



(413) 664-7378
134 Main Street - PO BOX 651
North Adams, MA 01247

For office use:
Interviewed by:
Date:
Last day (if known)
Placement:
Orientation
Code of Conduct
Packet (acknowledgement attached)

VOLUNTEER APPLICATION

Form with fields for First Name, Last Name, Street Address, City, State, Zip, Day Phone, Cell Phone, E-Mail, Best Time to Reach You, and Birthday.

How did you hear about our volunteer program?

Are you associated with a special volunteer program?

- Yes \_\_\_ No \_\_\_

How many hours do you need to do? \_\_\_\_\_

Do you need to keep track of your volunteer hours? Yes\_\_\_ No\_\_\_

Do you have any special skills, hobbies, or experience that may be useful in your work with Berkshire Food Project? i.e.- fundraising, computer skills, construction, cooking etc.

Do you have any special considerations, i.e. physical or medical, that we should be aware of?

\*Have you ever been convicted of a crime? Yes\_\_\_ No\_\_\_

\*Are there any criminal matters pending against you? Yes\_\_\_ No\_\_\_

If yes, please explain:

Are you a registered with the Massachusetts Sex Offender Registry Board? Yes\_\_\_ No\_\_\_

Please indicate any additional information that may be helpful to us

\* Applicants who indicate a conviction of a crime or pending criminal matters will not be summarily rejected. Registered Sex Offenders will not be able to volunteer at the Berkshire Food Project.

**Reference:** (preferably someone who works, or has worked, with you)

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Emergency Contact Information:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

- *I certify that the statements made in this volunteer application are true and correct to the best of my knowledge.*
- *I hereby authorize Berkshire Food Project to contact the reference given above as needed for volunteer placement.*
- *I understand that as a volunteer I am required to attend a volunteer orientation, and that I will receive and review the Berkshire Food Project's Code of Conduct.*
- *I understand that the Code of Conduct and Berkshire Food Project's policies may change from time to time, at its discretion and without advance notice. I will observe the policies and rules in the Code of Conduct Packet.*
- *I understand that as a volunteer, while I may have access to food and clothing, I will not receive any additional Berkshire Food Project services or goods, or provide others with special access to Berkshire Food Project services and goods.*
- *I understand that I will not be paid for my services as a volunteer.*
- *I agree to keep all information about Berkshire Food Project participants in confidence. If there is a problem or an issue with an individual, I will only speak to Berkshire Food Project staff to try and resolve it.*
- *By recognizing the dignity and beauty of every person, I agree to help build and create our community as an Berkshire Food Project volunteer.*
- *I understand that as a volunteer I must comply with the Berkshire Food Project Code of Conduct at all times while at the Berkshire Food Project.*

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

# Volunteer Code of Conduct and Confidentiality Agreement

## Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to people engaged in volunteer activities and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Our agency reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Volunteer Program Manager.

## Definition of 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation beyond pre-approved reimbursement, performs a task at the direction of and on behalf of the agency. A "volunteer" must be officially accepted and enrolled by the agency prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of the agency.

## Contacting Other Volunteers

Occasionally, volunteers will need to contact other volunteers with regard to their activities with the Berkshire Food Project. We expect all such communications among volunteers to follow general etiquette guidelines. Other than email addresses, the Berkshire Food Project's management will not share contact of a volunteer with another volunteer without the express consent of all parties involved. We encourage volunteers to use common sense when communicating with other volunteers.

## Service at the Discretion of the Agency

Our agency accepts the service of all volunteers with the understanding that such service is at the sole discretion of the agency. Volunteers agree that the agency may at any time, for whatever reason, decide to terminate the volunteer's relationship with the agency.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the agency. Notice of such a decision should be communicated as soon as possible to the volunteers supervisor.

## "Mandatory" Service

Our agency also accepts as volunteers those participating in student community service activities, student intern projects, alternative sentencing or diversion programs, corporate volunteer programs, and other volunteer referral programs. In each of these cases, however, a written agreement must be in effect with the organization, school, or program from whom the special case volunteers originate and this agreement must identify responsibility for management and care of the volunteers. This agreement must be reached in writing before the volunteer begins to work at the Berkshire Food Project.

## Representing the Berkshire Food Project

Volunteers are not to contact organizations or individuals on behalf of the Berkshire Food Project unless they are given express written directions to do so by the Director. Prior to any action or statement which might significantly affect or obligate the agency, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act

as representatives of the agency as specifically indicated within their job descriptions and only to the extent of such written specifications.

## Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall agency business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the agency or other corrective action.

## Screening/Reference Checks

For some tasks, volunteers must submit work and/or references. If such is required, it will be outlined in the task description.

## Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of agency materials, abuse or mistreatment of clients, staff or other volunteers, failure to abide by agency policies and procedures.

## Ending your involvement

A volunteer can cease volunteering with the Berkshire Food Project at any time. We would appreciate a one week notice to give us time to find a suitable replacement.

## As a volunteer:

I agree to follow the Volunteer Code of Conduct.

I will respect the Kitchen Manager's authority and direction.

I will model positive behaviors using respectful, encouraging, and appropriate language when speaking with children and adults.

I will not smoke or use tobacco products in the presence of children and or/ youth.

I will not use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.

I will not pose any health risk to children, youth or adults (i.e., no fevers or other contagious situations).

I will not strike or lay hands on, humiliate, ridicule, threaten, or degrade anyone.

I will dress appropriately:

No low cut shorts or tops, no open toed shoes, shirts must have sleeves, hair and facial hair must be tied back, hat's or hair nets must be worn. Body, hands and nails must be clean. Aprons must be worn over street clothes.

Volunteer's Printed Name \_\_\_\_\_

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_