



Hours of Operations:
Monday - Thursday 11:00-4:00
Every 2nd Wednesday 11:00 AM - 6:30 PM
CLOSED Federal & Gov't Holidays

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

Volunteer Guidelines

Volunteer Hours:

Monday - Thursday **10:00am - 4:30pm**
Every 2nd Wednesday **10:00am - 6:30pm**

Monday through Thursday

Volunteers may start **between 10:00am - 10:30am or between 1:00pm - 1:30pm** each day our office is open. Those starting the morning shift are welcome to stay all day if they'd like or leave when they need.

2nd Wednesdays

On these specific days, we are open to the public until 8:00pm. Depending on the number of guests, we may close earlier based on staff discretion. Volunteers are welcome to start **between 10:00am - 10:30am, between 1:00pm - 1:30pm, or between 4:00pm - 4:30pm.**

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

- Walking through pantry with guests for Open Choice food selection
- Organizing nonperishable food items by checking expiration dates and stocking shelves
- 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

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.
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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.

- 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

Closed-toe shoes are required. Do not wear tank tops, sleeveless shirts, or clothing with obscene and offensive graphics.

5) FOOD

Each day you volunteer you are able to eat breakfast and lunch. Volunteers who want to receive a box of food from the pantry will need to follow the same procedure as guests. You will need to check in at the front desk with your ID if you have been to SERVE before, or if you're new to SERVE you will need to complete an application.

6) DRUGS/ALCOHOL/SMOKING

SERVE prohibits the use, sale, dispensing, possession, or manufacture of alcoholic beverages or illegal drugs on SERVE property. Please do not smoke in the building in front of guests.

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) WORKING CONDITIONS

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. Should you discover an unsafe situation (broken jars, sharp objects, etc.) report it to a member of the SERVE staff.

10) 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.



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Volunteer Sign Up

Full Name (Please Print): _____

Birthday: _____ M/F _____ Phone: _____

Street Address: _____

County/City: _____ Zip: _____

E-mail: _____

Please list any skills you may have that may benefit SERVE:

Are you a part of any other community organizations? If so please name below:

*Are you volunteering for Recommended/Mandated Hours? ☐ Yes ☐ No

(If you need a letter for anything court related mark Yes)

***If yes, you must contact The Volunteer and Events Coordinator at (540) 370-3153 and/or email at volunteer@serve-helps.org. Please have all court documents ready.**

The following are **requirements** for volunteering. Please check each one below:

- ☐ I consent to receiving texts, emails, and phone calls from SERVE.
- ☐ I consent to being in photos and videos for the purpose of distribution via newsletter, emails, advertisement, social media posts, or any other digital or printed media for the purpose of SERVE advertisement/daily operations.
- ☐ I agree to sign in and out of my volunteer shift and will maintain honesty regarding my hours worked and duties performed.

Emergency Contacts

Name: _____ Phone: _____

Name: _____ Phone: _____

Our times & needs for volunteers are regular:

- Monday-Thursday 10:00am- 4:30pm (Pantry & Office)
- Every 2nd Wednesday of each month: 10:00am-6:30pm (Pantry & Cleaning the Office)
- Stuff The Truck (STT) Food Drives at a local grocery store.
 - More information is available upon request. If this is something you may be interested in, please contact our volunteer/events coordinator
volunteer@serve-helps.org

I have read SERVE's Volunteer Guidelines and understand and agree to the activity and requirements. I further understand and agree to SERVE's Dress Code and policies.

Additionally, I acknowledge I may be working in an environment where there are stocked shelves, floor pallets, heavy boxes, traffic hazards, and crowded working conditions. I also acknowledge I may be working with volunteers from many populations including, but not limited to, civic groups, community organizations, corporate businesses, schools, religious groups, and court mandated service programs.

Finally, it is understood that SERVE volunteers must uphold confidentiality toward the guests of SERVE, its agencies, colleagues, donors, sponsors, staff, volunteers, and applicants. I will protect the privacy of those listed and will not share information about them beyond the scope of volunteer duties.

Medical Consent: I give permission to the SERVE staff to seek treatment in case of injury and allow them to take other action should a medical emergency arise. I release SERVE, its sponsors, employees, board members, volunteers, and agents from any and all claims and liabilities (including costs and attorney fees) arising out of or in any way connected to my volunteer activities, unless the claim is based upon the conduct of a SERVE employee in the course and scope of her or his employment. I further agree to indemnify and hold SERVE harmless from any and all claims arising from my misconduct while volunteering for SERVE.

Applicant's Signature: _____ Date: _____