

GROUP POLICY AGREEMENT FORM



Second Harvest Food Bank of North Central Ohio appreciates your services and will do our utmost to ensure that your volunteer experience is rewarding, productive, and safe. We ask for your cooperation in following these guidelines:

GENERAL GUIDELINES

- The volunteer group size should be a minimum of 7 people and maximum of forty-five (45) people. *Please note:* Groups with more than 20 people requires three (3) days advanced notice to the Volunteer Relations staff and will be working in the repack room.
- Volunteer groups are required to have one adult supervisor who is at least 21 years of age in attendance for every 3 individuals under the age of 18.
- The minimum age for volunteers is 12 years of age without advance notice and consent of Second Harvest.
- Group Leaders should have volunteers fill out emergency contact information for each person in their group.
- Group Leaders will contact the Volunteer Coordinator in the case of having to miss a shift.
- Group Leaders are responsible for the conduct of their group. In the event of conduct or behavior issue a volunteer, the group leader will be informed. If the issue continues, the group may be asked to leave.
- Reminder email will be sent to the group leader approximately 7-10 days prior to the groups schedule volunteer shift to allow time confirm your group attendance and the number of volunteers in the group.

SAFETY GUIDELINES

Second Harvest Food Bank of North Central Ohio has Good Management Practices to promote food and personnel safety. The following guidelines protect your safety and ensure a safe food supply chain at Second Harvest.

Food Safety

- In order to prevent contamination of food products, no persons with cold symptoms, flu, boils, sores, infected wounds or any other infections or communicable diseases are permitted to contact food.
- Volunteers must wash hands before beginning shift, and after eating, drinking, using the restroom, and otherwise soiling hands.
- Volunteers participating in bulk food repack projects (repacking cereal, pasta, rice, etc.) must wear a hairnet and beard net (if needed), gloves, and an apron, and remove all dangling earrings, bracelets, watches and necklaces and cover any stud earrings with a hairnet. Any rings other than plain bands must be removed and plain band rings must be covered by gloves. Lockers are available to store personal items.
- No food or drink of any kind is permitted in the Warehouse, Volunteer Repack Room or Clean Room of the facility, including gum and candy. Any spill or improperly disposed of food or drink product can contaminate inventory food products and be attractants for insect pests and rodents.
- No one is allowed to consume or remove from the premises any donated or purchased food or other non-food products.
- Report any glass breakage to a staff member immediately. Staff members are trained in the proper procedure to clean up glass breakage in order to prevent contamination of inventory food products.
- The FDA has identified the top eight allergens as wheat, milk, eggs, fish, seafood, peanuts, tree nuts and soy. Spills of any products containing these allergens need to be reported immediately to a staff member. Staff members are trained in the proper procedure to clean up food allergens to prevent contamination of inventory food products.
- Second Harvest is a tobacco-free campus. Tobacco use of any kind is prohibited.

Personal Safety

- Volunteers must check-in at the front desk on arrival and check-out at departure.

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- Volunteers are assigned to specific work areas in the warehouse. For personnel safety and accountability, volunteers must remain in their assigned work area until their shift ends or they are reassigned to another project. Volunteers should not walk throughout the warehouse without being by Second Harvest staff members.
- Open-toed and open-heeled shoes are not permitted in the Volunteer Work Center or Warehouse in order to protect your safety from powered equipment and the movement of products on pallets.
- Be aware of forklifts and pallet jacks. Pay attention when pallets are being moved. Stay safe!
- Volunteers may only use sanitizer and other cleaning products if instructed in proper use by a Second Harvest staff member.

WAIVER & AGREEMENT

I do hereby, for myself, my heirs, executors, and administrators waive and discharge the Second Harvest Food Bank of North Central Ohio and all its officers, agents, and employees from and against any and all claims, demands, actions or cause of action arising from any injuries or damages I may suffer or sustain by my participation in any activity for which I participate in for Second Harvest. Furthermore, in full recognition and appreciation of the potential dangers and hazards inherent in such an activity, I do hereby agree to assume all the risks and responsibilities surrounding my participation in this activity or any activities undertaken in addition thereto.

By signing below I agree that I have read and understood the policies of Second Harvest.

Group Leader signature _____ Date _____

GROUP LEADER INFORMATION

Group Name: _____

Name: _____

Address: _____

City: _____ ST _____ Zip Code _____

Phone: _____ Email: _____

Alternate Group Contact Information:

Name: _____

Phone: _____ Email: _____