

## Youth Volunteer Policy

1. All youth under 18 must have a contract (included in this policy statement) signed by both the youth and their parent or legal guardian.
2. Youth under the age of 16 **must be accompanied by a parent**. This is for the safety of the children, organizational flow, and to comply with the food bank's liability insurance.
3. 16 and 17 year old applicants may volunteer only with parent or guardian permission granted through the Youth Contract below. Persons 18 years old or above may volunteer through the standard volunteer process.
4. If their parent or legal guardian is not a volunteer at the food bank, the youth volunteer will be required to fill out a standard application, interview with, and be approved by the Executive Director.
5. Youth will be trained and assigned to work with the parent and/or a trained and experienced volunteer. This will be assigned by the Volunteer Supervisor.

### Sky Valley Food Bank Youth/Student Volunteer Contract

I, \_\_\_\_\_ volunteer my service at the Sky Valley Food Bank. I understand that I will be trained for my work and assigned to my tasks by Sky Valley Food Bank Staff and that my responsibilities and duties may include:

- Sort, shelve, repackage, and/or re-label food.
- Assist clients at client service counter.
- Answer phones, enter data, file or other office tasks as assigned.
- Other \_\_\_\_\_

My commitment is for the dates and times as follows: \_\_\_\_\_

I agree to:

1. Meet the work standards required by the Sky Valley Food Bank.
2. Recipients', donors' and volunteers' privacy and personal information will be kept confidential at all times.
3. Conduct myself in a professional manner during hours of service.
4. Read and follow the written policies and procedures presented to me.
5. Provide advanced notice when other responsibilities or illness do not allow me to fulfill my commitment.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I understand the above and give my permission for this service commitment.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_