

Volunteer / Community service application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Date of Birth: _____

Address: _____

City State ZIP Code

Phone: _____ Email _____

Emergency contact: Name: _____ Phone: _____

Have you ever used our services
either in the pantry or eating in the kitchen? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, when? _____

Do you have any charges pending? YES NO
If yes, what are they? _____

References

How did you hear about MACC Charities?

What made you want to volunteer at MACC Charities?

AGE GUIDELINES

❖ COMMUNITY KITCHEN

NO ONE under the age of 18 is allowed to work in the kitchen proper.

Ages 15 - 17 can work in the dining room with a signed permission form from a parent or guardian.

Ages 13 - 14 can work in the dining room with ADULT SUPERVISION.

❖ COMMUNITY THREADS THRIFT SHOPPE

13 and under with adult supervision

❖ EMERGENCY FOOD PANTRY

No one under the age of 13 without adult supervision

**NO EXCEPTIONS TO THE RULES,
MACC takes the safety of all staff,
volunteers, and guests we serve seriously.**

Safety and Sanitation: If working in Kitchen, all volunteers are required to wear NON-SLIP SHOES, and a baseball hat or a hairnet is provided.

Availability (please mark where you are available)

Kitchen Hours are:

Monday – 9 am – 1:30 pm

Tuesday – 9 am – 1:30 pm

Wednesday – 9 am – 1:30 pm

Thursday – 9 am – 1:30 pm

Friday – 9 am – 1:30 pm

Saturday – 9:45 am – 1:00 pm

**** Chef reserves the right to let you go early due to task completion****

Pantry Hours

Monday- 9:00 am – 3:00 pm

Tuesday 9:00 am – 5:00 pm

Wednesday 9:00 am – 1:30 pm

Thursday 9:00 am – 5:30 pm

Friday 9:00 am – 2:00 pm

Community Threads Thrift Shoppe Hours

Monday – 9:45 am – 2:00 pm

Tuesday – 9:45 am – 2:00 pm

Wednesday – 9:45 am – 2:00 pm

Thursday – 9:45 am – 2:00 pm

Friday – 9:45 am – 1:30 pm

Saturdays – 9:45 am – 1:00 pm



Volunteer Expectations

Welcome to MACC. Your volunteer placement is based on your interests and availability that match our NEED. We do cross-train in all departments, so if we need help in another department, we can move volunteers where needed. If something changes or you are not content with the placement, please meet in person with Patti Thurlow to discuss.

You are a part of the MACC team: a group of over 100 weekly volunteers who dedicate their time to helping those in need in our community. We could only do this good work with you.

Before you or your group get started, here are a few things you need to know to make your work with MACC the best experience possible.

1. We expect you will honor and protect the confidentiality, privacy, and boundaries of all MACC guests, clients, volunteers, and staff. You do not know where people come from. No touching, hugging, or sharing personal information.
2. Respect all who work with you.
3. Arrive 15 minutes before your assigned shift. Please check with the staff before you leave.
4. Please give 24-hour notice to Patti Thurlow, Operations Manager, if you cannot come in for a shift, and if you get her voice mail, it is extremely important to leave a message. Absences without notice and/or frequent calling out for scheduled shifts may result in our decision not to assign you to a volunteer, community service, or group placement with MACC as we greatly depend on your help. Not fulfilling the position can/will result in no reassignment.

If you need hours signed off on, you must give **Patti Thurlow** 48 hours' notice, as no one else can sign off on hours except for her. Please take note of her schedule.

5. Wear comfortable and appropriate clothing (long pants, tee shirts, and **NON-SLIP** shoes are **REQUIRED** for the kitchen in all seasons). Tank tops and short shorts are not allowed in any department. Please have your hair pulled back and bring a baseball hat, or you will wear a hairnet that we provide.
6. If you volunteer in the pantry or kitchen, food is only allowed if the staff or Manager says it is ok.

7. Only take something from another department if specifically directed by a manager.
8. All volunteers are welcome to eat lunch at our community kitchen once called down!
9. In the case of inclement weather, we follow the Manchester school system. If they are closed, we are closed. The Community Kitchen remains open even in snowstorms and is staffed by MACC Staff. Be sure to check your local news stations for local listings.
10. After 30 days, we will review your experience and address any concerns or questions for the volunteer and MACC Staff.
11. If you have any questions or concerns about volunteering, community services, your experience, scheduling, or MACC in general, please contact Patti Thurlow: 860-647-8003 ext. 112
12. **MACC Charities Media Release:**

I permit MACC Charities to use my photographic likeness in all forms and media for advertising, trade, and other lawful purposes.

Initial here _____

Date: _____

** For Age restrictions due to safety issues or special skills required, please contact Patti Thurlow @ 860-647-8003 ext. 112

** MACC Staff has the right to move or remove you from any position on our premises if the expectations are not met.

****ALL VOLUNTEER OR GUEST CONCERNS OR ISSUES MUST GO DIRECTLY TO STAFF. VOLUNTEERS ARE NOT TO GET INVOLVED!**

MACC Volunteer Waiver for Individual

Client Rights and Confidentiality

The following policy of confidentiality must be signed, understood, and adhered to:

Volunteers shall not exploit relationships with clients for personal advantage.

Volunteers shall not practice, condone, or facilitate any form of discrimination on the basis of race, color, gender, sexual orientation, age, religion, political belief, mental or physical handicap, or social stature.

Volunteers shall not engage in any action that violates or denies a client's civil or legal rights or diminishes the client's dignity or personal integrity.

Volunteers shall at all times respect clients' privacy and hold in confidence all information received during service.

Volunteers are not permitted to give out a client's name without the client's written permission and approval of the Executive Director of MACC.

I have read the above statements and fully understand MACC's client rights and confidentiality policy. I agree to adhere to the Manchester Area Conference of Churches' client rights and confidentiality policy. I understand that failure to comply with this policy will result in my termination as a volunteer.

Volunteer Signature: _____

Volunteer Release

In consideration of the opportunity to volunteer for the Manchester Area Conference of Churches Inc. (MACC) and for other valuable consideration, I hereby waive and release MACC, its subsidiaries, affiliates, and respective officers, directors, employees, volunteers, and agents of and from any injury, harm, loss or damage, action or actions, cause and causes of action, claim or promise that I otherwise might have. I expressly release and discharge MACC from any and all responsibility or liability from any injury, harm, loss or damage to my person or property that I may sustain while volunteering at MACC, even if such injury, harm, loss, or damage is caused in whole or in part, to the negligence of MACC, its subsidiaries, affiliates and respective officers, directors, employees, volunteers or agents.

Volunteer Name (*please print*): _____ **Date:** _____

Volunteer Signature: _____

Parental Permission (if under 18)

I give my permission for my son/daughter to participate in the Junior Volunteer program at MACC and to work in the volunteer area that he/she is assigned. I will help him/her to carry out the commitment.

Parent Name (*please print*): _____ **Date:** _____

Parent Signature: _____ **Date:** _____

I have read and received the Volunteer Expectations Booklet _____