



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

Group Intake Form

(Please Print Legibly)

TODAY'S DATE: _____

ORGANIZATION OR GROUP NAME: _____

CONTACT NAME: _____ E-MAIL ADDRESS: _____

ADDRESS: _____ DAYTIME PHONE: _____

CITY: _____, IL ZIP: _____ CELL PHONE: _____ FAX NUMBER: _____

LOCATION OF VOLUNTEERING: PARK CITY ROCKFORD ST. CHARLES

DATE & TIME YOUR GROUP IS RESERVING DATE: _____ TIME: _____

NUMBER OF VOLUNTEERS: _____ ADULTS (> 18 YRS OLD) _____ YOUTH (14-17 YRS OLD) _____ YOUTH (8-13 YRS OLD)

DOES YOUR COMPANY HAVE A MATCHING PROGRAM FOR FINANCIAL CONTRIBUTIONS MADE BY EMPLOYEES?

Yes No UNSURE

DOES YOUR COMPANY MAKE A FINANCIAL DONATION FOR YOUR VOLUNTEER INVOLVEMENT?

Yes No UNSURE

**Yes, SIGN ME UP FOR HUNGERBYTES,
A BI-MONTHLY E-NEWSLETTER**

**Yes, SIGN ME UP FOR THE QUARTERLY
VOLUNTEER E-NEWSLETTER**

Guidelines for Volunteer Groups

Thank you for reserving a volunteer shift. We hope this information will prepare your group for a positive volunteer experience. If you have questions, please contact Tia Milne, Volunteer Manager at (630) 443-6910 or tmilne@northernilfoodbank.org. We look forward to seeing you and your group here at Northern Illinois Food Bank!

- To ensure the safety of individuals in the warehouse, **all group members must be at least 14 years of age**. Only during designated Youth Shifts (the 4th Saturday of each month from January-September and the week leading up for the 4th Saturday) are children aged 8-13 allowed to work in the warehouse.
- Minor group members** (8-15 years of age) **must be accompanied by adults** 21 years of age or older at all times while in the facility. A ratio of 1 adult for every 5 minors is required - or the group may be asked to leave. If you find you cannot meet this requirement, we will reschedule your volunteer shift. Please be sure the adults understand that they will be expected to supervise the youth members.

Entered Into RE
Date: _____ By: _____

- Our warehouses are not temperature controlled, so make sure your group members dress comfortably and appropriately for the weather. Volunteers should wear sneakers or work boots, long shorts or pants, and a t-shirt or sweatshirt. Volunteers wearing ***open-toed shoes will not be allowed*** in the warehouse and may be asked to leave.
- Due to very limited parking in Park City and St. Charles, we strongly encourage and ask that you ***carpool when possible***.
- Please have all group members ***arrive 15 minutes prior*** to your designated volunteer shift so we can break out into the necessary work teams and get started on time.
- Our projects are designed for specific time periods so ***we ask that volunteers commit to the entire shift***. If you are going to be late or need to leave early, we ask that you schedule an alternate volunteer shift.
- In the case of inclement weather, you can access our Emergency/Weather Advisory Extension by calling the main St. Charles number - 630.443.6910 - and then selecting extension 183. A message will then advise you of NIFB's operational status.
- Please contact NIFB's Communications Manager at 630.443.6910, ext. 139 if you make arrangements for coverage in the local press or plan to have a photographer present.
- ***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).
- We are grateful for your help, but ***please do not increase the number of volunteers after confirming***. A firm count of expected volunteers is necessary to properly plan and assign appropriate projects, and will help ensure a positive experience. If the anticipated size of the group decreases from the number originally discussed, please call as soon as possible.
- Please make every effort not to cancel, as we have held your reservation and planned our production based on your participation and contribution. However, ***if you need to cancel your group session***, please call the number below as soon as possible.

Please review these guidelines carefully, then sign and date below and ***return the form*** to Northern Illinois Food Bank (by mail) to 600 Industrial Drive, St. Charles, IL 60174; (by fax) to 630.443.6916; or (by email) to tmilne@northernilfoodbank.org at least ***two weeks prior*** to your scheduled session. If you have questions, please call the Northern Illinois Food Bank's Volunteer Manager at 630.443.6910, ext. 130.

Group Coordinator Signature: _____ 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 hereby accept and assume full responsibility for any injury I might suffer while volunteering at the Northern Illinois Food Bank.

In the event of injury, parents/guardians authorize Northern Illinois Food Bank staff to seek treatment for minor volunteers (under 18 years of age) and to take other action should a medical emergency arise and waive and release my right for damages.

Volunteer Groups: Northern Illinois Food Bank will take all precautions to provide and maintain a safe environment for its volunteers. 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 _____, 20____.

Group Coordinator

Date

