



## YOUTH VOLUNTEER POLICY

Youth 8 years and older are welcome to volunteer at Feed My People Food Bank provided they follow FMP's Youth Volunteer Policy and Expectations (*see next page*). They are in place for the safety of both the volunteers and staff members of Feed My People. Volunteers work in a warehouse where machinery is operated, and proper adult supervision of children is crucial. Supervisors must be 18 years of age or older.

### **8 years to 11 years:**

- Children under 12 are not permitted to volunteer in the clean room.
- They are welcome for group activities and Community Action Nights.
- Groups are limited to a maximum of 8 children.
- For every 4 children in the group there must be **one** adult present to supervise.
- Children are limited to volunteering for a maximum of 1.5 hours at a time.

### **12 years to 15 years:**

- They are welcome for group activities and Community Action Nights.
- Groups are limited to a maximum of 12 children.
- For every 4 children in the group there must be **one** adult present to supervise.
- Children are limited to volunteering for a maximum of 2 hours at a time.

### **High school students (16 and older):**

- They are welcome for both group and individual activities.
- Students volunteering on an individual basis are not required to have an adult accompany them.
- Groups are limited to a maximum of 12 high school students.

## YOUTH VOLUNTEER EXPECTATIONS

These rules are in place to ensure a safe working environment for both the volunteer and Feed My People staff members and to ensure that projects are completed properly. The staff members at Feed My People do not have the capacity for constant supervision.

1. No running, jumping, throwing things, or climbing on equipment (this includes forklifts, pallet jacks, tables, pallets, racks, mobile stairs, carts, etc.).
2. Volunteers should remain in the area they are working in. No one should wander through the warehouse without a staff member.
3. When transporting items (such as cans), volunteers should only carry a few items at a time. Dropping items can damage the food and injure people.
4. The general noise level should be kept low. A radio or speaker can be turned on but should be kept at a reasonable volume.
5. Safe food handling practices are extremely important. If your group is working with repacked food, monitor them closely to ensure that they are washing their hands and using fresh gloves every time their hands become contaminated and that they do not use any items that fall on the ground. Food should never be set directly on the ground; even if it's in a package.
6. **Feed My People wants volunteers to work at a slow pace** – the activity is not a race. Working quickly usually results in violations of safe food handling practices, wasted food, and errors in completing the project. Work slowly and accurately.
7. All groups must clean up after themselves. The Volunteer Coordinator will give you specific directions on what needs to be done at the end of your shift.

## SUPERVISOR EXPECTATIONS

Supervisors of youth are expected to help enforce the Youth Volunteer Expectations while working in the warehouse. Failure to properly supervise the youth in your group may result in the group not being allowed to volunteer at Feed My People in the future. Disregard for safety will result in your group being asked to leave immediately. Your signature(s) below attest to your agreement to follow these policies.

**Group name:** \_\_\_\_\_

**Date of activity:** \_\_\_\_\_ **Number of Volunteers:** \_\_\_\_\_

### Supervisors:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_