



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 ** _____

*****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) _____

Education History:

College/High School _____ Major _____ Graduated (Y/N) _____

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?

- 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>
Morning	_____	_____	_____	_____	_____	_____
Afternoon	_____	_____	_____	_____	_____	_____
Evening		_____	_____			

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
- Kitchen to Table
- Gardening
- Photography
- Video production
- Graphic design
- Client counseling/intake
- Foreign language translation (Specify Spanish, Russian, American Sign Language, or other)

Date _____

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 _____

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 _____