

<b>For Office Use Only:</b>
Keyed in by: _____
Keyed in on: _____

**Helping In Name Ministries, Inc.**  
The Food Pantry  
85 Bellamy Place  
Stockbridge, GA 30281  
**678-565-6135**  
foodpantry@helpinginhisname.org  
www.helpinginhisname.org

<b>For Office Use Only:</b>
Role: _____
Community Service

## Community Service Information for the Food Pantry

### **Important Information, please read thoroughly:**

1. Hours during which you may perform you community service hours are Monday through Friday 8 am to 2 pm.
2. You are expected to "clock in and clock out" for every shift you work so we can record in our database your time worked at the Food Pantry. If you do not "clock in and clock out", then you will not get credit for the hours you worked.
3. You may not clock in before 8 am.
4. If you need a "Letter of Completion" with the total hours you worked, you must provide 24 hour notice so we have time to prepare it for you.
5. While working at the Food Pantry, your friends and family members are not allowed to work here with you.
6. If you are in need of food, please ask the Director as to how the process works for obtaining food. Taking food without approval is considered stealing, and will result in not being able to return to the Food Pantry.
7. While working at the Food Pantry, you cannot use your cell phone. You are permitted to use your cell phone when you are on a 15 minute break.
8. You may have one (1) fifteen (15) minute break every two (2) hours. You do not need to clock out for a 15 minute break.
9. While working at the Food Pantry, please park your vehicle in the back parking lot, past the chain-link gate.

**First Name:** \_\_\_\_\_

**Middle Name:** \_\_\_\_\_  
(or Initial)

**Last Name:** \_\_\_\_\_

**Address:** Street: \_\_\_\_\_

**City:** \_\_\_\_\_ Apt #: \_\_\_\_\_

**State:** \_\_\_\_\_ Zip: \_\_\_\_\_

**Home Phone #:** \_\_\_\_\_

**Work Phone #:** \_\_\_\_\_

**Cell Phone #:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

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**Emergency Contact Phone #:** \_\_\_\_\_

**Are you here to work Judicial Appointed Community Service Hours?:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Reason for Community Service (Violation):** \_\_\_\_\_

**Total number of hours needed to be worked to complete community service:** \_\_\_\_\_

**Total number of hours required to be worked each week:** \_\_\_\_\_

**The date which the community service hours need to be completed by:** \_\_\_\_\_

**Upon completion of hours, to whom are they to be reported to:** \_\_\_\_\_

**Name of Probation Officer:** \_\_\_\_\_

**Email for Probation Officer:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Volunteer and Community Service “Release and Waiver of Liability” Agreement Form**

\* Please read carefully. This is a legal document that affects your legal rights.

This is a Volunteer/Community Service worker “Release and Waiver of Liability” agreement form executed on this date \_\_\_\_\_ by (print name) \_\_\_\_\_, in favor of Helping In His Name Ministries, Inc., non-profit corporation, its Board Members, employees, and agents (collectively known as “the organization”).

The volunteer and/or community service worker desires to work as a volunteer and/or community service worker for the sponsoring agencies working with the organization and to engage in activities related to being such a volunteer and/or community service worker. The volunteer and/or community service worker understands that the activities may include strenuous physical activity, possible travel, exposure to different elements of weather (such as heat, cold, rain, sun, humidity, etc), and at times, be under harsh and dangerous conditions and that he/she may perform a variety of volunteer and/or community service related services.

In consideration of the services performed by the organization with respect to the activities and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the volunteer and/or community service worker hereby, knowingly, intentionally, freely, voluntarily, and without duress executes the Release under the terms below:

1. **Release and Waiver:** The volunteer and/or community service worker does hereby FOREVER release, discharge, indemnify, hold harmless, defend, exonerate, and covenant not to sue the organization, its members, officers, directors, staff, agents, successors, and assigns from, against, or with respect to any and all liability, claims, or demands of any kind or nature whatsoever, whether at law, in equity, or otherwise, which arise or may hereafter arise directly or indirectly from the activities performed.

The volunteer and/or community service worker SPECIFICALLY UNDERSTANDS AND AGREES that this Release FOREVER DISCHARGES the organization, its members, officers, directors, staff, agents, successors, and assigns, with respect to any bodily injury, personal injury, illness, death or property damage or loss that may result, directly or indirectly, from the activities, whether caused by the negligence of the organization, its members, officers, directors, staff, agents, or otherwise, and in all cases to the fullest extent permitted by applicable law.

The volunteer and/or community service worker also understands that the organization does not and shall not assume any responsibility for or obligation to provide financial assistance or their assistance to the volunteer and/or community service worker, including but not limited to: medical, health, or disability insurance in the event of injury, illness, or other claim or loss.

2. **Medical Treatment:** The volunteer and/or community service worker does hereby FOREVER release, discharge, indemnify, hold harmless, defends, exonerate and covenant not to sue the organization, its members, officers, directors, staff, agents, successors, and assigns from any and all liability or claim whatsoever which arises or hereafter arises directly or indirectly, on account of any first aid, treatment, or medical service rendered in connection with the volunteer’s and/or community service worker’s activity with sponsoring agencies working with the organization.

3. **Assumption of Risk:** The volunteer and/or community service worker SPECIFICALLY UNDERSTANDS AND AGREES that the activities include work and other activities that may be hazardous to the volunteer and/or community service worker, including but not limited to performance of a variety of volunteer/community service related services. The volunteer and/or community service worker hereby expressly, specifically, knowingly, intentionally, purposively, personally, and solely assumes all risk of injury or harm that may result, directly or indirectly, from, during, or with respect to the activities, and FOREVER releases, discharges, indemnifies, holds harmless, defends, exonerates, and covenants not to sue the organization, its members, officers, directors, staff, agents, successors, and assigns from all liability, or claim for injury, illness, death, or property damage, or loss resulting from, or with respect to the activities.

4. **Other:** The volunteer and/or community service worker expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Georgia, United States of America, and all other applicable laws, rules and regulations wherever found, and that this Release shall be governed by and interpreted in accordance with the internal laws of the State of Georgia, United States of America. Jurisdiction and venue for any actions with respect to this Release shall only be had in a tribunal or competent jurisdiction in Henry County, Georgia, United States of America. The volunteer and/or community service worker agrees that in the event that any clause or provision of this Release shall be held to be invalid by any tribunal of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be fully enforceable.

The volunteer and/or community service worker may not assign any rights in or with respect to the Release. The volunteer and/or community service worker may not delegate any duties in or with respect to this Release. Each and every provision of this Release shall bind the volunteer and/or community service worker AND his/her legal representatives. The term “legal representatives” is used in this Release in its broadest possible meaning and includes, but is not limited to, all successors-in-interest, herein, executors, administrators, or other personal representatives, whether such successors results from the act of the volunteer and/or community service worker or occurs by operation of law.

I specifically acknowledge that I personally have read the previous paragraphs, and I know, understand, and appreciate the risks that are inherent in the activities I will undertake as a volunteer and/or community service worker. I understand that I am permanently giving up substantial rights, including, but not limited to my right to sue. I hereby assert that my participation is voluntary and that I knowingly assume all such risks. I further acknowledge that I have had and taken adequate advantage of the opportunity to review this instrument with counsel of my choosing, and that I knowingly, intentionally, and purposively execute this instrument following such counsel.

**Print Name:** \_\_\_\_\_

**Sign Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Witness:**

**Staff Name:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## **Volunteer and Community Service “Standards of Conduct” Agreement Form**

Volunteers and Community Service Workers shall not:

1. Have any inappropriate contact with any guest and/or other participant of this organization met through any of the services of this organization, Helping In His Name Ministries, Inc.
2. Be in contact with any guest of this organization without prior knowledge or consent of the supervisory staff of this organization, Helping In His Name Ministries, Inc.

Some examples of inappropriate conduct include, but are not limited to the following list:

1. Violations of State and/or Federal Laws regarding child abuse, substance abuse, or any other unlawful conduct in the course of volunteering and/or community service working at this organization, Helping In His Name Ministries, Inc.
2. Use of profanity, conversations of sexual nature, or any other harassing language in the course of volunteering and/or community service working at this organization, Helping In His Name Ministries, Inc.
3. Physical contact with any guest and/or other participant of this organization in the course of volunteering and/or community service working at this organization, Helping In His Name Ministries, Inc.

Any allegation that these “Standards of Conduct” have been violated at this organization, Helping In His Name Ministries, Inc., will result in a temporary suspension of all duties pending an appropriate investigation. If this organization, Helping In His Name Ministries, Inc., determines that a violation has occurred, it will immediately and permanently dismiss the violator from all future volunteering and/or community service working with this organization, Helping In His Name Ministries, Inc.

I have read, understand, and agree to the “Standards of Conduct” written above pertaining to appropriate conduct and behavior while volunteering and/or community service working at this organization, Helping In His Name Ministries, Inc. I agree to abide by these “Standards of Conduct” at all times while volunteering and/or community service working at this organization, Helping In His Name Ministries, Inc.

**Print Name:** \_\_\_\_\_

**Sign Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## **Volunteer and Community Service “Memorandum of Understanding” Agreement Form**

1. No food is to be given to, or taken by guests, friends, donors, volunteers, and/or community service workers without prior authorization. You may continue to be blessed by designated items for volunteers in the kitchen area, and items placed on the “Volunteer Rack” in the front room next to the big table. Staff members will advise you when additional items are available. We want to continue to bless our churches and civic groups. Please advise us if you have food needs.
2. No public display of affection (PDA) is appropriate between guests, donors, staff, volunteers, and/or community service workers. You are to have no physical contact with anyone (e.g. hugging, kissing). A handshake is considered a proper greeting.
3. There is “zero” tolerance for any kind of sexual harassment and/or behavior, whether verbal, non-verbal, and/or physical.
4. There is “zero” tolerance for any kind of inappropriate and/or foul language.
5. No stashes of food or other items. Do not set anything aside. If you need assistance with food or supplies, please ask a staff member how our process works for obtaining food. All requests will be treated confidentially.
6. No friends or family members of community service workers can work as a volunteer at the same time the community service worker is completing his/her community service hours.
7. Guests (those receiving food assistance) of Helping In His Name Ministries, Inc. are not permitted to serve as volunteers on the same day they are picking up food.
8. The gate will be closed daily before and after food serving times and locked at night. Only authorized vehicles and/or people are allowed inside the gate area. Do not enter the building until after 8:00 am on Monday through Friday, and after 5:00 pm on Tuesday and Thursday.
9. Volunteers and community service workers must park at the back of the parking lot behind the building, in order to leave the front parking spaces available for the guests who are picking up food.
10. This property is “No Smoking and No Alcohol” area, and hereby off limits for consumption of any tobacco and/or alcohol products by anyone. Failure to comply with this policy will result in immediate dismissal.
11. For safety concerns, cell phones, IPHones, IPods, MP3 Players, IPads, Tablets, Walkmans, CD Players, Radios, and any other electronic devices are prohibited while working. Cell phones can be used for emergency use, and while on break.
12. Backpacks, purses, and other bags/belongings, are not allowed in the warehouse. See a Staff member regarding storing your personal items.
13. A lack of respect for staff, donors, volunteers, community service workers, and/or guests will not be tolerated.
14. Refusing a task or duty assigned, cheating, stealing, lying, falsely reporting time worked, verbal abuse toward others, and/or breaking any rules, regulations, and/or policies/agreements of this organization will not be tolerated, and can result in immediate and permanent dismissal.

I have read, understand, and agree to the “Memorandum of Understanding” policy written above while volunteering and/or community service working at this organization, Helping In His Name Ministries, Inc. I agree to abide by these “Memorandum of Understanding” policies at all times while volunteering and/or community service working at this organization, Helping In His Name Ministries, Inc.

**Print Name:** \_\_\_\_\_

**Sign Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## **Volunteer and Community Service “Safety and Dress Code” Agreement Form**

In an effort to ensure a safe working environment and a consistent level of appropriate dress attire at this organization, Helping In His Name Ministries, Inc., all volunteers and/or community service workers are to be aware of the following safety and dress code policies:

### **1. Safety:**

- No one is allowed on and/or operate either of the forklifts, unless approved by a Staff member.
- Do not stand and/or walk near the forklift while in operation.
- No one is allowed to operate the electric pallet jack, unless approved by a Staff member.
- Do not stand and/or ride on the forks of the manual pallet jack, electric pallet jack, and/or both of the forklifts.
- Do not stand and/or ride on the forks of the forklifts so to be raised up high in order to reach something higher up. Either use a ladder, or use the forklift “safety cage” that connects to the forks of the forklift to be raised up in.
- No one is allowed to operate the cardboard baler, unless approved by a Staff member.
- No one is allowed to make bales of cardboard using the cardboard baler, unless approved by a Staff member.
- No one is allowed in the upstairs loft area, unless approved by a Staff member.
- Do not climb on any of the steel warehouse racks.
- Do not go underneath any of the steel warehouse racks.
- Do not pull any product off of the pallets that are in the steel warehouse racks. If a product is needed off of a pallet that is in the steel warehouse racks, please ask a Staff member to have the pallet removed from the rack and placed on the floor.
- Do not climb on any product that is stacked on pallets.
- Always use a ladder to obtain product that is stacked high on a pallet.
- Do not jump off of the Loading Docks down onto the parking lot. Always use the stairs to go down.
- For items heavier than 50 pounds, always do “Team Lifting.” Ask another person to assist you with the heavy lifting.
- Only use approved “safety” box cutters to open product. Do not use blades, knives, scissors, etc. to open product. Always cut away from yourself when cutting open product. To help prevent bodily injury, never cut or pull towards yourself when cutting open product.
- When walking in the freezers and coolers, always be careful and aware of possible ice and water on the floor. Due to rain leaking into the freezers and coolers, or condensation building up, the freezers and coolers could have a layer of ice or water on the floor causing a very slippery surface.

### **2. Dress Code:**

- Footwear: Shoes must be worn at all times. Appropriate footwear includes tennis shoes or other similar shoes that cover the entire foot and toes. No open-toed shoes or flip-flops are permitted.
- Shirts/Tops: Shirts/Tops must cover the entire upper torso. Any and all shirts/tops that allow the stomach, back, sides, chest, and/or straps to show and be seen are not permitted. Low-cut shirts/tops are not permitted.
- Shorts/Pants/Bottoms: Short shorts are not permitted. Shorts must be mid-thigh or longer in length. Any and all shorts/pants/bottoms that allow the undergarments, back, stomach, and/or backside to show and be seen are not permitted. Sagging shorts/pants/bottoms are not permitted.
- Dresses/Skirts: Any and all dresses/skirts must be mid-thigh or longer in length.

You may be asked to leave if you are not wearing the appropriate footwear and clothing attire for working at this organization, Helping In His Name Ministries, Inc.

I have read, understand, and agree to the “Safety and Dress Code” policy written above while volunteering and/or community service working at this organization, Helping In His Name Ministries, Inc. I agree to abide by these “Safety and Dress Code” policies at all times while volunteering and/or community service working at this organization, Helping In His Name Ministries, Inc.

**Print Name:** \_\_\_\_\_

**Sign Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Volunteer and Community Service “Work Ethic and Confidentiality Statement” Agreement Form**

As a volunteer and/or community service worker at Helping In His Name Ministries, Inc., I agree to perform all duties and tasks assigned to me to the best of my abilities. I agree that when I have finished with a duty or a task, I will find the Warehouse Manager or another Staff member to be assigned another task to work on.

I will respect all others, and I will not get into any verbal, non-verbal, and/or physical altercations with anyone visiting and/or working at this organization, Helping In His Name Ministries, Inc.

Helping In His Name Ministries, Inc. is an inter-denominational Christian organization. The work, service, and care this organization does is intended as a ministry of Jesus Christ. The atmosphere while on these premises should reflect Jesus Christ in speech, actions, and attitude. We would ask that your speech, actions, and attitude be wholesome and friendly to others at all times.

I am aware that the nature of this work experience may expose me to confidential and personal information. I understand that confidentiality extends to all information throughout this organization including in files, on computers and computer systems, and with verbal and non-verbal communication pertaining to the operation of this organization and all of its guests, donors, volunteers, community service workers, staff, and board members.

I will adhere to all confidentiality policies and procedures and I will not, at any time, disclose any information.

I will address any and all questions and concerns to either the Director, or a Staff member.

I have read, understand, and agree to the “Work Ethic and Confidentiality Statement” policy written above while volunteering and/or community service working at this organization, Helping In His Name Ministries, Inc. I agree to abide by these “Work Ethic and Confidentiality Statement” policies at all times while volunteering and/or community service working at this organization, Helping In His Name Ministries, Inc.

**Print Name:** \_\_\_\_\_

**Sign Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_