



Auburn Interfaith Food Closet Expectations of AIFC Volunteers

Welcome to the AIFC volunteer team! Dedicated volunteers are essential to AIFC's mission "To provide nutritious food to those in need, preserving their dignity and encouraging self-reliance". AIFC Volunteers work in a variety of capacities – packing food, gleaning, soliciting donations, greeting clients, writing grant applications and picking up and delivering food - to name just a few. There are unlimited opportunities at AIFC to make a positive difference in our community. Thank you for your willingness to be a difference maker! Outlined below is some information about AIFC history and Policies about which you should be knowledgeable.

1. AIFC is a 100% volunteer, nonprofit 501(c)(3) California Corporation. It was formed in 1998 and has provided over 4.2 million meals to our neighbors in need. AIFC is sponsored by numerous faith-based organizations in the Auburn area and supported by hundreds of donations from our generous community.
2. Volunteers are not employees of AIFC and serve without remuneration of any kind. Volunteers are not entitled to any benefits, including health, accident, medical insurance or workmen's compensation. AIFC accepts no responsibility for medical or legal expenses incurred by volunteers during, or as a result of, performance of their duties.
3. Each volunteer will participate in Initial Volunteer Training. Initial Training will take place before the new volunteer begins work whenever feasible, but within 30 days of beginning in all cases.
4. Volunteers agree to read and acknowledge their understanding of all AIFC Policies pertaining to volunteer service and to abide by said Policies beginning on their first day of service. AIFC Policies, including but not limited to the following, will be provided for each new volunteer via the AIFC website, email or hard copy:
 - a. Expectations of AIFC Volunteers
 - b. AIFC Volunteer Discipline Policy
 - c. AIFC Whistleblower Policy
 - d. AIFC Anti-Discrimination & Anti-Harassment Policy
 - e. State of California EFAP Civil Rights Training Checklist
5. The unauthorized disclosure of anyone's personal information is a violation of their right to privacy. Volunteers must respect the confidentiality of clients, other volunteers, partners, contractors, agents and donors at all times. (see AIFC Whistleblower Policy for exceptions) At a minimum, volunteers are expected to follow these guidelines to protect confidentiality:
 - a. Do not share confidential information about clients, volunteers, partners, contractors, agents or donors with any person or agency outside AIFC, even if your intention is to be helpful.
 - b. Do not share confidential information on social media.
 - c. Refer all requests for information about clients, other volunteers, partners, contractors, agents and donors to the Operations Manager or Board President.
6. Volunteers may not consume or take donated or purchased items belonging to AIFC unless they make application as a client. This requirement is necessary to maintain AIFC's 501 (c)(3) status. The exception is perishable food which the daily Team Leader

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may choose to distribute to volunteers only to prevent it from going to waste. Volunteers who are also clients may not fill their own food orders.

7. Volunteers who drive their personal vehicles for AIFC business must have a minimum of \$35,000 in automobile liability coverage as required by Section 16056 of the California Vehicle Code. Evidence of coverage must be on file with AIFC.
8. Volunteers will refrain from the use of tobacco, alcohol and controlled substances as well as inappropriate language and behavior while serving as a volunteer.
9. Any felony conviction or any criminal charge involving children will disqualify a volunteer from service.

My signature below indicates that I have read, acknowledge and agree to abide by the expectations of AIFC volunteers outlined above. Furthermore, I hereby waive and release the Auburn Interfaith Food Closet, its Officers, Directors, and agents from any and all claims, liabilities, costs or damages incurred during, caused by, or as a result of, my volunteer services.

Printed Name

Date

Signature