



VOLUNTEER AGREEMENT OVERVIEW

By signing this document, you acknowledge that you have read, understand, and agree to follow the guidelines below. Failure to commit and agree to the following will require a conversation with SPFC.

Code of Conduct

I agree to:

- Treat guests, volunteers, and staff with dignity, compassion, and respect.
- Maintain an inclusive and welcoming environment for people of all backgrounds.
- Follow SPFC's zero-tolerance policy for harassment, discrimination, bullying, or abusive behavior.
- Protect recipient privacy by not sharing personal information outside SPFC.
- Work collaboratively and respectfully with the SPFC team.

Food Safety & Training

- I will complete SPFC's Food Safety Training and Understanding Poverty training before beginning my volunteer role.
- Upon completion, I will email my training certificate to:
 - info@southportlandfoodcupboard.org
- I will follow all food handling, handwashing, and glove-use guidelines to ensure the safety of our guests and volunteers.

Attendance & Scheduling

- I understand that my time is valuable, and SPFC deeply appreciates my commitment.
- I will use SignUpGenius to sign up for shifts and keep my schedule up to date.
- If I cannot attend a scheduled shift, I will notify SPFC as soon as possible so we can plan accordingly.
- As a routine volunteer, If I will be out I will mark it on the paper calendar.
- I understand that family comes first, and SPFC values flexibility.

Communication

- I will stay informed by reviewing the weekly volunteer newsletter and using the volunteer portal for updates, shift sign-ups, and important announcements.
- I understand that communication helps us work better together as a team.

Commitment to a Safe & Positive Environment

By signing this agreement, I confirm that I:

- Understand SPFC's mission and values.
- Will follow all safety, food handling, and conduct guidelines.
- Will report any unsafe behavior, harassment, injuries, or concerns to SPFC staff immediately.

Volunteer Acknowledgment & Signature

I have read and understand the South Portland Food Cupboard's Volunteer Agreement Overview. I agree to follow these guidelines to ensure a respectful, safe, and supportive environment for everyone.

Name: _____

Signature: _____

Date: _____