



VOLUNTEER APPLICATION FORM

511 Main Street • Malden, MA 02148 • Telephone 781-397-0404 • Fax 781-288-0002

Name: _____ Date: _____

Address: _____

Street

City

Zip

DOB: ___/___/___ Email _____ Languages Spoken: _____

Phone Number (day) _____ (eve) _____

Emergency Contact: _____ Relationship: _____

Church Affiliation (if any): _____ Employer (if any): _____

1) **What week days and times are you available to volunteer?** Bread of Life has regular volunteer activities only **between noon and 8pm Tuesday, Wednesday, Thursday and Friday**. Please indicate on the chart what hours you could be available on each day.

Tuesday	Wednesday	Thursday	Friday

2) **Which do you prefer? (Circle one):**

- Working alone
- Working in large groups

3) **Which volunteer activities most interest you? (Circle all that apply):**

Evening Meals:

- Cooking
- Serving/cleaning
- Recycling paper/metal
- Organizing storage area

Food Pantry:

- Unloading truck
- Sorting/shelving/cleaning
- Registration
- Driving: donation pick-up
- Outdoors: shovel, sweep
- Coordinating volunteers
- Distributing flyers around town

Office:

- Computer data entry
- Bookkeeping
- Publication design/layout
- Accounting
- Maintenance/handyman
- Database/Access troubleshooting
- Web research
- Legal
- PR writing/editing
- Cleaning
- HTML tech

4) **What are your main skills and job experiences?** _____

5) **How many hours would you like to volunteer?** Total Hours: ___ Hours per month: ___ Hours per week: ___

6) **Are you required to keep track of your hours of community service?** Yes ___ No ___

If yes, by what organization: _____

Contact person: _____ Phone number: _____

7) **How did you learn about Bread of Life** _____

8) **Why would you like to volunteer with Bread of Life?** _____

9) **FOR OFFICE USE ONLY: NOT PLACED** ___ **PLACED (Check one):** Pantry ___ Meal ___ Office ___
IF PLACED, starting date: _____ **DATE ORIENTATION COMPLETED** _____

Please SIGN and DATE the REVERSE SIDE

Bread of Life Volunteer Agreement

YOUR MISSION: To help provide nutritious free food for low-income residents of the community

WHAT WE EXPECT OF YOU:

- 1) Job Assignment:** With the staff, select an appropriate job assignment that uses your skills and availability. The minimum job assignment is 2 hours on any given day.
- 2) Performance:** Perform the duties of your job assignment, without infringing on the job assigned to another volunteer, and follow the directions of your supervisor. Supervisors in the Food Pantry are the Pantry Coordinator and Pantry Shift Coordinator; at the Evening Meal they are the Kitchen Coordinator, Executive Director and Volunteer Coordinator; at the Office they are the Receptionist and Volunteer Coordinator.
- 3) Health and Safety:** All volunteers are required to wash their hands after using the bathroom. In addition, gloves must be worn as instructed by the Coordinator.
- 4) Dress Code:** Dress appropriately for your job handling food or working in the office. Shirts and shoes are required on every job site.
- 5) Courtesy and Respect:** Treat volunteers, clients and staff with courtesy and respect as a representative of Bread of Life to the community. This includes speaking in a respectful way, refraining from vulgar language, name-calling, shouting, or any other manner of speaking that offends or demeans another person, including offensive comments about someone's race, ethnicity, religion, sexual orientation, gender or family composition.
- 6) Sexual Harassment:** Do not engage in any behavior that constitutes sexual harassment, including, but not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature, such as sexual name-calling, jokes, written or spoken references to sexual conduct; comment on an individual's body; discussion of one's own sexual activities; comment, gossip or discussion about an individual's sexual activity, deficiencies or prowess; displaying sexually suggestive object, pictures, cartoons; unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; inquiries into someone's sexual experiences.
- 7) Drugs, Alcohol and Smoking:** Do not volunteer while under the influence of drugs or alcohol and do not bring these onto the premises. Smoking is permitted outside only.
- 8) Violence:** Do not bring any weapon, engage in violence, or make threats of violence on or near any Bread of Life job site.
- 10) Pantry and Office Volunteers:** If a volunteer wishes to receive groceries from the pantry, he or she should contact the Pantry Coordinator or Shift Coordinator for a copy of the "Volunteer Food Policy" and adhere to that policy.

WHAT YOU CAN EXPECT OF US:

- 1) Your Recourse:** If a volunteer, client or staff subjects you to disrespect, sexual harassment or threat of violence, you are encouraged to report it immediately to a supervisor and fill out a written "Incident Report".
- 2) Orientation & Training:** You will be offered orientation and training about Bread of Life and your particular program and job, both prior to your volunteering and on-the-job.
- 3) Record of Volunteering:** At your request, you may have Bread of Life keep a written log sheet in the office and at the meal sites on which you can record your volunteer hours. This log sheet will be used by staff to report your volunteer hours to an outside agency if you request it.
- 4) Violation of this Volunteer Agreement:** Violation of any part of this agreement is subject to disciplinary action, up to and including dismissal.

Signature of Volunteer
(rev. 6/23/10)

Printed Name of Volunteer

Signature of Staff

Date