

Putney Foodshelf

Tuesdays 6–7PM • Saturdays 9–10AM
Putney Community Center
10 Christian Square [side ramp entrance] • 802.387.8551
www.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: 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 ½ before open hours and restock shelves after closing on Saturdays (Tuesdays do not restock).

FOOD PICK UP OPTIONS:

FRIDAY 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.

Commitment: 2–3± hours, as needed, monthly, Fridays with a pick up time between 9:30 and 11:30AM.

MONDAY OR TUESDAY PICK UP PRODUCE AT THE VERMONT FOODBANK (VFB)

Pick up produce in the morning, bring it back to the Foodshelf. Sort and put it away. (Non-summer months)

Commitment: 2± 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.

MONDAY OR TUESDAY PICK UP/DELIVER FOOD (Putney Co-op)

Pick up dairy, frozen meat, produce, and other items from the Putney Food Co-op and deliver to the Putney Foodshelf.

Food/donations need to be picked up (car necessary), weighed, and shelved on Tuesdays by 5:30pm.

Commitment: 1/2± hour.

VOLUNTEER FOR OUR FAMILY FOOD BAG PROGRAM/FFB (Friday mornings)

We provide weekly bags of food (breakfast, lunch, dinner for the weekend) to 5–10 families at Putney Central School on Fridays. Pick up food at the Foodshelf, deliver to Putney Central School (PCS), assemble bags in our PCS storeroom. Additional work includes loading boxes at the Foodshelf and delivering them to the PCS store room for weekly dissemination.

Commitment: 1–2 hours, weekly on Fridays, car necessary.

STOCK SHELVES/CLEAN (anytime between Wednesday or Thursday)

Pop into the Foodshelf to restock shelves for the next Saturday we are open. We stock 25-30 of any one item with labels facing out. 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, wash floors)

Commitment: 1± hour as needed.

UNLOAD FOOD (food drives or Fridays)

Assist with the unloading of food from 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 Fridays.

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.

Commitment: ½ hour as needed. Car necessary.

DATA COLLECTION (Weekly)

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.

Commitment: weekly or monthly, your choice.

GRANT WRITING

Assist in identifying grant opportunities. Collect data and draft grant proposals. We are presently partnering with the Community Center on grant possibilities to help rehab the building.

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

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 Coordinator Hannah Pick at putneyfoodshelf@gmail.com.

Mail this form to the Putney Foodshelf: PO Box 337, Putney, Vermont 05346

RELATED OPPORTUNITIES (Please contact these people directly):

GLEANING for the VERMONT FOODBANK

Gleaning is the act of harvesting excess or unmarketable produce from a farm. The gleaning program at the Vermont Foodbank uses volunteers to glean produce at Vermont farms; the food is then distributed through the Foodbank's network partners to Vermonters-in-need (food shelves).

Commitment Length: Gleaning opportunities are sporadic throughout the harvest season. The average glean is approximately 2-3 hours daily. Glean days are usually two weekdays and one weekend day. To receive notification of gleaning opportunities or for more information, please **contact Emily Falta at the Vermont Foodbank at 802-498-8353 or efalta@vtfoodbank.org**.

SUPPORTING THE PUTNEY COMMUNITY CENTER

Join their board and work on this great historic building. Work on grants to help finance the work needed to bring it back to usable life, develop programming needed in the community, share new ideas and energy.

Contact: Laurel Ellis, 387-4489 or dugnlarl@sover.net

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]