

# Putney Foodshelf

Tuesdays 6–7PM • Saturdays 9–10AM  
Putney Community Center  
10 Christian Square [side ramp entrance] • 802.387.8551  
putneyfoodshelf.org

## VOLUNTEER APPLICATION

### FOR OFFICE USE ONLY

- CONTACT INFO
- WEEKLY NEWS
- DROPBOX
- OPERATIONAL GUIDELINES
- ORIENTATION
- SIGNUP

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/HOME \_\_\_\_\_

CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

## VOLUNTEER OPPORTUNITIES

(Please check areas of interest. Volunteers sign up for jobs a month or two ahead of time, based on their own availability. Most of these jobs are filled with the help of many volunteers. You will be contacted for training.)

### STAFF THE FOODSHELF OPEN HOURS: Tuesdays or Saturdays

Be trained to operate the Putney Foodshelf as a regular or substitute staff volunteer. Responsibilities include: opening and closing the Foodshelf, setting up, greeting and assisting clients, tracking data, and restocking shelves.

**Commitment:** 2–2½ hours, show up at least ½ before open hours.

### VOLUNTEER FOR FOOD4KIDS (FOOD SHELF AT PUTNEY CENTRAL SCHOOL)

Helping students shop at the school food shelf.

Thursday 8:15AM–10:15  Thursday 12:45–1:45PM  Thursday 8:15AM–2:45PM

**Commitment:** see hours above, weekly.

### FOOD PICK UP OPTIONS:

#### MONDAY or THURSDAY PICK UP AT ALDIS

Pick up donated food at Aldis and deliver to the Putney Foodshelf.

Food/donations need to be picked up (car necessary), weighed, and put away. **Commitment:** 1± hour.

#### TUESDAY PICK UP DONATIONS AT THE PUTNEY CO-OP

Pick up, bring back to the Foodshelf, weigh, log, and put it away. **Commitment:** ½± hour.

#### TUESDAY PICK UP MILK AND BREAD AT THE GENERAL STORE

Pick up, bring back to the Foodshelf, weigh, log, and put it away. **Commitment:** ½± hour.

#### PICK UP/DELIVER FOOD FROM THE VERMONT FOODBANK BACK TO THE FOODSHELF

Be trained to pick up and deliver the weekly food order from the Vermont Foodbank. A car is required to transport food items from Brattleboro to Putney. Must be able to lift 25 pounds at a time. We typically haul 500+ pounds a week into the Foodshelf. Bring food into the Foodshelf, stock shelves, and properly store extra food. We try to work in pairs.

**Wednesdays** (Food4Kids) pick up and deliver to the PCS F4K storage room, 9–10AM or

**Fridays** (general Foodshelf) with a pick up time between 9:30 and 11:30AM.

**Commitment:** 2–3± hours, as needed, weekly:

#### TUESDAY or SATURDAY PICK UP AT THE PUTNEY DINER

Pick up baked goods, bring back to the Foodshelf, weigh, log, and put it away. Tuesdays (1:30–2:30PM) or Saturdays (8:15–8:20AM) before Open Hours **Commitment:** ½± hour.

#### PICK UP/DELIVER FOOD (Seasonal/event-based)

Pick ups as needed and identified by the Foodshelf. This could be anything from weekly pick ups of crates of eggs to boxes of produce at local farms. **Commitment:** 1+ hour, as needed, car and strong back necessary.

## OTHER JOBS:

### STOCK SHELVES/CLEAN (anytime Wednesday–Thursday afternoon and/or Saturday–Monday)

Pop into the Foodshelf to restock shelves for the next Open Hours. We stock 25–30 of any one item with labels facing out. Includes keeping the back storage room organized and food moved forward for restocking. Any new donations need to be weighed and logged into our donation logbook.

**Commitment:** 2± hours, we clean as we go and wrap up stocking by washing floors.

### CLEANING (weekly or deep clean monthly)

Clean the Foodshelf (wipe out refrigerators, wipe down shelves, scrub floors) Follow ServSafe rules for foodsite cleanliness.

**Commitment:** 1± hour as needed.

### UNLOAD FOOD ( food drives or help VFB pick ups on Fridays)

Assist with the unloading of food from food drives or the VFB delivery and/or stock and organize shelves in the Foodshelf. This requires a strong back (hauling boxes weighing 25–50lbs each)

**Commitment:** 1–2± hours, as needed (if we have a large donation), or weekly, if the VFB pick up person needs help on Friday mornings.

### RECYCLING (weekly)

Stop by the Foodshelf mid-week (after restocking) and weekends (after Saturday open hour restocking) to take care of recycling of boxes from the VFB order. Haul cardboard to the Putney Co-op for recycling.

**Commitment:** ½ hour as needed. Car necessary.

### DATA COLLECTION (Monthly)

Know Microsoft Excel? We track data weekly and could use help with data forms our recipients fill out or annual volunteer hour tallies. As a network partner at the VFB, we have to provide quarterly numbers. We also use this information in grant writing. This also includes tracking donations. (Donors and pounds donated.)

**Commitment:** weekly or monthly, your choice.

**Commitment:** 1–20 hours, depending on level of involvement.

### SOCIAL MEDIA

Posting images and copy on  Facebook and/or  Instagram

Providing photos, keeping an archive of images, writing content, and posting on a weekly basis to keep the Foodshelf on our community's radar.

**Commitment:** ½± hour/weekly.

### WEBSITE MANAGEMENT (putneyfoodshelf.org)

Our website has been created and maintained on SquareSpace. It needs attention to keep it updated with current events, news blogs, history, etc.

**Commitment:** 1 hour/monthly as needed.

### EVENTS

Help organize fundraising and food drive events.

**Commitment:** 1–20 hours, depending on level of involvement.

### GRANT WRITING

Assist in identifying grant opportunities. Collect data and draft grant proposals.

### OTHER?

We welcome your ideas and your energy! Join our committed volunteer group in supporting our mission of providing supplemental healthy food for area people in need.

## Putney Foodshelf

*The Putney Food Pantry is supported simply by volunteers and donations.*

*Both are always welcome.*

Questions? E-mail Executive Director Hannah Pick at [putneyfoodshelf@gmail.com](mailto:putneyfoodshelf@gmail.com).

Mail this form along with the Volunteer Waiver to the Putney Foodshelf: PO Box 337, Putney, Vermont 05346

# Putney Foodshelf

## Volunteer Waiver

This Release and Waiver of Liability (the “release”) executed on (date) \_\_\_\_\_

by (name of volunteer) \_\_\_\_\_ (“Volunteer”) releases The Putney Foodshelf, Incorporated (“Foodshelf”) a nonprofit corporation organized and existing under the laws of the State of Vermont and each of its directors, officers, employees, and agents. The Volunteer desires to provide volunteer services for The Foodshelf and engage in activities related to serving as a Foodshelf volunteer.

Volunteer understands that the scope of Volunteer’s relationship with the Foodshelf is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer; that the Foodshelf will not provide any benefits traditionally associated with employment to Volunteer; and that Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteer’s services to the Foodshelf.

1. *Waiver and Release:* I, the Volunteer, release and forever discharge and hold harmless the Foodshelf and its successors and assigns from any and all liability, claims, and demands of any kind or whatever nature, either in law or in equity which arise or may hereafter arise from the services I provide to the Foodshelf. I understand and acknowledge that this Release discharges the Foodshelf from any present or future liability or claim that I may have against the Foodshelf with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to the Foodshelf or occurring while I am providing any services.
2. *Insurance:* Further I understand that the Foodshelf does not assume any responsibility for, or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance of any nature in the event of my injury, illness, death, or damage to my property. I expressly waive any such claim for compensation or liability on the part of the Foodshelf beyond what may be offered freely by the Foodshelf in the event of such injury or medical expenses incurred by me.
3. *Medical Treatment:* I hereby Release and forever discharge the Foodshelf from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with the Foodshelf.
4. *Assumption of Risk:* I understand that the services I provide to the Foodshelf may include activities that may be hazardous to me. As a volunteer, I hereby expressly assume the risk of injury or harm from these activities and Release the Foodshelf from all liability for injury, illness, death or property damage resulting from the services I provide as a volunteer or occurring while I am providing volunteer services.
5. *Photographic Release:* I grant and convey to the Foodshelf all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by the Foodshelf in connection with my providing volunteer services to the Foodshelf.
6. *Other:* As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Vermont and that this Release shall be governed by and interpreted in accordance with the laws of the State of Vermont. I agree that in the event that any clause or provision of the Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

By signing below, I express my understanding and intent to enter into this Release and Waiver of liability willingly and voluntarily.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[If Volunteer is under the age of 18, a parent or guardian must sign]