



Hours of Operations:
Monday - Thursday 11:00-4:00
2nd & 4th Wednesdays 11:00 AM - 8:00 PM
CLOSED Federal & Gov't Holidays

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

Volunteer Guidelines

Daily Operations:

Seeking individuals who wish to volunteer. Our volunteers are the engine behind our work! Anyone looking to give some time to their community, desiring hours for school, work, or court arrangements is welcome! We can accommodate small groups also.

Pantry

- Organizing nonperishable food items by checking expiration dates and stocking shelves
- Packing Food Boxes and Family Bags
- Unloading and weighing donations
- Cleaning (Sweeping, mopping, rinsing bins, etc)
- Light office data entry

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. Contact the events coordinator at volunteer@serve-helps.org

- Soliciting donations at partner stores using SERVE Grocery Lists
- Starts at 9:45am and runs until 4:00pm

- Rain or shine, heat or cold. Prepare for weather.

Volunteer Age Policy for Minors

- 12 years old and younger only as part of a pre-approved group.
- 13-15 years old with parent/guardian present.
- 16-17 years old with parent/guardian permission.
- All minors must have a completed volunteer form, including parent/guardian signature, on file before participating in any activity with SERVE.

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 Volunteer Application on file before volunteering.
- 2) All minor volunteers should have a parent/guardian permission form signed and on file.
- 3) All volunteers must *Sign-In* upon arrival and *Sign-Out* upon departure.

4) 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.

5) 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.

6) 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.

7) BEHAVIOR AND ATTITUDE

Appropriate behavior and attitude are required. In the event a SERVE staff member needs to speak with you about either, you may be asked to leave the premises and may be unable to return.

8) HARASSMENT

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

9) 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.

SERVE accepts court appointed volunteers, except those with offenses including but not limited to felony, assault, battery, drug or paraphernalia possession, child endangerment, or domestic violence.