Volunteer Standards of Conduct

1. Volunteers who qualify to receive food are permitted to go through the line at appropriate intervals as determined by the Sponsor. However, all volunteer boxes MUST be removed from the distribution site after receipt. Any volunteer found to be taking more than the allotted amount per household or perceived to be choosing more sought-after items in an inequitable fashion will be asked to leave and will not be permitted to volunteer again.

2. No volunteer or family member will be allowed to eat any of the RRFB food during the distribution. If volunteers bring food from home they must leave the distribution line while eating it.

3. Volunteers are prohibited from showing any favoritism. All clients, volunteers or not, are to be treated equally.

4. Volunteers may not accept payment or food of any form for registration or assistance from clients.

5. If Volunteers see something that strikes them as ‘wrong’, i.e., Mr. and Mrs. Romero are coming through the line and they both have a box and you know they are one household, Volunteers must inform the coordinator.

6. Volunteers must be safety aware – removing trash and boxes so people don’t trip over them. Keeping the distribution area clean, and being sure that box openers or other hazardous items are put away and not left where clients or children might grab them.

7. No sponsor or volunteer will be allowed to participate if under the influence of drugs or alcohol.

8. Volunteers must be polite, respectful, and helpful to clients, regardless of circumstance. Any volunteer found not in accordance will be asked to leave and will not be permitted to volunteer again.

As the Sponsor I agree to adhere to and to uphold these Volunteer Rules and Guidelines.

_________________________   __________________
Signature                        Date