

# Volunteer Agreement

(Initial)

\_\_\_\_\_ I agree to abide by the rules of confidentiality while performing any tasks associated with Martha's Pantry.

\_\_\_\_\_ I agree not to disclose any personal information, including names, addresses, telephone numbers and e-mail addresses, to any individual or entity not affiliated with Martha's Pantry. I understand that this information is for official business-use only.

\_\_\_\_\_ I understand that Martha's Pantry is run exclusively by volunteers and our staff is small with a "family-like" atmosphere. I understand the importance of being punctual. Our doors are open for a limited time during the week and being on time is important to serving our clients. If I am unable to keep a commitment or if I am going to be late due to circumstances, I agree to notify a staff person.

\_\_\_\_\_ I agree to refrain from using obscene language or speaking with reference to topics that may offend others (which includes sexual innuendoes, racial slurs, political statements, to name a few). This is important when interacting with other volunteers, staff, and especially clients. It is always important to portray a professional image while volunteering at Martha's Pantry.

\_\_\_\_\_ I understand that our clients should be treated with respect and dignity. It is important to remember that our clients come from many backgrounds, including racial backgrounds, economic circumstances and sexual orientations.

\_\_\_\_\_ I understand that Martha's Pantry is here to help those in need. I will do my best to help individuals who we service to the best of my ability.

\_\_\_\_\_ I understand that computer equipment at Martha's Pantry is for business-use. I will limit my using the computers for personal tasks such as letters or other personal documents. It is understandable that we all need access to a computer to do things from time-to-time and that is acceptable as long as it does not interfere with business.

\_\_\_\_\_ I understand that Martha's Pantry is run exclusively by volunteers; which means we all must "pitch-in" to do the more mundane tasks such as vacuuming, emptying garbage, tidying-up, etc. I will do my best to help wherever I can to present a clean and professional environment.

\_\_\_\_\_ I understand that I may be asked to lift or move objects that may require some physical exertion. If I am unable to successfully lift or move an object (due to it's weight or size), I will ask for help. We do not want anybody to sustain an injury while volunteering.

\_\_\_\_\_ I understand that other individuals aside from clients visit Martha's Pantry. It is important to portray a sense of professionalism when interacting with clients, visitors, donors, etc. I agree not to speak negatively of other individuals who are clients, volunteers or staff while in the presence of others who may visit our facility.

We are glad that you are here at Martha's Pantry and we want you to be satisfied during your experience here. By signing this agreement in no way states that you have violated this agreement nor does it imply that you will violate this agreement. As our business grows, more individuals will be attracted to working with us and we want to present some guidelines for all to follow so we all can participate in this great endeavor.

Date:	Print Name:
Email:	Signature:

Martha's Pantry  
**VOLUNTEER**  
 Personal Information

Please Print

Full Name:			
Address:			
City, State, Zip Code			
Cell Phone:	Home Phone:		
Which is the best way to reach you? <input type="radio"/> Cell <input type="radio"/> Home			
How many hours a week would you like to volunteer? <input type="radio"/> 1 hour <input type="radio"/> 1-3 <input type="radio"/> 3+			
<b>History</b>			
Do you have a criminal history (felony)? <input type="radio"/> Yes <input type="radio"/> No			
Is your volunteer service court-ordered? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable			
<b>Who do we contact in case of an emergency?</b>			
Name:	Phone #:		
Why do you want to volunteer at Martha's Pantry?			
Tell us a little about your previous career or work experience.			
<b>There are many tasks that can be performed at Martha's Pantry; which of the following appeal to you the most?</b>			
<input type="checkbox"/>	Various Duties	<input type="checkbox"/>	Delivery Groceries (requires a car)
<input type="checkbox"/>	Sort Clothing Donations	<input type="checkbox"/>	Greet Customers
<input type="checkbox"/>	Vacuuming	<input type="checkbox"/>	General Cleaning
<input type="checkbox"/>	Bag Groceries	<input type="checkbox"/>	Stock Groceries (requires lifting)
<input type="checkbox"/>	Make Phone Calls for Donations of Food and/or Money	<input type="checkbox"/>	Yard work
Is there anything you would like to do that is not listed above?			
Today's date:			