



## Application Submission Instructions

Thank you for your interest in Least of These! To help make the volunteer process as simple as possible, we have included instructions (below) on how to submit your application.

### Email Your Application

1. Download and save the application to your computer
2. Open the saved application in Adobe Reader
3. After opening the application in Adobe, fill out each field that contains the word "Text"
4. After filling out all applicable fields, use the "Signature" option to sign and date the bottom of the application
5. After completing the above steps, please email your application to [info@leastofthesefoodpantry.org](mailto:info@leastofthesefoodpantry.org)
6. After your application has been submitted a Least of These representative will contact you by the phone number you provided.

### Mailing/Hand Delivering Your Application

1. Print the Least of These application
2. After filling out all applicable fields, please sign and date the bottom
3. After completing the above steps, please mail/deliver your application to:  
**511 Kathryn Street**  
**Nixa, MO 65714**
4. After your application is received, a Least of These representative will contact you by the phone number you provided.

**SEE THE NEXT PAGE FOR VOLUNTEER APPLICATION**



# Volunteer Application & Agreement

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

## **Emergency Contact**

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## **Volunteer Information**

Availability:  Monday  Tuesday  Wednesday  Thursday  Friday  Evening/Weekend

Would you like to set a regular schedule?  Yes  No

If yes, please choose **one**: Weekly (When?) \_\_\_\_\_ Monthly (When?) \_\_\_\_\_

Other Schedule: \_\_\_\_\_

Warehouse (Filling Orders)  Warehouse (Stocking)  Sorting Donations

Front Desk  Interviewing  Special Events (Indicate Event) \_\_\_\_\_

Food Pick Up & Delivery  Unloading Trucks  Mobile Food Pantry

Special Skills or Experience (If Applicable) \_\_\_\_\_

Health Concerns we should know about: \_\_\_\_\_

How were you referred to Least of These? \_\_\_\_\_

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## Volunteer Application & Agreement

If you have received approval from a Least of These staff member to bring a volunteer under the age of 18 with you on occasion, your signature below indicates that you will supervise said minor(s) and agree to accept full responsibility for their safety and actions at all times while on Least of These, Inc. premises.

Name (Adult) \_\_\_\_\_ Date: \_\_\_\_\_

Names of Minor(s) \_\_\_\_\_

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**Our Mission:** Least of these, Inc. provides clothing, household items, and other resources to meet the needs of our neighbors in Christian county.

**Our Vision:** Feeding people, changing lives.

**Our Values:** We strive to meet the needs of neighbors through compassion, love, faith, understanding, and generosity.

### General Policies for All Volunteers:

- Sign in and out each time to serve.
- Familiarize yourself with the tasks and directions of the day, as well as the description of the role you are fulfilling as listed in the Volunteer Handbook.
- Anyone thought to be under the influence of alcohol and/or drugs will be asked to leave the premises. Least of These, Inc. is a non-smoking facility. Smoking in or near the Least of These facility or vehicles is prohibited.
- Youth volunteers may not work on or around forklifts, pallet jacks, ladders, or other equipment. Adult volunteers must be trained and able to demonstrate proficient knowledge of equipment and be cleared by the director before using any equipment. Any volunteer driving the Least of These, Inc. truck must sign the Vehicle Policy and have appropriate documents on file.
- Food items and non-food items, whether donated or purchased, are for clients. Volunteers are prohibited from taking items home without the expressed permission of the Volunteer Warehouse Manager or other staff member.
- Any and all injuries, possible hazards or unsafe activities are to be immediately reported to staff.

- Least of These, Inc. may occasionally photograph volunteer activities. By signing below, you give Least of These, Inc. permission to acquire and publish any volunteer photographs without notifying the volunteer.
- Monitor all areas of the premises for cleanliness and order. Volunteers and staff are expected to work together in keeping facilities organized and clean; volunteers agree to clean up any mess after using the break room.
- All clients and fellow volunteers are to be treated with respect at all times. Assist whenever needed or requested.
- If you volunteer on a regular basis (scheduled), please notify us if you are unable to make your scheduled volunteer time.

**Continue on the next page.**

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Disclaimer: By my signature below, I hereby indemnify and save harmless Least of These, Inc., its funders, grantors, and donors against and from all liabilities, obligations, damages, penalties, claims, accidents, costs, and expenses, including reasonable attorney fees paid, suffered, or incurred for damages or injury to persons and property in whole or in part as a result of my volunteer activities at Least of These, Inc. or any of its programs, projects, or special events.

***I have read the Volunteer Application & Agreement in its entirety. I agree to read the Volunteer Handbook and will do my best to follow all LOT policies and procedures, current and future, and to represent the mission and values of Least of These, Inc. to the best of my ability.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only**

Volunteer Contacted (Date) \_\_\_\_\_ By: \_\_\_\_\_

Volunteer Assigned: **Yes or No**      Area(s) Assigned: \_\_\_\_\_

