

# COURT APPOINTED COMMUNITY SERVICE POLICIES AND PROCEDURES



## VOLUNTEER INFORMATION

First Name:	Last Name:
Phone or Email:	Over 18? <input type="checkbox"/> YES <input type="checkbox"/> NO, Age: _____

## CHARGE INFORMATION

Total hours needed:	Description of current charge: <i>(reason for working these hours)</i>
List all past charges:	
Name of PO/Judge/Attorney: <i>(whoever you are turning in these hours to)</i>	
Phone Number of PO/Judge/Attorney:	

## EMERGENCY CONTACT INFORMATION

Name:	Phone:
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## Policies and Procedures

1. Shifts are Monday – Friday (8 – noon and/or 1 – 4 pm). **No evening or weekend shifts are available!** We do not accept workers who arrive late for their shift. You must check in with a Volunteer Associate and get signed in for the shift **before** you start working in order for your hours to count.
2. The minimum age for court appointed volunteers is 16 years old. Volunteers under the age of 18 must have this form signed by a parent or legal guardian.
3. Bags, backpacks, and purses are not allowed in the warehouse for any reason. Please leave these items at home, or in a locked vehicle. If you need your phone, keys, or other items, you must keep them on your person.
4. **Closed-toed shoes are required. No exceptions!**
5. Volunteers with the following charges (past or present) are not eligible to complete their hours at Second Harvest:
  - a. Theft (of any kind)
  - b. Sexual Assault or Misconduct (of any kind)
  - c. Violent crime (of any kind)
6. If you would like to use earbuds while you work, you must let a Volunteer Associate know – they will give you further guidelines on where and when you may use them. Taking lengthy phone calls or playing on your phone excessively is not permitted.
7. Any Second Harvest staff member is authorized to dismiss you if you do not follow directions given by any other staff member. Staff members also have authority to ask you not to return for work on subsequent days.
8. Breaks are only at the discretion of staff members. You must ask permission before taking a break. Smoking is only permitted in the designated area at the back of the building.
9. You can request a letter to verify your hours from a Volunteer Associate at the end of your service. You are responsible for giving the letter to your parole/probation officer or the judge in your case. Second Harvest is not responsible for the time served if you lose the letter, and will not re-issue letters.

10. Lunch breaks cannot be taken in the front lobby! Lunch breaks are to be taken in the Culinary Arts Center, outside, or if you have a vehicle, you may leave for lunch.
11. Food safety is of utmost importance at Second Harvest. You are **required** to notify the Volunteer Associate if you have experienced any of the following symptoms in the past 24 hours: diarrhea, vomiting, jaundice, sore throat with fever, infected or exposed wounds, cuts, or boils.

**Violation of the following policies will result in dismissal. You will be asked to leave immediately and you will not be eligible to receive credit for your hours worked or volunteer at Second Harvest again.**

1. Everyone you come into contact with should be treated with respect – other volunteers, Second Harvest staff, food bank visitors, and anyone else. Harassment of any kind will not be tolerated.
2. No weapons are allowed on Second Harvest premises.
3. No drugs or alcohol allowed, and no volunteers may be under the influence of drugs or alcohol.
4. No altering of hours on your time sheet or the sign-in book.
5. No taking of any object, food, supplies, or tools, from the warehouse (even if it is going to be thrown away).
6. On some days, there are work-release prisoners that work at Second Harvest. Do not communicate with prisoners. It is a federal offense to provide any material to a prisoner.

**Waiver**

I understand that it is prohibited for me to remove any Second Harvest Food Bank product from the warehouse or offices for any personal use. I give Second Harvest Food Bank of Middle Tennessee, Inc. permission to conduct a background check on me prior to or during my volunteer service. I understand that volunteer service is at will and can be terminated, for any reason, or for no reason at all, and with or without advance notice, at any time by Second Harvest Food Bank of Middle Tennessee, Inc. or by the volunteer. I understand that as a volunteer for Second Harvest Food Bank of Middle Tennessee, Inc., I may be involved in physical activities that have a potential risk of injury. I assume this risk. I agree that I will perform activities that I am comfortable doing and follow all instructions. I hereby release and discharge Second Harvest Food Bank of Middle Tennessee, Inc. its employees, directors, officers, partners, agents, and volunteers from any claim, demand, or cause of action that may be asserted by or on behalf of me as a result of my volunteering for activities through Second Harvest Food Bank of Middle Tennessee, Inc. I agree to be responsible for my behavior and to indemnify and hold harmless Second Harvest Food Bank of Middle Tennessee, Inc., its employees, directors, officers, partners, agents, and volunteers from any damages or liabilities arising out of my activities as a volunteer through Second Harvest Food Bank of Middle Tennessee, Inc. I understand that I will receive a copy of Second Harvest’s Policies & Procedures. I agree to read this information and keep it for future reference. I agree to observe present and future company policies and rules outlined in the information. The policies stated are intended as guidelines for volunteers and are subject to change at the sole discretion of Second Harvest. Release and Consent Agreement For valuable consideration, I, the undersigned, hereby irrevocably consent to the unrestricted use by Second Harvest Food Bank of Middle Tennessee, Inc. and/or its clients, customers, successors and assigns and those acting under its authority, and those for whom it is acting, the absolute right, for as long and as often as they may elect, to copyright and/or use and/or publish any media pictures of me and in which I may be included in whole or in part, whether such pictures may be retouched, otherwise changed in character or form, or included as part of a composite picture in conjunction with my character or form, or included as part of a composite picture in conjunction with my own or fictitious name or reproductions or versions thereof in color otherwise, made through any media for art, advertising, trade or any other lawful purpose whatsoever. I hereby waive any right to inspect or approve the finished photograph, advertising copy, or printed matter that may be used in conjunction therewith, or to the eventual use that it may be applied. In conjunction with the foregoing, I hereby release and hold harmless Second Harvest Food Bank of Middle Tennessee, Inc. and each of the above from all liability.

**By signing below, I acknowledge that I understand and will abide by the policies listed above, and that all the information I provided regarding my identity and charge is true.**

Volunteer Signature:	Date:
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**\*\*\*If volunteer is under 18, a parent or guardian MUST sign this waiver\*\*\***

Guardian Name: (printed)	Guardian Signature:
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