



# VOLUNTEER INSTRUCTIONS & GUIDELINES

Because no one should go hungry.

## LIABILITY WAIVER

Each volunteer **MUST** complete the attached **LIABILITY WAIVER** in order to volunteer at Feeding Tampa Bay. Parents of youth under 18 years old must complete one waiver on behalf of their participating youth. Please **PRINT** and turn in these **COMPLETED** waivers with you to expedite the sign in process.

## PARKING

Parking spaces are conveniently located on both sides of the central parking row outside of the FTB building. Please park on Feeding Tampa Bay's side of the parking lot—if you park across our lot, your vehicle may be towed. Please **DO NOT** park in areas marked with traffic cones or in the handicap spaces directly in front of our building unless you have a handicap permit.

## CHECK-IN

**Tampa Distribution Center - 4702 Transport Drive, Building # 6, Tampa, FL, 33605**

**\*\*THANK YOU FOR ARRIVING EARLY\*\***

***See attached Driving Directions for assistance. Please prepare for traffic & train delays.***

1. There are two entrances to our facility. Please enter the **RIGHT** side door of our facility (with steps and branded with Feeding Tampa Bay logo, not the ramp).
2. Make a right once inside the front door. The **Volunteer Sign-In Station** will be around the corner on the left.
3. Please fill out the **Volunteer Sign In Sheet** completely.
4. Please fill out a **name tag**.
5. Please turn in your **completed liability waiver** in the "completed liability waiver" folder.
6. Please head straight back to our **Community Room** next to the Winn Dixie Charity Market near the back of our warehouse to wait for orientation from **Feeding Tampa Bay Staff** at the volunteer start time.

*\*\*If you arrive early, please follow the steps above and wait in the Community Room for orientation. If you arrive late, please follow the steps above and proceed to the Mosaic Volunteer Center.\*\**

## DRESS CODE

**ALL volunteers MUST wear closed-toe shoes** (i.e. sneakers) for warehouse safety. Volunteers wearing open-toe shoes will not be allowed to volunteer. Recommended attire includes shirts with sleeves (no tank-tops), and jeans or shorts of appropriate length. **\*\*PLEASE NOTE: Wearing shorts of appropriate length - should not be shorter than tips of fingers with arms hanging naturally by side - is a SAFETY issue for us and so is strictly enforced.\*\*** Our warehouse does have fans, however *it is very warm* and volunteers can expect to sweat.

## QUALIFICATIONS

Volunteers may be asked to lift up to 40 pounds. Volunteer opportunities can be physically demanding, so individuals should be able to stand, lift, pull, push, and bend. They can expect to inspect, sort and package food and non-food items, along with assisting with various projects that may arise. *In the event that a volunteer is unable to lift certain weights or needs to participate in a different activity, please contact Megan Carlson in advance to ensure alternate projects are available.*

## MINIMUM AGE

Volunteers must be at least **10 years old**, and are only permitted to volunteer with a parent or guardian actively participating through age 15. All volunteers 16 years and older can participate without the supervision of a parent/guardian. **If you are under 18, a parent or guardian must sign your Volunteer Waiver.** School/youth groups require 1 adult for every 5 youth.

## FOOD & DRINK

Feeding Tampa Bay provides all volunteers bottled water and offer snack and drink vending machines on site for purchase inside the Community Room. *If group leaders would like to bring additional snacks/drinks, please contact Megan in advance to ensure we have enough cooler space.*

## SAFETY

Volunteers must keep all food and drink inside the Community Room. Volunteers may not chew gum while participating in activities within the warehouse. Volunteers **MUST** wear closed-toe shoes. Volunteers **CANNOT** run or get on warehouse equipment. Feeding Tampa Bay has first aid kits on site and must report all injuries to FTB Staff.

For any questions, please contact Volunteer Services Manager, Megan Carlson at 813-262-2158 or [mcarlson@feedingtampabay.org](mailto:mcarlson@feedingtampabay.org).

# Thank you for being a #HungerHero!