Thank you for your willingness to volunteer at The Food Bank for Central & Northeast Missouri.

**Scheduling Your Visit**

☐ Please call in your schedule request with as much notice as possible. We are able to schedule several months in advance.

☐ You must set up a volunteer profile before you volunteer at The Food Bank.

☐ We make every effort to confirm your group’s schedule approximately 48 hours prior to your appointment. If there is a change in the number of volunteers or a change in the time of your appointment, contact us so that we can make appropriate accommodations.

☐ Please allow time at the end of your scheduled block to help clean the work area. Notify the workroom coordinator if you plan to leave earlier than your scheduled shift.

**What to Wear**

☐ Closed-toed shoes (no exceptions)

☐ Short or long sleeve shirts (shoulders must be covered) No tank tops

☐ No cell phone use in the volunteer room or on the volunteer floor.

☐ Hair and beard nets will be provided and must be worn.

☐ Necklaces, lanyards, glasses hanging from clothing, or scarves are not allowed.

☐ Large jewelry must be under clothing or protective gear provided by The Food Bank.

☐ Offensive printing on clothing is not allowed.

☐ Please leave personal items in your car as TFB will not be held responsible for loss or damage of these items.

☐ All personal items (cell phones, purses, back- packs) should be locked in vehicles or checked in at the Volunteer Room desk to be secured during your volunteer shift. Break times will be noted by staff.

**Children**

☐ Children ages 9 and older are welcome to serve with a parent/guardian. Kids Helping Kids Days allow children ages 4-12 to serve along with parents/guardians. A ratio of 1 adult per 2 children is preferred.

☐ All volunteers must be able to stand flatfooted on the floor and be able to reach across a counter-height table (approximately 48” tall). Volunteers are not allowed to stand on a stepstool or sit on tables.

☐ All volunteers must be able to work independently under instructions.

☐ Anyone under the age of 16 must be accompanied by an adult. Groups of students ages 9-16 must have a ratio of 1 adult to 4 children.

☐ Toddlers or babies in strollers/backpacks/slings/baby carriers are not allowed in the Volunteer Room.

**When You Arrive**

☐ Access to the Volunteer Room is available via stairs or elevator. Same-level access is available via the East Entrance.

☐ No food or drink is allowed in the Volunteer Room.

☐ The Volunteer Room is closed 12:30-12:55PM

☐ Volunteer Breaks are at 10:00AM and 3:00PM

**Questions?**

Chase Wyckwood
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