701 Boutwell Road, Suite A2
Lake Worth Beach, FL 33461
www.pbcfoodbank.org
(561) 670-2518

COURT-ORDERED COMMUNITY SERVICE | *Policy + Agreement*

Thank you for your interest in volunteering with the Palm Beach County Food Bank. Our mission is to alleviate hunger in Palm Beach County. With your help, we can continue to move closer to our mission every day by helping us distribute food throughout our community to children, families, seniors, and veterans who are struggling with food insufficiency.

The Palm Beach County Food Bank accepts, on a limited basis, volunteers who are required by a court to complete community service hours. All court-ordered volunteers are required to complete their community service in our volunteer center.

To be eligible to complete your community service hours at the Palm Beach County Food Bank you must NOT have a history of the following and your sentence must NOT involve:

- A conviction of an offense of a violent or menacing nature (battery, domestic violence, assault)
- A conviction of an offense of a sexual nature
- A conviction of theft or burglary

ADDITIONALLY, YOU MUST:

- Have a written confirmation of the number of community service hours to be completed.
- Review, sign, and honor all aspects of this agreement.
- Submit this form, along with the Court-Ordered Community Service Application, **copy of a government-issued ID**, and **your court documents** to volunteer@pbcfoodbank.org to schedule a screening. Screening must take place before you can begin volunteering.
- Track your volunteer hours on the Community Service Hours Log that will be provided to you by the Volunteer Engagement Manger. Time spent submitting your application, going through the screening process, and attending orientation will not count towards your community service hour requirement.
- Sign in upon arrival and sign out upon completion at the work location. This is separate and in addition to the Community Service Hours Log you are required to keep.
- Record all time you wish to be counted towards your community service agreement on the Community Service Hours Log and obtain signatures from the Volunteer Engagement Manager or the Programs Senior Manager each day you volunteer to verify hours.

POLICIES AND PROCEDURES:

- All volunteers MUST wear closed-toed shoes. **(No flip flops or sandals – no exceptions)**
- No earbuds or headphones.
- Wear proper work clothes (shoes and clothes you don't mind getting dirty).
- Eating or drinking is permitted only in the break areas. 15 minutes per four-hour shift.
- Running, horseplay, riding pallet jacks, and stepping on pallets is a safety hazard and not permitted.
- As a volunteer, you are representing the Palm Beach County Food Bank.
- The safety of our staff and volunteers is our first priority.
- Only staff are permitted to operate forklifts. Please be mindful of forklifts when they are in operation.
- Use proper lifting techniques. When lifting heavy objects, use your legs to push upwards, keep your back straight and your body balanced.
- Don't attempt to lift over 50 lbs. without assistance.
- Volunteers are responsible for cleaning up their area.
- Report all accidents and injuries immediately to warehouse staff.
- The Palm Beach County Food Bank will not be responsible for any missing personal belongings. Lockers are available for use near the restrooms. We recommend leaving personal belongings at home or in your car.
- Sexual harassment, violence, or offensive speech will not be tolerated.
- No one under the influence of drugs and/or alcohol will be permitted to volunteer.

Requests for a written letter of verification of your hours must be made at least five business days in advance. You will need to turn in your Community Service Hours Log to the Volunteer Engagement Manager either in person or scan and email to volunteer@pbcfoodbank.org Requests made less than five business days from when they are needed are not guaranteed.

_____	_____
Full name of volunteer	*Name of parent or legal guardian (if under 18)*
_____	_____
Signature of volunteer	*Signature of parent/guardian*
_____	_____
Date:	*Date*

***Please note**: If the volunteer fails to comply with any of the steps listed above, we do not guarantee that community service hours will be verified. The Palm Beach County Food Bank reserves the right to terminate volunteer arrangements for community service if the volunteer is in any way unproductive, disruptive, or in any other way negatively impacts our staff, volunteers, or the accomplishment of the organization's daily goals.*

Questions? Contact the Volunteer Engagement Manager at volunteer@pbcfoodbank.org