



**Northern Illinois  
Food Bank**  
delivering food assistance  
to your community

Start Date	
Entered in Computer	

## **Northern Illinois Food Bank**

### **Guidelines for Volunteer Groups – Rockford Branch**

**TODAY'S DATE:**

**ORGANIZATION/GROUP:**

**CONTACT NAME:**

**E-MAIL:**

**DAYTIME PHONE:**

**FAX NUMBER:**

**ADDRESS:**

**DATE RESERVED:**

**TIME RESERVED:**

**NUMBER OF VOLUNTEERS:**

\_\_\_ Adults (18 yrs +) \_\_\_ Youth (14-17 yrs old)

**SPECIAL ACCOMODATIONS (if applicable):**

*Please arrive 15 minutes prior to your scheduled shift for a brief welcome, orientation and video!*

Thank you for your interest in helping and reserving a volunteer shift. We hope this information will prepare your group for a wonderful volunteer experience. **If you have questions, please contact Chris White, Branch Manager at (815) 961-7283 or [cwhite@northernilfoodbank.org](mailto:cwhite@northernilfoodbank.org). We look forward to seeing you and your group here at Northern Illinois Food Bank!**

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- To ensure the safety of individuals in the warehouse, all group members must be at least 14 years of age – unless special arrangements have been made.
  - Minor group members (14-17 years of age) must have accompanying adult supervision at all times while in the facility. The ratio of **1 adult** for every **5 minors** is required. Please be sure the adults understand that **they will** be supervising the youth members.
  - To ensure the comfort of your group, it is advisable, *especially in the winter*, to have the members of your group *dress in layers*. **WEAR CLOTHES SUITABLE FOR WAREHOUSE WORK**. Per food safety standards and for your own safety, you must wear closed-toe shoes (no sandals, etc.). **You may be asked to go home and change before beginning your shift if you are wearing improper clothing or footwear.**

- In the case of inclement weather, you can access our Emergency/Weather Advisory Extension by calling in to the main St. Charles number - 630.443.6910 - and then pressing 8 when the voice message picks up. A message will then advise you of NIFB's operational status.
- If you make arrangements for coverage in the local press or plan to have a photographer present, please let us know about this as soon as possible prior to the scheduled date. We also request that you provide us with a copy of any kind of press release regarding your volunteering here, prior to its release to the media.
- **THE GROUP SIZE NEEDS TO BE CONFIRMED 1 WEEK PRIOR TO YOUR SCHEDULED VOLUNTEER SESSION. At this time, we also ask that you provide us with a list of people attending (faxing, emailing, or mailing the attached sign-up sheet is preferred).** A count of volunteers attending is necessary to ensure a positive experience. If the anticipated size of the group changes from that originally discussed, please call as soon as possible for planning purposes. **WE ARE THANKFUL FOR YOUR HELP, BUT PLEASE DO NOT INCREASE THE NUMBER OF VOLUNTEERS AFTER CONFIRMING.** We need the most **ACCURATE** numbers possible so adequate work is planned for each volunteer with appropriate task supervision and contribution.
- *Please make every effort not to cancel, as we have made commitments to our member agencies for the product that will be processed during your session. However, if you need to cancel your group session, please call the number below as soon as possible.*

**If you have questions, please call Chris White at (815) 961-7283.**

Please review these guidelines carefully, then sign below and return this form to the Northern Illinois Food Bank by mail to 320 S. Avon Street, Rockford, IL 61102; by fax to (815) 961-0036; or by email to [cwhite@northernilfoodbank.org](mailto:cwhite@northernilfoodbank.org) at least two weeks prior to your scheduled session.

\_\_\_\_\_  
Group Coordinator

\_\_\_\_\_  
Date

# Northern Illinois Food Bank

## Volunteer Consent Form

I understand that volunteerism at the Northern Illinois Food Bank may involve working in warehouse conditions and can sometimes include, but is not limited to, lifting, working around heavy moving equipment, and handling food products. I am expected to follow safety rules and all other rules related to the warehouse (i.e. open-toed shoes are not allowed). I hereby accept and assume full responsibility for any injury I might suffer while volunteering at Northern Illinois Food Bank.

### For Minors:

In the event of an injury, the parent/guardian authorizes Food Bank staff to seek treatment for minor volunteers (less than 18 years of age) and to take other action should a medical emergency arise and waive and release my right for damages.

The Northern Illinois Food Bank will take all precautions to provide and maintain a safe environment for its volunteers. Volunteers are expected to follow safety rules and all other rules related to the warehouse. The Food Bank accepts no liability for minor volunteers who leave the Food Bank property without parental or guardian consent.

### Volunteer Groups:

I, the Group Coordinator, have shared the guidelines and safety rules with all volunteers in my group. By signing this consent, I agree to take responsibility for all volunteers in my group.

### Photo Release:

I hereby give the Northern Illinois Food Bank permission to copyright and/or use, reuse and/or publish and/or republish pictures or images of me for the purpose of illustration, advertising, and promoting the agency through any medium.

I acknowledge having read and understood the above consent form on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Group Coordinator

\_\_\_\_\_  
Date



**Directions to  
Northern Illinois Food Bank  
ROCKFORD BRANCH  
320 S. AVON ST., ROCKFORD, IL 61102  
815-961-7283**

***FROM THE EAST***

1. WEST ON I-90 TO ROCKFORD
2. WEST ON BYPASS 20 TO ROUTE 2/MAIN ST. EXIT
3. NORTH ON MAIN ST. TO CEDAR ST.
4. LEFT ON CEDAR ST. TO AVON ST.
5. RIGHT ON AVON ST. TO SHORT ELM ST.
6. RIGHT ON SHORT ELM ST. TO THE OPENING IN THE FENCE
7. RIGHT INTO THE PARKING LOT AND LOOK FOR THE GREEN NORTHERN ILLINOIS FOOD BANK AWNING

***FROM THE WEST***

1. EAST ON 20 TOWARD ROCKFORD
2. EXIT AT ROUTE 2/MAIN ST.
3. FOLLOW DIRECTIONS FROM ABOVE

***FROM THE SOUTH***

1. NORTH ON 39 TO BYPASS 20 WEST
2. WEST ON 20 TO THE ROUTE 2/MAIN ST. EXIT
3. FOLLOW DIRECTIONS FROM ABOVE

***FROM THE NORTH***

1. SOUTH ON 251 TO BUSINESS 20 WEST
2. WEST ON BUSINESS 20 TO AVON ST.
3. TURN LEFT ON AVON ST. TO SHORT ELM ST.
4. TURN LEFT ON SHORT ELM ST. TO THE OPENING IN THE FENCE

**Northern Illinois Food Bank**

**Service Area**

