



**Volunteer Application**  
(Please print clearly)

Name \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \*\*\*\*

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Phone (how would you like to be contacted) Cell \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

\*\* Personal Email Address \*\* \_\_\_\_\_ I don't have an email.

***\*\*Please note\*\*:*** We often use email to share important information about the Pantry, including changes in programs, closing dates, and upcoming events. Be sure to check your email regularly for information from the Food Pantry.

Current Employment:

Company Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Previous Employment History (please indicate company names and job titles/areas of responsibility):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Church or Temple \_\_\_\_\_ Address \_\_\_\_\_

Spouse/Partner/Parent (full name) \_\_\_\_\_

If student:

School \_\_\_\_\_ Address \_\_\_\_\_ Grade \_\_\_\_\_

Do you speak any other languages? If so, what? \_\_\_\_\_

Professional or Civic Organizations \_\_\_\_\_

How did you hear about the Interfaith Food Pantry? \_\_\_\_\_

Other Volunteer Experience \_\_\_\_\_

Type of Vehicle \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (cell, work or home) \_\_\_\_\_

Relationship \_\_\_\_\_

How much time do you wish to volunteer?

- One Time Only    Weekly    Monthly    Short Term Projects    Substitute    Weekends

When are you available to volunteer?

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
<b>Morning</b>	_____	_____	_____	_____	_____	_____
<b>Afternoon</b>	_____	_____	_____	_____	_____	_____
<b>Evening</b>		_____	_____			

There are many types of volunteer opportunities available at the Interfaith Food Pantry, both regularly scheduled and on a one-time or occasional basis. Please check the opportunities that interest you the most. Time frames are provided to help you understand when volunteer tasks are typically performed.

**Food Distribution**

- Food distribution at Client Choice Pantry (**Daytime, evening and Saturday time slots**)
- Client sign-in at distribution (computer-based) (**Daytime, evening and Saturday time slots**)
- Home delivery to homebound clients (**Delivery schedule determined by volunteer and client**)

**Food Inventory Maintenance (Warehouse) (M-F 10-4)**

- Sorting donated food
- Stocking warehouse & pantry shelves
- Picking up produce/food/bread from local providers

**General Office Work (M-F 10-4)**

- Newsletter assembling & mailing
- Data entry
- Correspondence support
- General office administrative tasks
- Research

**Community Outreach**

- Conducting Food Pantry tours for adults (**M-F 10-4**)
- Conducting Food Pantry tours for children (**M-F 10-4**)
- Representing Food Pantry at public events (**Scheduled as needed**)
- Community organizing (**Scheduled as needed**)
- Research & identifying potential clients (**M-F 10-4**)

**Food Pantry Special Events (Food drives, Fall Festival, Turkey Trot, annual fundraising gala, holiday projects, etc.) (Scheduled as needed)**

- Assisting with planning special events
- Assisting with implementing special events

**Organizational Support (Expertise Required) (M-F 10-4)**

- Fundraising
- Grant writing
- Public relations
- Human resources
- Finance
- Legal
- Accounting

**Other (Scheduled as needed)**

- IT support
- Nutrition education
- Gardening
- Photography
- Video production
- Graphic design
- Client counseling/intake
- Foreign language translation (Specify Spanish, Russian, American Sign Language, or other)

Date \_\_\_\_\_

Rev 8/2014

## Morris County Interfaith Food Pantry

### A. Confidentiality Agreement

The protection of confidential information about the individuals served by the Interfaith Food Pantry, as well as its employees, volunteers and donors is vital to the interest and the success of the Interfaith Food Pantry. As necessary, staff and volunteers may exchange confidential information with each other when there is an appropriate need to know. Confidential information includes, but is not limited to (i) information about co-workers or co-volunteers; (ii) information about clients; and (iii) information regarding client lists, donors, prospect lists, fundraising activities and other business practices of the Interfaith Food Pantry.

Information, as described above, is not to be released to any outside sources. Volunteers who improperly use or divulge confidential information will be subject to disciplinary action, up to and including termination.

I agree to respect the confidentiality of all privileged information I gain either directly or indirectly through my work with the Interfaith Food Pantry, including information that involves staff, volunteers, clients, donors or overall Interfaith Food Pantry business.

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Volunteer Name Printed** \_\_\_\_\_

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### B. Volunteer Reference Form

Please list two people, not related to you, who have definite knowledge of your qualifications. References should have known you for at least two years. We will contact the individuals listed below and ask them to respond to a short questionnaire.

Name – Reference #1 \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name – Reference #2 \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

I understand the above information may be verified by contacting persons or organizations named in this application, and I hereby release from liability any person or organization that provides information concerning me to the representatives of the Interfaith Food Pantry. I understand that misrepresentation or omission of information requested is cause for non-appointment as an Interfaith Food Pantry volunteer. Upon satisfactory completion of this application and the completion of the screening process, I will be notified of my acceptance/rejection as an Interfaith Food Pantry volunteer.

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Volunteer Name Printed** \_\_\_\_\_