



Farm to Families Volunteer Policies and Procedures

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Volunteer Age and Group Size: The age requirement varies per farm, and will be listed for each volunteer opportunity. The different age requirements 7, 16 and 18. Groups of volunteers under 18 years old must be accompanied by adult chaperones (1 adult: 4 minors). For most farms, the maximum group size is 12 people. There is no minimum group size. Contact us to inquire about bringing a group larger than 12 people.

Application/Scheduling: All volunteers must complete an online volunteer application prior to arrival for the volunteer shift. (Volunteers under 18 MUST have a youth waiver signed by a parent or guardian). You can view the volunteer schedule and sign up for shifts on our website.

Attire and Supplies: Sturdy, closed toe shoes are REQUIRED!!! (Boots or tennis shoes are ideal. Absolutely no sandals or flip flops). Long pants and long-sleeved shirts are recommended for farm work. Keep in mind that you will get dirty. Be prepared for warm, cold, or wet weather, and bring extra layers and rain gear so will be comfortable working in most conditions.

Volunteers should bring the following items: hat, sunglasses, work gloves, water bottle filled with water, sunscreen, bug spray and rain gear. Water and some supplies will be provided, but we recommend that you bring your own to make sure everyone is prepared to work outside in all weather conditions. For safety concerns, volunteers who are not wearing appropriate shoes, or clothing, may be dismissed upon arrival.

Arrival and Parking: Unless otherwise specified, all volunteer groups will meet at the farm site. The Farm to Families Coordinator will be present to meet volunteers. Groups should arrive 15 minutes prior to the beginning of the shift. **Volunteers MUST BE ON TIME!!!** This is imperative, as tardy arrival can greatly restrict the work a farm would like to accomplish during a shift. Groups are encouraged to carpool since there will be limited parking at most of the farm sites.

Breaks: Feel free to bring a sack lunch and/or snacks. All waste must be brought out with the group, because there will not be garbage disposal onsite. There will be onsite bathrooms or port-a-potties available for volunteers.

Cancellations: Volunteers must notify us within 48 hours in the event of a cancellation. If you need to reschedule or cancel your volunteer shift, please let us know ASAP.

Harassment: As an equal opportunity employer, Second Harvest Food Bank has a strict policy against employee or volunteer harassment, whether sexual, racial, religious or national origin. Harassment in any form (verbal, physical or visual) is strictly against Second Harvest's policy and will result in corrective action. Simply put, harassment will not be tolerated on the part of any employee or volunteer.

Orientation/Training: This volunteer opportunity is for all skill levels and no experience is necessary! All volunteers will receive an orientation and training prior to each shift. The Farm to Families Coordinator will supervise every volunteer group.

Physical Requirements/Volunteer Duties: Farming is hard work. Depending on the season, you may be preparing beds, shifting compost, planting, harvesting, tending vegetables or cleaning up the land. Volunteers will be bending and/or standing throughout the entire shift, and will need to be able to lift between 20-35 lbs. If you have a medical condition, please inform the Farm to Families Coordinator of your condition upon arrival.

Rain Plan: We will work when it rains. You will be notified in advance if the shift needs to be cancelled due to severe weather. If the weather becomes dangerous or ceases to be productive in the middle of the shift, the group will be dismissed early.

Volunteer Conduct:

- Personal belongings are the responsibility of the owner. Whenever possible, leave these in your vehicle.
- Volunteers must respect the directions of the farm manager and needs of the farm site.
- Volunteers are expected to remain in the project work area throughout the duration of the assigned shift.
- Volunteers are not allowed to use or ride on any mechanized equipment.
- Running and horseplay is prohibited.
- Volunteers may not take anything from the farm site.
- The smoking policy is at the discretion of each specific farm.