



BackPack Volunteer Agreement 2023-2024

Please ✓ by the numbers and sign below that you've read and shared this information before volunteering to help fill sacks:

- ___ 1. You agree to have 10-15 people in your group before signing up (please contact Tiffany for exceptions). Each group should consist of no less than 10 people (more may be needed when children are part of the group). Each tote is packed with 10 sacks into 30 gallon plastic totes and it is recommended that 1-2 volunteers in your group be able to lift **25 pounds**.
- ___ 2. You agree to stay until the number of sacks requested is finished (not requesting a certain amount of time). Three volunteer groups are scheduled per week. With around 2,400 sacks distributed weekly, volunteer groups can expect to fill about 700 sacks - usually lasting, but not limited to, 1-2 hours.
- ___ 3. You agree to fill out the bottom of the dry erase board outside of the Backpack sort room. This board will indicate how many sacks/totes a group should fill. In your group's column, fill out the number of volunteers, the start and finish time.
- ___ 4. You agree to NOT use sharp objects to open cases with food product in them. A knife can easily slice open a package inside the case making it unusable and a waste of our precious donations and grant monies.
- ___ 5. You agree to NOT THROW any product away. Please look closely for product that should not be distributed. All unusable product needs to be set aside in the marked area to be inventoried.
- ___ 6. You agree to NOT cut off the "flaps" of the boxes of food - they are important to close and store the food for the next time needed. Always keep product on the table in its original box. This makes it easier for the next group to identify where to find more or for staff to put away.
- ___ 7. You agree to break down the empty cardboard boxes and put them in the cardboard recycling bin.
- ___ 8. Before leaving:
 - a. Count the number of totes and make sure the correct number of sacks (10 per tote) was prepared.
 - b. Check under the table (on bottom shelf and floor) and around sort room for dropped product, waste, etc.
 - c. Check that all emptied cardboard boxes are broken down and flattened in the recycling bin.
 - d. Fill out requested information for your group on the dry erase board outside the Backpack sort room.
 - e. *For evening groups only:* A board member will be present to open, close and secure the building.
- ___ 9. Your group's contact person will receive a calendar reminder the week PRIOR to packing to remind of the group's date and time for filling sacks. An acceptance reply to the reminder confirming your group is greatly appreciated.
- ___ 10. Cancellation/Rescheduling: In the event that weather dictates it would be unsafe for volunteers to travel, the Food Bank staff and the group's contact person will be in touch as soon as possible to try to reschedule.
- ___ 11. We have limited parking space. Between 8am - 5:30pm, please do not park your vehicles in the garage or in front of the doors. Primary parking is available along the retaining wall and the railroad tracks. We encourage groups to carpool. We have secured permission from APF, the company across 11th Street, to use the gravel portion by the railroad tracks of their parking lot (near the sign) for overflow parking. **APF requests you do NOT park in front of their building or loading docks.**

Please Print Legibly. By signing below, you agree that you have read through, shared and understand the Volunteer Agreement set by the Food Bank of Siouxland. Please keep a copy of this information as a reference.

Volunteer Group Name: _____

Contact Name: _____ Email: _____

Phone (best way to reach you) Please circle one: Home Work Cell _____

Signature: _____ Date: _____

Please return this form through email or mail:

Tiffany Kissinger, Program Manager tiffany@siouxlandfoodbank.org Ph: M-F 8am-4pm: 712-255-9741 ext. 5
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