualifications: Customer service skills and the ability to learn, understand, and abide by policies and implement when needed. Be able to stand for a long period of time. Direct client service.

Time Frame: Must be able to commit to 3.0 hours once a week 9:00am-12noon.

Benefits: Volunteer will be able to engage first-hand with clients and offer assistance with clothing and other items needed by clients.

Pantry Associate

Purpose: To assemble and give out food boxes to clients

Qualifications: Customer service skills and the ability to learn, understand, and abide by policies and implement when needed. Be able to stand for a long period of time. Be able to lift 20lbs. This is a fast pace physical position that does require lifting and bending. Direct client service.

Time Frame: Must be able to commit to 3.0 hours once a week 9:00am-12noon.

Benefits: Volunteer will be able to assemble and give food box to clients.

Children's Clothing Room Attendant

Purpose: To assist and process clients as they shop for kids clothing and shoes and restock when needed.

Qualifications: Customer service skills and the ability to learn, understand, and abide by policies and implement when needed. Direct client service.

Time Frame: Must be able to commit to 3.0 hours once a week 9:00-12noon.

Benefits: Volunteer will be able to work directly with clients and assist them with looking for clothes for children.

Love Corner (Day care) Helper

Purpose: To assist ICM staff member with child care while parents receive services.

Qualifications: Customer service skills and the ability to learn, understand, and abide by policies and implement when needed. Compassion for children. Direct client service.

Time Frame: Must be able to commit to 2.0 hours once a week 9:00-11 noon.

Benefits: Volunteer will be able to work directly with children and assist them craft projects, coloring and offer them snacks/meals.

Warehouse Associate

Purpose: To help ICM staff with setting up and cleaning areas before, during, and at end of serving clients. Assist with loading and unloading of incoming food and clothing donations. Indirect client service.

Qualifications: Must have the ability to learn, understand, and abide by policies and implement when needed. Be able to stand for a long period of time. Must have the ability to do physical work such as lifting and bending and work with minimal supervision.

Time Frame: Help is needed Monday through Friday from 7:30am to 2:30pm and Saturday from 8am to 1pm. exact hours are flexible as help is needed throughout the day.

Benefits: Volunteer will be able to see firsthand the opportunity of the ins and outs of the ICM operation.

Clothing Room Associate

Purpose: To help ICM sort through clothing and restock when needed. To assist in organizing incoming donations

Qualifications: Must have the ability to do physical work such as lifting and bending and work with minimal supervision. Indirect client service.

Time Frame: Monday through Friday. Hours are flexible - this is a behind the scenes positions 8:00am to 2pm and Saturday from 8:00am to 1pm.

Benefits: Volunteer will be able to help restock clothing rooms for the following day of operations. This will allow clients the opportunity to receive a larger variety of clothing. Allows for volunteers to meet new people and have time to fellowship.