



AFAC is a community-based non-profit that provides supplemental groceries to our Arlington neighbors in need.

## VOLUNTEER AGREEMENT

Thank you for signing up to volunteer at the Arlington Food Assistance Center! AFAC is the only organization in Arlington devoted solely to providing dignified access to nutritious, supplemental groceries--free of charge--for our neighbors in need. Our clients are referred to us by a variety of social service agencies. Your help makes AFAC's mission possible.

Some points to remember about volunteering here:

**Dress code** - You must wear closed-toe shoes to volunteer in AFAC's warehouse and distribution area. The temperature in the warehouse is unpredictable and often chilly. Please be prepared by dressing comfortably in layers.

**Client privacy** - We respect the privacy of our clients. Stories about clients for promotional purposes are acceptable but please exclude any names to ensure anonymity. Suggestions about our services should be brought to the attention of staff and considered in-house.

**Problem clients** - Many of our clients are living in high-stress situations. Respect and empathy are important while volunteering here. If an uncomfortable situation arises, please alert an AFAC staff member.

**Safety** – Please be careful when you volunteer here at AFAC. There are many potential hazards in our warehouse. Pay attention to your surroundings at all times to avoid injuries. To ensure the safety of fellow volunteers, employees and clients, weapons of any kind are prohibited at AFAC.

**Volunteer hours** - The expected hours for distribution volunteers are: Daytime 9:15 a.m.-12:30 p.m., Saturday mornings 8:30 a.m.-11:30 a.m., Tuesday and Thursday evenings 6:30 p.m.-8:30. Bagging hours vary according to group, but usually run one hour, beginning at 6:30 p.m., 7:00 p.m., or 7:30 p.m. Please remember to sign in and out, and check the bulletin board for announcements.

**Absences** - Daytime volunteers, please mark the calendar by the check-in book if you know you will be missing your assignment. You may also email us at [volunteer4afac@afac.org](mailto:volunteer4afac@afac.org). Evening and weekend volunteers, please remove your name from the online calendar as soon as you know you won't be available. Don't over-commit yourself! Please only sign up for days that you know you can help.