

Lawton Food Bank
1819 SW Sheridan Road
P O Box 3812
Lawton, OK 73502
Tel: 580-353-7994
Volunteer Agreement

The Lawton Food Bank appreciates your services and will do its utmost to ensure that your volunteer experience is rewarding, productive, and safe. Our staff is committed to respecting your skills and individual needs within the limitation of the following requirements. Your cooperation is appreciated.

1. Follow staff instructions and complete duties as assigned. Ask for help as needed. Report possible hazards or unsafe activities to staff.
2. Anyone under the influence of drugs and/or alcohol will not be permitted to volunteer.
3. Come dressed to work. Closed toe shoes are required.
4. Wash hands before handling food (e.g., after breaks, smoking, or returning from the restroom). Keep your work areas clean and orderly.
5. Be safe. Practice proper lifting techniques, using your legs to push upwards, keeping your back straight and body balanced. Solicit the help of another person if you need assistance.
6. Food or any other product may not be taken from the warehouse or food sorting areas. Unauthorized possession will be considered stealing and will lead to immediate dismissal.
7. Violence, intimidation, offensive speech or gestures, or harassment of any kind will not be tolerated. Any behavior intended to create discord or to restrict volunteers or staff from working will not be tolerated. Report incidents immediately to staff.
8. Volunteers under the age of 18 must have authorization from a parent or guardian to volunteer. Children under the age of 16 must be accompanied by an adult 21 years of age or older. Shifts for all individuals under the age of 18 must be pre-approved by the Admin or Executive Director of the Lawton Food Bank.
9. Volunteers are required to sign in at arrival and out at departure.
10. Volunteer releases the Lawton Food Bank, its officers, employees, agents, representatives and assigns, from any responsibility or liability for personal injury, including death, and the damage to or loss of property, that volunteer may incur due to the negligence of the Lawton Food Bank, its officers, employees, agents, representatives and assist or others due to accidental occurrences while volunteering.

I have read, understand, and agree to abide by these rules while I am a volunteer for the Lawton Food Bank. I understand that I must report any injuries immediately to staff and that I will be asked to discontinue volunteering and leave the premises if I do not follow these requirements.

Volunteer Name _____ **Phone:** _____

Volunteer Signature _____ **Date** _____

Volunteer Address _____

Parent/Guardian Name _____ **Phone** _____

Parent/Guardian Signature _____ **Date** _____

The Lawton Food Bank is an Equal Opportunity Employer and offers its programs to all eligible persons regardless of race, color, national origin, religion, sex, age, or disability.