



BackPack Volunteer Guidelines 2018-19

Thank you for your interest in helping feed Siouxland’s hungry children!

Please “x” by the numbers and sign below that you’ve read this before volunteering to help fill sacks:

- ___ 1. We schedule THREE volunteer groups per week. Groups need to be willing to stay until the number of sacks requested is finished (not requesting a certain amount of time). With around 2,000 sacks distributed per week, volunteer groups can expect to fill about 650 sacks - usually lasting (but not limited to) around an hour to two hours.
- ___ 2. Each group should consist of no less than 10 people (more may be needed when children are a part of the group). Please know that we’re depending on you to help us feed the children who count on us - please be sure you have 10-15 people before signing up (please contact Tiffany for exceptions).
- ___ 3. Our building is shared by several companies and 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 of their parking lot (near the sign) for overflow parking.
- ___ 4. There is a dry erase board outside of the Backpack sort room. This board will indicate how many sacks/totes a group should fill and the menu number to follow for that week. Please have a representative fill out the bottom of the group’s column with the number of volunteers and the start and finish time.
- ___ 5. Please DO 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.
- ___ 6. Please DO 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.
- ___ 7. Please DO NOT cut off the “flaps” of the box - 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.
- ___ 8. Groups will need to break down the empty cardboard boxes and put them in the cardboard bin before leaving.
- ___ 9. 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.
- ___ 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. 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.

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

Volunteer Group Name: _____

Contact Name: _____ Email: _____

Phone (circle one – home or work): _____ (cell): _____

Signature: _____ Date: _____

Please return this form through email, mail or fax.
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