

**St. Joseph's Community Food Bank**  
**VOLUNTEER**  
**APPLICATION/INFORMATION FORM**



\*All information on this form is kept strictly confidential.\*

Surname:	Given name(s):
Address:	City / Province/Postal code:
Phone Number:	Email:
Emergency Contact: (Name & Phone #):	

Past Occupations:	Present Occupation:
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Hobbies and Interests (Special Skills, Languages, Computer, Professional, Specialties):

Skills & Abilities (Please indicate which of the following you could share with the food bank):

Office clerical support   
 Fundraising   
 Heavy lifting   
 I have a vehicle YES / NO  
 Soliciting Support / in-kind donations by phone or in person   
 Proposal writing  
 Website development   
 Other \_\_\_\_\_

**Which position(s) interest you as a volunteer?**

<p style="text-align: center;"><b>REGISTRAR</b></p> <p>Work one-on-one with clients to obtain basic family information and then complete data entry into an on-line information system.</p>	
<p style="text-align: center;"><b>PACKER/SERVER</b></p> <p>Add specified items to client hampers. Give hampers to clients. Fill serving shelves and fridge/freezer when needed. <i>Some heavy lifting may be required.</i></p>	
<p style="text-align: center;"><b>HAMPER BUILDER</b></p> <p>Build client hampers using a list. <i>Some heavy lifting required.</i></p>	
<p style="text-align: center;"><b>SORTER / STOCKER</b></p> <p>Keep shelves tidy, stock free of packaging and accessible. Track incoming donations. Check dates, sort and shelve all incoming donations. <i>Some heavy lifting required.</i></p>	
<p style="text-align: center;"><b>PORTIONING</b></p> <p>Portion items (sugar, coffee, tea, milk, health products) according to guidelines. Follow all safe food handling and health and safety procedures. Maintain cleanliness of the workplace at all times.</p>	
<p style="text-align: center;"><b>SPECIAL TASKS / EVENTS</b></p> <p>Help with special events or tasks when needed, setting up, running and taking down events. Events may include: PR events, Fundraising events, Food Drives, Community Garden Support, Santa Claus Parade, etc. <i>Can and will sometimes involve hours outside of our service hours.</i></p>	

**COMMITTEE SUPPORT**

Committee member, Board member: Have knowledge of non-profit organization management. Help to evaluate the performance of the organization in achieving its mission and objectives. Represent the organization to the community.

**References**

Please provide 2 references for our review. If possible, only one should be a personal reference.

**REFERENCE #1**

<b>Name:</b>	<b>Relationship:</b>
<b>Phone:</b>	<b>Email:</b>
Does this person expect to be contacted by SJFB? Yes No	

**REFERENCE #2**

<b>Name:</b>	<b>Relationship:</b>
<b>Phone:</b>	<b>Email:</b>
Does this person expect to be contacted by SJFB? Yes No	

**This signature certifies that this application was completed by me and that all the information is true and correct.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please sign and date this application form and bring or mail to the Food Bank.**

<b>Dropping off in person:</b> Holy Name Annex 295 First Ave. N. Pembroke ON	<b>Mailing-in:</b> St. Joseph's Community Food Bank P.O. Box 753 Pembroke ON K8A 6X9
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**Thank you for choosing to volunteer for  
St. Joseph's Community Food Bank**