



404 S. Hwy 342, Red Oak, TX 75154
(972) 617-7261
Fax (972) 617-7600

Group Volunteer Guidelines

During the year, we often have special projects that are perfect for groups such as Scouts, faith groups, and civic organizations. A group volunteer activity at NECO can be a great team-building experience as well as a great way to help those less fortunate in our community. From staffing the food pantry to painting a wall in the Thrift Store, we want to work with your group to find a good volunteer project.

Please observe the following guidelines when participating in a project at NECO:

Groups *must have a group volunteer application* on file complete with coordinator contact information prior to scheduled work day.

Provide NECO with 3 possible work dates so we can try to accommodate each of our schedules.

Groups must be scheduled one month in advance in order to make sure NECO is staffed and supplies are on hand for the group activity.

Some opportunities will be unavailable if group is under-aged or too large in size. However, NECO staff will be happy to provide a tour and overview of our ministry to any size group.

For any group with children/teens under the age of 18, there must be a 1 adult per 10 children ratio.

Group projects require supplies, so please let us know 2-3 days in advance if there are any changes in group size or ages. If unable to provide a group on your scheduled date, please call the office as soon as possible.

NECO staff will allow 15 minutes in scheduled work time for a tour of the facility and overview of our ministry.

North Ellis County Outreach
P. O. Box 2203
Red Oak, Texas 75154
972-617-7261 Fax: 972-617-7600

Feeding the Hungry

Helping the Needy

Making the Difference

Group Volunteer Application

Please Print Clearly

Due to confidentiality issues clients current or past are not eligible to volunteer

Group Name _____

Organization/Church Address: _____

City/State/Zip _____

Contact Name _____ Title _____

Phone Number: (____) _____ H (____) _____ C

E-mail Address: _____

How many in group _____ Age range _____

Have anyone in group ever been convicted of a felony? _____

Please list on back complete name if yes.

Have anyone in group ever received assistance from NECO? _____

List 3 tentative dates you would like to bring your group:

1. Day _____ Time _____

2. Day _____ Time _____

3. Day _____ Time _____

Are any group members restricted: Yes or No

Able to work outside _____

Able to climb a ladder _____

Able to lift _____

If you are aware of any restrictions NECO should be aware of in planning an activity please let the Volunteer Coordinator know immediately. We try our best to accommodate all groups.

Some volunteer opportunities are not suitable for youth under 17.

Please provide us with a secondary contact that should be notified in case of an emergency while on our premises.

Name: _____ **Phone (____)** _____

As the contact person for your group, please be sure that all members of your volunteer team have been advised of the following.

Please read and initial each statement, then sign below.

____ As the group representative, I verify that the above information is complete and accurate.

____ We will hold all information regarding NECO clients with the utmost confidentiality.

____ At all times, we will behave in a decent and moral manner. We will serve each person with the utmost respect regardless of age, race, or social status.

____ As a volunteer representing NECO to the community, we will dress appropriately, and avoid clothing that contains slogans or advertisements that might be offensive to our donors. It is also recommended that no open toed shoes be worn for gardening, yard work or for working in the pantry.

____ We will exercise good judgment in regard to our health and safety while participating in NECO volunteer activities. We understand that reasonable measures will be taken to safeguard the health and safety of volunteer participants.

____ We indemnify and hold harmless North Ellis County Outreach, its employees and agents from any and all liability in connection with any injury or damage we may incur in these activities. We assume responsibility for our own safety.

____ We give permission to NECO to run a criminal background check or driving record check.

____ We understand that the NECO property and grounds are a smoke free/tobacco free environment and will refrain from use while participating in volunteer activities.

May NECO use your picture in publicity material? Yes or No

Printed Name _____ Title _____

Signature: _____ **Date:** _____