



SERVING CHILDREN AND FAMILIES IN STAFFORD COUNTY SINCE 1979

www.serve-helps.org

Helping Stafford
with:

- Food Pantry
- Utility Help
- Rx Assistance

Hours of Operations:
Monday - Thursday 11:00-4:00
2nd & 4th Saturdays 10AM-1200
CLOSED Federal & Gov't Holidays

Location:
15 Upton Ln. Stafford, VA 22554
Phone: 540-288-9603
Email: SERVE@SERVE-helps.org

Daily Operations

Seeking individuals who wish to volunteer. We have time slots accessible for those desiring hours for school, work, or mandated hours; include small groups as well.

Pantry

- Organizing nonperishable food items by checking expiration dates and stocking shelves
- Packing Food Boxes and Family Bags
- Unloading and weighing donations

Intake

- Greeting guests as they pull up
- Filing/shredding papers
- Sorting donated items
- Gathering required items for Intake Manager and handling packaged items

Extra Operations

This is best for groups, or individuals who prefer being a part of a group. All Extra Operations are outside of SERVE's normal operating hours.

SERVE Beautification

Any size group, best for adults and older youth. SERVE may not be able to provide required equipment.

- Seasonal tree trimming and leaf removal
- Seasonal power washing
- Seasonal garden with regular upkeep

Stuff-the-Trucks

Accommodates large groups with individuals working in 2 hours shifts; 6 people per shift is best. Great for youth, older youth, and adults.

- Soliciting donations at partner stores using SERVE Grocery Lists
- Starts at 10:00am and runs until 5:00pm
- Rain or shine, heat or cold. Prepare for weather.

Volunteer Health & Age Restrictions

- We require ALL volunteers not affiliated with a special group to be **at least 14 years of age**
- Youth 14-15 must volunteer with a parent/guardian
- Youth 16-17 may volunteer without a parent/guardian *with* a signed parent/guardian consent form
- Volunteers will be expected to lift between 35-40 pounds and handle sudden changes in temperature; able to stand, stoop and walk for prolonged periods of time
- Volunteers doing community service for court-related reasons must contact Rebekah Roller before coming in to volunteer.

Volunteer Guidelines

SERVE is greatly appreciative of the time and talent so generously provided by our volunteers. Our volunteers come from religious groups, families, businesses, schools, civic groups, and individuals.

Below you will find some simple guidelines for volunteering at SERVE which we ask you to read and sign that you have read and understood them on the following page.

1) All volunteers must have an updated 2022 Volunteer Application on file before volunteering.

2) All volunteers must *Sign-In* upon arrival and *Sign-Out* upon departure for hours to be documented.

3) DRESS POLICY

For your own safety, **closed-toe shoes are required**. Please do not wear tank tops, sleeveless shirts, or clothing with obscene and offensive graphics.

4) DRUGS/ALCOHOL/SMOKING

SERVE prohibits the use, sale, dispensing, possession, or manufacture of alcoholic beverages or illegal drugs on SERVE property. SERVE property is a **Smoke Free Zone**. Please do not smoke in the building or on the property.

5) WORKING CONDITIONS

It is important that you **stay alert!** There are stocked shelves, floor pallets, heavy boxes, traffic hazards and crowded working conditions. Always watch where you are walking. Do not attempt to lift or move anything that is too heavy for you. When in the parking lot, stay alert to traffic. Should you discover an unsafe situation (broken jars, sharp objects, etc.) report it to a member of the SERVE staff.

6) SCHEDULE

If you are scheduled to volunteer and find that you will not be able to come in, please call SERVE and let us know. We may need to call someone else or adjust our workload.

7) HARASSMENT

If you experience any form of harassment, immediately report it to a member of the SERVE staff.

8) INJURIES

Report any and all injuries, no matter how insignificant they may seem, to a member of the SERVE staff and fill out an Accident Report Form.



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Volunteer Application

Full Name: _____

Birthday: _____ Phone: _____

Street Address: _____

County/City: _____ Zip: _____

E-mail: _____

Is it best to contact you by email or phone? Email Phone

May we contact you regarding volunteer opportunities? Yes No

*Are you volunteering for Mandated Hours? Yes No

***If yes, you must contact Rebekah Roller, The Volunteer and Events Coordinator at (540) 840-3243 and/or email at rebekah.roller@serve-helps.org. There is also a separate form which needs to be filled out as well. Please have all court documents ready.**

Emergency Contacts

Name: _____ Phone: _____

Name: _____ Phone: _____

Applicant's Signature: _____ Date: _____