



224 Bog Road  
Concord, NH 03303  
(603) 753-4801  
[director@fofcnh.org](mailto:director@fofcnh.org)

# Volunteer Application

## Please check the current volunteer opportunities you would be interested in / open to:

- **Office** – Interviews clients, fills out new client paperwork, answers phones and enters info into the pantry computer program, fills out orders, and gives pantry workers to be filled.
- **Pantry** – Fills food pantry orders for clients by packing them in boxes and/or bags.
- **Loading/Unloading** – Assists with picking up and loading/unloading donations/food orders typically on Tuesdays and Wednesdays.
- **Donations/Clothing Closet** – Assists with loading/unloading donations, sorts clothing (& other items) into keep or donate. Categories/hangs clothes, shoes, & other items by size & type and keeps all racks, bins, & work areas tidy.
- **Drivers** – Pickup and deliver food pantry orders and donations to and from the FOFC facility.
- **Janitorial** – Sweeps, vacuums, disinfects & wipes down tables and other surfaces (light housekeeping).
- **Maintenance** – Washes floors, trash, and recycled removal, janitorial & grounds maintenance, & other odd jobs.
- **Handyman/woman** – Repairs, builds, organizes – small projects only.
- **The Backpack Program** – Counting, sorting, and bagging meals for students every Tues. from 10am - 12pm.
- **Future Special Events, Programs & Holiday Programs** – Please contact the FOFC Director for these details.
- **Bike repair** – as needed – Please contact FOFC Director for details.

### Contact Information (Please print clearly)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) - \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency phone number: \_\_\_\_\_

### Availability: *(please update us with changes)*

○ **Tuesdays 8:30am to 1pm** \_\_\_\_\_

○ **Wednesdays 8:30am to 3pm** \_\_\_\_\_

○ **Thursdays 8:30am to 7:30pm** \_\_\_\_\_

**(For the food pantry operations, any hours you can do during the hours we are open is greatly appreciated)**

**Affiliation/s**

Referral Name (professional or personal): \_\_\_\_\_

Community Service through (Organization Name): \_\_\_\_\_

Self or Other: \_\_\_\_\_

**Background Check**

Have you ever been convicted?  Yes  No Please explain: \_\_\_\_\_

**Summary of Previous Volunteer Experience:** *(A brief description of where, when, and what you did)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agreement and Signature:**

By submitting this application I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

**(All Volunteers need to also read and sign the Volunteer Handbook)**

**Volunteer Applicant Name (printed):**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Our Policy:** It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability

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**FOR OFFICE USE ONLY**

**Date Received:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_



# Volunteer Handbook

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Thank you for your interest in volunteering with FOFC! Without people like you to assist & support us we would not be able to help the many Concord area families currently in need that we do. We understand that you may be participating with other organizations, but everyone serving here must agree to abide by these basic rules. Thanks again & we hope you find volunteering at FOFC as fun & rewarding as we do!

**FOFC Guidelines:** *All volunteers (individuals, families, or groups) and visitors....*

s **must schedule volunteer time/s with the FOFC Director.**

s **must sign in and out** when arriving and leaving the facility. It is important that we document who's on the property **in the case of an emergency.** *(It's also how we track volunteer hours).* The sign-in book's kept by the **front door.** Please use the **name tags** provided so others can identify you.

s who are **under the age of 18** must have a Volunteer Application filled out and signed by a parent or legal guardian. Volunteers **under the age of 13** must be supervised by a **responsible adult while on site.**

s should have good **personal hygiene**, wear **appropriate clothing & close-toed shoes**, and are required to **follow all health and safety guidelines, wearing masks and using provided gloves.**

s **are prohibited from smoking** at this facility. Please properly dispose of any smoking materials.

**FOFC Policies:**

s Volunteers are required to conduct themselves with courtesy and respect at all times.

s Volunteers are forbidden from removing anything from the property without permission from Director.

s As a **Drug-Free Premises** we have a "**zero-tolerance policy**" which strictly forbids the manufacturing, possession, sale, or use of any controlled substance by any staff or volunteer. Violators will be reported.

s Volunteers must not disclose any personal or confidential information that might identify a client (or other individual) without consent. All records are to be held in the strictest confidence. Volunteers are required to sign this **Confidentiality Agreement** and failure to adhere to this may lead to dismissal.

s In the unlikely event of a **Fire or other emergency situation** Volunteers must follow Staff direction for evacuation procedures. Head counts are taken so you must not leave the property without notifying staff.

s **Anti-Discrimination/Harassment Policy:** FOFC will not tolerate harassment of any kind *(verbal or physical conduct that is denigrating, hostile, or offensive)* based on gender, race, color, sexual orientation, disability, religion, national origin, age, or marital status *(e.g. slurs, stereotyping, intimidation, etc.)*

s **Sexual Harassment** is prohibited. It includes unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature from any other person who is acting on behalf of FOFC.

**Agreement and Signature:** **All Volunteers must sign and return with the application.**

I have read and understand the Friends of Forgotten Children Handbook and agree to abide by the guidelines & policies including the confidentiality and anti-discrimination/Harassment policy.

**Volunteer Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If under age 18 - printed name of parent:** \_\_\_\_\_

**Volunteer Signature or Parent Signature (if under 18): Signature:** \_\_\_\_\_

**As of: 23 March 2023**