



Volunteer Food & Resource Center
210 S. Wynne Street
Colville, WA 99114
509.684.2971
www.colvillefoodbank.org

VOLUNTEER APPLICATION

Please provide photo ID with your application. Thank You

CONTACT INFORMATION

Full Name: _____
Street Address: _____
City, State, Zip: _____
Email Address: _____
Birth Date: _____
Phone: _____ (Home) _____ (Cell)

AREAS OF INTEREST

- | | | |
|--|---|---|
| <input type="checkbox"/> Office Work | <input type="checkbox"/> Computers | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Typing/Filing | <input type="checkbox"/> Vehicle Maint. | <input type="checkbox"/> Arts/Graphics |
| <input type="checkbox"/> Warehouse: stocking shelves, filling orders | <input type="checkbox"/> Building: carpentry plumbing, painting | <input type="checkbox"/> Event Planning & Marketing |
| <input type="checkbox"/> Driver * | <input type="checkbox"/> Other: _____ | |

* **Note:** You must have a valid WA State driver's license, current auto insurance, and a clean driving record.

AVAILABILITY

The Colville Food Bank operates Tuesday – Friday, between the hours of 9:30 am to 3:00 pm. During which hours are you available for volunteer assignments? *

Day of Week:	Tuesday	Wednesday	Thursday	Friday
Availability:				

* **Note:** There are fundraising events that occur outside normal hours of operation, usually on Saturday. Would you be available to assist in set-up, operations, clean-up, planning, marketing/advertising, or coordinating for these events? **Yes** **No**

VOLUNTEER HOURS CREDIT

Do you want or need credit for your volunteer hours? Yes No

If yes, for which agency or organization?* _____

***Note:** If volunteer hours are court mandated, please fill out the information below. This information will not automatically exclude you from participation at the Food Bank.

Please indicate the crime and degree for which your volunteer hours are mandated:

HEALTH INFORMATION

Do you have any physical limitations? Yes No If yes,
 explain: _____

Do you have any health conditions? Yes No If yes,
 explain: _____

OTHER INFORMATION

What skills do you have that could be utilized at the Food Bank?

What new skills would you like to learn? _____

Do you have a resume you'd like help improving? Yes No

Are you currently working part-time or full-time? Yes No

Can we assist you in your employment goals? Yes No

EMERGENCY INFORMATION

Full Name: _____

Relationship: _____

Phone Numbers: _____ (Home) _____ (Work) _____ (Cell)

SAFETY, DRESS CODE, & CONDUCT POLICIES

Safety

All warehouse personnel:

- Must wear tennis shoes, boots, or closed shoes. No sandals, open-toe or open-back shoes allowed.
- Must wear gloves, and take appropriate food-safety precautions, when repackaging food.
- May request the use of a back brace, gloves, or other protective clothing as needed to complete work functions at the Food Bank.

Dress Code

All warehouse personnel:

- Must wear comfortable and appropriate clothing. Work aprons are recommended and provided as some work can get dirty.
- Pants should be appropriately fitting. Pants that are so loose that the wearer is required to hold them up, or so tight that mobility is hindered, are not acceptable attire.
- No bare shoulders. Shirts must have shoulders and sleeves, and be an appropriate length. Mid-drift, low-cut, or other tops that do not appropriately cover undergarments and revealing body parts are not acceptable attire.
- Shorts may be worn as long as the hem is within 3 inches of the top of the knee.
- Obscene, indecent, or offensive tattoos must be covered.
- Obscene, indecent, or offensive logos, advertising, or language on clothing is not acceptable.
- All volunteers and personnel should be neat and clean.

Conduct

All warehouse personnel:

- Need to perform their duties and interact with other volunteers, clients, and personnel in a professional manner.
- Will refrain from swearing, obscene innuendos, or lewd and inappropriate conversation.
- Will refrain from flirtatious behavior or engaging in sexual harassment. Sexual harassment is defined as any unwelcome and/or unsolicited verbal or physical conduct of a sexual nature. The offense is not limited to the parties involved, but can extend to observers as well.
- No drugs or paraphernalia allowed on person or premises.

ACKNOWLEDGEMENT

We value your assistance in the continued success and existence of the Colville Food Bank. The preceding rules are designed to protect you, and the Food Bank, and ensure that a good time is had by all during operations.

We sincerely hope that when you leave the Colville Food Bank you have achieved a sense of accomplishment, developed new skills, and/or succeeded in making many new and grateful friends.

If you have any questions regarding your work here at the Food Bank, please address your questions to the Assistant Director or the Director, to ensure proper delineation of information.

Thank you for your willingness to help.

I have read, understand, and am willing to abide by the Safety, Conduct, and Dress Code policies of the Colville Food Bank. I understand that if I do not adhere to these policies I may be asked to discontinue my volunteer service at the Colville Food Bank.

Signature

Print Name

Date