



## BackPack Volunteer Agreement 2022-2023

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

- \_\_\_ 1. You agree to have 10-15 people 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 a part of the group). Food sacks are packed into 30 gallon plastic storage totes. Each tote is packed with 10 sacks and it is recommended that one or two 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). We schedule three volunteer groups per week. With around 2,400 sacks distributed per week, volunteer groups can expect to fill about 700 sacks - usually lasting (but not limited to) around an hour to two hours.
- \_\_\_ 3. You agree to fill out the bottom of the dry erase board outside of the Backpack sort room. You agree to enter in the group's column with the number of volunteers and the start and finish time. This board will indicate how many sacks/totes a group should fill and the menu number to follow for that week.
- \_\_\_ 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 counted later.
- \_\_\_ 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 it away. Please do not worry about setting up for the next group.
- \_\_\_ 7. You agree to break down the empty cardboard boxes and put them in the cardboard recycling bin before leaving.
- \_\_\_ 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 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 an email the week PRIOR to packing to remind him/her of the group's date and time for filling sacks. A reply to the reminder email 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 11<sup>th</sup> Street, to use the gravel portion of their parking lot (near the sign) for overflow parking.

**Please Print Legibly.** By signing below, you agree that you have read through 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 or cell): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form through email or mail:**

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