

Volunteer Application

(Please complete both sides of this application)



Last Name: _____ First Name: _____

Address: _____

Phone Residence: _____ Cell: _____ e-mail: _____

Birth date: _____ month/day/year (optional)

Are you legally qualified to work in Canada? Yes ____ No ____

Place check marks beside the programs that interest you.

- Hamper Help – working with clients during their food choice process (Tuesday or Friday 10 AM- noon)
- Food donation collection and shelving
- Make presentations to community groups, public speaking
- Driver - pick-up food donations from grocery stores, etc.
- Driver – occasionally deliver hampers
- Food handling; repackaging bulk items, organize food stocks
- Food Bank maintenance (cleaning, minor upkeep)
- Researching & Compiling; inexpensive recipes and budget tips etc.
- Website maintenance & social media

Are you OK with cross-training and working in any position at the Food Bank? Yes ____ No ____

If interested in driving -

Do you have use of a vehicle for volunteering? Yes ____ No ____

Do you have a valid driver's license? Yes ____ No ____

Do you have insurance? Yes ____ No ____

Do you have any health problems of which we should be aware? Yes ____ No ____

If so, please explain: _____

Please list any special skills that you have (current first aid, computer skills, second language...) _____

What is your availability? _____

Emergency Contact. In the event of an emergency while doing volunteer service, please provide us with a contact name and number.

Name: _____ Relationship: _____ Phone: _____

You are required to have a current Police Record Check (no older than 3 months). Use the letter attached to apply for one at the local RCMP detachment.

Date approved Police check was issued: _____

**MEMBERSHIP in the Tofield-Ryley and Area Food Bank is automatic as a volunteer of the Food Bank.
There are no fees for membership.**

Privacy Notice

All personal information will be stored and maintained by the Tofield/Ryley and Area Food Bank and will be held in strict confidence. All information collected is for the use of the volunteer program only and will not be used for any other purposes. If you have any questions regarding the collection or use of this information, please contact a Food Bank representative (messages can be left at 780 662 3511).



Volunteer Code of Conduct and Confidentiality Agreement

I understand it is the policy of the Tofield-Ryley and Area Food Bank Society that the society's volunteers and board members live up to the highness standards of conduct at all times and that they not disclose confidential information belonging to, or obtained through their affiliation with, the Tofield-Ryley and Area Food Bank Society to other persons including their relatives, friends, and business and professional associates. Confidential information includes information regarding clients, as well as details of individuals and partner organizations affiliated with the Food Bank, including donors, and internal financial and other Food Bank documents.

As a Volunteer and/or Board Member, I commit to demonstrating professionalism, good judgement, and care, to avoid unauthorized or inadvertent disclosures of confidential information and commit, for example, to refrain from discussing clients' personal information or conduct (other than in the course of official and legitimate Board business purposes) or leave confidential information contained in documents or on computer screens in plain view.

Upon separation of my term of service and/or at the end of my volunteer term, I agree to return all documents, papers and other materials that may contain confidential information. I understand that failure to adhere to this policy may result in corrective actions, up to and including revocation of my membership with the Tofield-Ryley and Area Food Bank Society.

ACKNOWLEDGEMENT OF CODE OF CONDUCT AND CONFIDENTIALITY OF CLIENT INFORMATION

I agree to abide by the Tofield-Ryley and Area Food Bank Society's Code of Conduct, and to treat as confidential all information about clients or former clients and their families that I learn during the performance of my duties at the Tofield-Ryley and Area Food Bank.

I understand that it would be a violation of policy to not live up to the highness standards of conduct at all times or to disclose any confidential information to anyone without being authorized to do so by the Tofield-Ryley and Area Food Bank Society Board of Directors.

Signature of Volunteer: _____

Name: _____ Date: _____
