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Northern Illinois Food Bank

Guidelines for Volunteer Groups – Lake County Branch

TODAY'S DATE:

ORGANIZATION/GROUP:

CONTACT NAME:

E-MAIL:

DAYTIME PHONE:

FAX NUMBER:

ADDRESS:

DATE REQUESTED:

TIME REQUESTED:

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 Tia Milne, Volunteer Manager at 630.443.6910, ext. 30 or tmilne@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.
 - 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 the Northern Illinois Food Bank's Volunteer Manager at 630.443.6910, ext. 30, or the Lake County Branch Manager at 847-336-3663 x11.

Please review these guidelines carefully, then sign below and return this form to the Northern Illinois Food Bank by mail to 473 Keller Drive, Park City, IL 60085; by fax to 847.336.3265; or by email to tmilne@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 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 _____, 200__.

Group Coordinator

Date

**DIRECTIONS TO THE
NORTHERN ILLINOIS FOOD BANK
LAKE COUNTY BRANCH
473 KELLER DRIVE, PARK CITY, IL 60085
847-336-3663**

FROM THE NORTH:

1. SOUTH ON US 41 SOUTH (PAST IL 132/GRAND AVENUE) TO THE WASHINGTON STREET EXIT
2. LEFT (EAST) ON WASHINGTON STREET
3. RIGHT (SOUTH) ON OLD SKOKIE ROAD TO THE PARK CITY BUSINESS DISTRICT
4. RIGHT (WEST) ON KELLER DRIVE
5. FOLLOW KELLER DRIVE AROUND THE BEND TO THE LEFT
6. THE FOOD BANK IS THE BROWN NEXT-TO-LAST BUILDING ON THE LEFT

FROM THE SOUTH:

1. NORTH ON US 41 (PAST IL 137/BUCKLEY ROAD) TO THE WASHINGTON STREET EXIT
2. RIGHT ON OLD SKOKIE ROAD (WHICH INTERSECTS THE EXIT RAMP BEFORE WASHINGTON STREET)
3. RIGHT (WEST) ON KELLER DRIVE
4. FOLLOW DIRECTIONS FROM ABOVE

FROM THE EAST:

1. WEST ON WASHINGTON STREET (PAST IL 131/GREEN BAY ROAD) TO OLD SKOKIE ROAD (STOPLIGHT JUST BEFORE US 41; 1 MILE PAST GREEN BAY ROAD)
2. LEFT (SOUTH) ON OLD SKOKIE ROAD TO THE PARK CITY BUSINESS DISTRICT
3. FOLLOW DIRECTIONS FROM ABOVE

FROM THE WEST:

1. EAST ON WASHINGTON STREET (PAST GREENLEAF AVENUE) TO OLD SKOKIE ROAD (STOPLIGHT JUST AFTER CROSSING OVER US 41; ½ MILE PAST GREENLEAF AVENUE)
2. RIGHT (SOUTH) ON OLD SKOKIE ROAD TO THE PARK CITY BUSINESS DISTRICT
3. FOLLOW DIRECTIONS FROM ABOVE

NORTHERN ILLINOIS FOOD BANK'S SERVICE AREA

