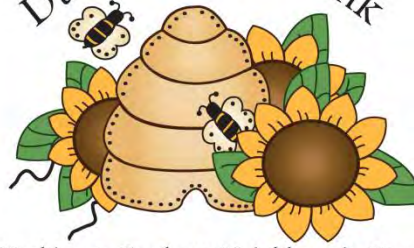


Durango Food Bank



"Working to Feed our Neighbors in Need"

About Us:

The Durango Food Bank is an emergency food assistance program that has been designed to administer aid to the residents in need of La Plata County. We work in connection with 40+ referring agencies and faith-based organizations in La Plata County.

We are a Section 501(c)3 non-profit organization that relies on financial contributions and food donations from the generous members of our community. Without the support of individuals like you, this great work would not be possible!

La Plata County residents are eligible to receive 2 weeks' worth of groceries, once every 30 days based on household size. Food orders consist of canned goods, produce/fruits, dairy, frozen (meat, freezer section items) & Bakery.

Contact Information:

Physical Address: 194-C Bodo Drive
Durango, CO 81303

Mailing Address: PO Box 156
Durango, CO 81302

Phone Number: 970.375.2672

Email Address: durangofoodbank@durango.net

Fax Number: 970.403.1727

Email Address: durangofoodbank@durango.net



Volunteer Application

APPLICANT INFORMATION	Date:
Name: _____ Birthday (Month & Day): _____	
Mailing Address: _____	
City: _____ State: _____ Zip: _____	
Phone #: _____ Cell#: _____	
Email Address: _____	
Occupation: _____	

Emergency Contact (Name): _____	
Relationship: _____	Phone #: _____

SKILLS & WORK/VOLUNTEER HISTORY
Please describe your past &/or current Volunteer history (attach resume if desired): _____ _____ _____
Do you have skills/work experience that would be applicable in your volunteer work? Explain or Describe
<input type="checkbox"/> Warehouse <input type="checkbox"/> Clerical
<input type="checkbox"/> Public Relations <input type="checkbox"/> Computer Skills
<input type="checkbox"/> Special Events <input type="checkbox"/> Other: _____
Do you speak a foreign language? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, Specify _____

AVAILABILITY & INTERESTS (Food Distributions Hours: Tuesday-Thursday 10-3:00 & Friday 9-12:00)
Days Available: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Weekends
Time(s) Available: <input type="checkbox"/> Full Shift <input type="checkbox"/> Partial Shift From: _____ To: _____
Position(s) Interested In: <input type="checkbox"/> Front Desk <input type="checkbox"/> Produce Volunteer
<input type="checkbox"/> Food Distribution <input type="checkbox"/> Special Projects

MISCELLANEOUS

How did you hear about the Food Bank? _____

Why are you interested in Volunteering at the Durango Food Bank? _____

Do you have any physical limitations, if so please describe restrictions? _____

VOLUNTEER GUIDELINES & POLICIES

- 🌻 Our Mission is to work in collaboration with our community to feed and empower our neighbors in need. We ask that all Volunteers & Staff behave respectfully when dealing with each other, donors and clients.
- 🌻 You will be required to read & sign several documents including a liability release, conflict of interest disclosure, dress code and confidentiality pledge.
- 🌻 Each volunteer role is critical to achieving our mission! We ask that you give at least 24 hours notice if you will be unable to fulfill your volunteer responsibilities on a date you have already signed up for.
- 🌻 We ask that all volunteers refrain from swearing, using foul innuendos, lewd or inappropriate conversation, conduct or flirtatious behavior.
- 🌻 Conversation surrounding religion, politics or any other controversial topics should be avoided.
- 🌻 For your safety, please do not provide rides and/or money to clients for any reason.
- 🌻 Pets, with the exception of registered service dogs, are not allowed in the building. Please leave your pets at home to avoid any potential conflict.
- 🌻 Please let us know if there are ever any suggestions for improving...we value you and your opinions!

***FOOD BANK USE ONLY ***

Date Application Received: _____ Received By: _____

Notes: _____

Date Presented to Board: _____

Approved

Declined

Phone: (970) 375-2672 Fax: (970) 403-1727
194 Bodo Drive, Suite C • Durango, CO • 81303
durangofoodbank@durango.net



Release and Waiver of Liability Form & Assumption of Risk Agreement

The Durango Food Bank (located at 194-C Bodo Drive, Durango, CO 81303 and available by phone at (970) 375-2672) is a registered 501(c)(3) charitable organization. This Volunteer, Staff Member, and/or Board Member Release and Wavier of Liability and Assumption of Risk Agreement (“Agreement”) is effective as of August 2021. Please read the following Agreement carefully before signing.

...

In consideration for being permitted to participate in the Durango Food Bank’s premise or site activities (“activities”), I, the undersigned, acknowledge and agree to the following Agreement:

A. Assumption of Risk. I fully understand that participation in any Durango Food Bank activities may not only involve risk of serious injury or death, economic loss, property damage, or loss that may result from my own actions, inactions, or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the activity is being conducted, and I voluntarily agree to assume this risk, pursuant to 13-21-111.7 C.R.S.

B. Covenant Not to Sue. I, my personal and legal representatives, heirs, successors, and next of kin will not make any claim against the Durango Food Bank, or any of its employees, agents, attorneys, insurers, and representatives and their respective successors, heirs and assigns or any volunteer(s) or partners for injury, damage, death, or any other loss arising from or related to my participation in any Durango Food Bank activities.

C. Release. I, my personal and legal representatives, heirs, successors, and next of kin, forever release, waive, discharge and relinquish the Durango Food Bank from any and all actions, causes of action, claims, charges, demands, losses, damages, costs, attorney’s fees, judgments, liens, indebtedness, and liabilities of every kind and character, whether known or unknown, including foreseen or unforeseen bodily injury and personal injuries and property damage that may be sustained by me in any way connected to, related to, or arising out of participation in any Durango Food Bank activities, regardless of any negligence of the Durango Food Bank.

D. Good Health. I warrant that I am in good health and I take full responsibility of any and all physical condition(s) that would increase my personal risk while participating in any of the Durango Food Bank activities.

E. Choice of Law. I agree to attempt, in good faith, to resolve any conflicts disputes, or claims arising out of this Agreement by negotiation between myself and the Durango Food Bank. I agree to utilization Alternative Dispute Resolution (“ADR”) procedures in situations concerning disputes between myself and the Durango Food Bank. I agree that the Durango Food Bank is awarded Choice of Law and Choice of Forum in the event of litigation.

F. Changes to Durango Food Bank Activities and Release and Wavier of Liability and Assumption of Risk Agreement. I understand the Durango Food Bank activities and this Release and Wavier of Liability and Assumption of Risk Agreement may be changed by the Durango Food Bank with or without notice. I agree to review this document on a regular basis upon all visits. I understand the continued use of the Durango Food Book activities following any change(s) constitutes my acceptance of the change.

G. This Agreement Must Be Accepted in Full. I understand that if the terms of this Agreement are not accepted in full, I must immediately terminate my use of the Durango Food Bank activities. I understand that if I am concerned about the risks, or I am unwilling to assume the risk associated with entering the Durango Food Bank, other means of volunteering opportunities may be provided to me through the Durango Food Bank’s other programs. I am aware I can speak with a representative to make alternative arrangements.

I have carefully read this Agreement and fully understand its contents. I am aware that I am exercising my own free choice to participate voluntarily in the activities described above, promising to take due care during such participation, hereby acknowledge that I have been informed of the nature of activities and that I am aware of the hazards and risks which may be associated with my participation in the above-named activities, including the risks of bodily injury or death, or damage to property which may occur from known or unknown causes. I understand, accept, and assume all such hazards and risks of injury or damage, and waive all claims against the Durango Food Bank, and other persons as set forth above. I understand that I am solely responsible for any costs arising out of any bodily injury or property damage that I may sustain through my participation in normal or unusual acts associated with the above-named activities, regardless of whose fault may be the cause of my injuries or damages, EVEN IF CAUSED BY CARELESSNESS OR NEGLIGENCE, so long as the conduct which caused the injuries or damages was not grossly negligent, or willful and wanton.

I have no obligation to participate in Durango Food Bank activities or sign this Agreement, but I desire to do so. I certify that I am at least eighteen (18) years of age. I have had sufficient time to review and seek explanation of the provisions contained above, I have carefully read them, I understand them fully, and I agree to be bound by them.

Participant's Printed Name: _____

Participant's Date of Birth: _____

Participant's Email: _____

Participant's Signature: _____

Date: _____



Confidentiality Policy and Pledge

As a Staff Member, Volunteer, and/or Board Member of the Durango Food Bank, I, _____ (print name) recognize and accept my responsibility to protect the confidentiality of clients and information regarding projects/potential projects, organizational practices and procedures, donors, potential donors, and employees and other volunteers.

Any information related to the Durango Food Bank, its members, or donors that is obtained as a result of your role as a Volunteer, Staff, or Board Member that is not otherwise publicly available constitutes confidential information.

Staff Members, Volunteers, and/or Board Members may not disclose confidential information to anyone who is not employed by the Durango Food Bank or to other persons employed by the Durango Food Bank who do not need to know such information to assist in rendering services.

Board Members and the Executive Director may disclose future goals and potential projects of the Food Bank's work to the public. I will not, unless otherwise directed or approved by the Board of Directors, disclose confidential information to any person or entity. However, I may disclose information about the general process of obtaining Food Bank Services or information related to my scope of duties as a Staff Member, Volunteer, and/or Board Member.

The disclosure, distribution, and electronic transmission or copying of the Durango Food Bank's confidential information is prohibited. Any Staff Member, Volunteer, and/or Board Member who discloses confidential information will be subject to disciplinary action (including possible separation), even if they do not actually benefit from the disclosure of such information.

I have read, understand, and agree to abide by all of the terms of this agreement as a condition of my service as Durango Food Bank Staff Member, Volunteer, and/or Board Member and pledge not to disclose confidential information. I understand that, even if removed, these confidentiality obligations still apply.

Printed Name

Signature

Date



Dress Code

- All individuals must wear shoes at all times. For health and safety reasons, only closed toed shoes (**no** sandals or flip-flops) are permitted.
- Shirts, tops, and blouses must be appropriately buttoned in accordance with the design of that shirt or blouse. The length must extend beyond the belt level. Shirts and tops must completely cover the shoulders. No halter tops allowed.
- All shorts, skirts, and skorts must be fingertip length. Leggings/tights may not be substitutes for appropriate length.
- Undergarments are not to be visible by either gender. All pants must secure at waist level.
- Wearing clothing with slogans or advertisements, which by their controversial or obscene nature, disrupts the operation of services are prohibited. This includes clothing with alcohol and/or tobacco advertisements.
- Buttons, jewelry, or other articles with slogans or advertisements, which are controversial or obscene, are prohibited.
- Backpacks, briefcases, duffel bags, etc. are not allowed in the building.

The Durango Food Bank Executive Director, Staff Members, and/or Board of Directors have complete discretion as which types of dress or appearance disrupt or detract from conducting business.

Printed Name

Signature

Date



Conflict of Interest Disclosure Form

A conflict of interest, or an appearance of a conflict, can arise whenever a transaction, or an action, of the Durango Food Bank conflicts with the personal interests, financial or otherwise, of that of a Staff Member, Volunteer, and/or Board Member or an immediate family member of a Staff Member, Volunteer, and/or Board Member (collectively "your personal interests").

Examples could include other Staff Member, Volunteer, and/or Board Member roles, personal relationships with Corporate Donors or their employees, employment or participation with a Referring Agency, etc.

Please describe below any relationships, transactions, or positions you hold (Staff Member, Volunteer, and/or Board Member or otherwise), or circumstances that you believe could constitute a conflict of interest, now or in the future, between the Durango Food Bank and your personal interests, financial or otherwise:

_____ I have no conflict of interests to report.

I have the following conflict of interests, or potential conflicts of interests, to report:

1. _____
2. _____
3. _____
4. _____

I have reviewed the Durango Food Bank's conflict of interests of policy and I understand that it is my obligation to disclose a conflict of interests, or appearance of a conflict, to the Executive Director. I agree to do so immediately if a conflict of interest arises that has not previously been disclosed.

Printed Name

Signature

Date



Client Services Policy

Monthly Food Service: If at any time while volunteering with the Durango Food Bank in capacity as Staff Member, Volunteer, and/or Board Member, you find yourself in need of a food order, you must adhere to the following:

- An order can be picked up by you or a member of your household during our regularly scheduled operating days/times and officially signed by another Volunteer, Staff Member, and/or Executive Director on duty.
- Under no circumstances are you allowed to complete an order for yourself or a member of your family. You must remain in client only areas while the Staff Member, Volunteer, and/or Executive Director on duty complete your order. No customizations, special requests or special privileges will be given.

Surplus Foods: As a resident of La Plata County, you may request **Surplus Food Order** if you find yourself in a position of need. If you would like to request a Surplus Food Order, please adhere to the following:

- Items received in a Surplus Food Order may be only the items specified by the Executive Director or Staff Member as Surplus Food Order items. You may not receive items that are not listed.
- Under no circumstance are you allowed to sign for these items for yourself or a member of your household. A surplus food request can be made to the Volunteer, Staff Member, and/or Executive Director on duty. These items must be collected, bagged, and weighed by the Volunteer, Staff Member, and/or Executive Director on duty – you are not allowed to pick out or complete the paperwork for these surplus items yourself.
- Surplus Food Order items should only be taken in moderation. Surplus food distribution cannot take place more than once per week.

It is imperative that as a Staff Member, Volunteer, and/or Board Member of the Durango Food Bank, that a professional standard of good ethical practices be maintained.

Printed Name

Signature

Date



New Volunteer Checklist

Volunteer:		
Date Completed	Staff Initials	Task Completed
		<i>New Volunteer Packet Provided</i>
		<i>Volunteer Application Received</i>
		<i>Release & Liability Waiver</i>
		<i>Confidentiality Policy & Pledge</i>
		<i>Dress Code</i>
		<i>Conflict of Interest Disclosure</i>
		<i>Client Services Policy</i>
<u>*Staff Checklist Below*</u>		
		Training Scheduled
		B-Day/Anniv. Added to Calendar
		Volunteer File Created
		Application Presented to Board
Notes:		