

**FCS Volunteer Guidelines**

Thank you for volunteering with us! We appreciate you taking the time to serve with us. There are a few details you need to know!

* Dress accordingly! Closed toed shoes, preferably tennis shoes are advised. NO FLIP FLOPS or sandals!!! Ladies, No tight fitting, revealing or inappropriate or suggestive clothing. Tshirt emblems or sayings should not be offensive or vulgar. (NOTE: **The Bridge/FCS reserves the right to determine appropriateness of clothing**). Hats, sunscreen, jackets, sunglasses are recommended when volunteering outside. *We strongly encourage you to wash your shoes after serving before entering your home!!!!*
* Hygiene – **Volunteers are required wear gloves at all times.** Please wash your hands and put on the gloves supplied for you. Gloves must be changed if you touch your body, the ground or trash.

**If something falls to the ground, it is to be discarded**! Pick it up with gloves, put it in the trash andthen change gloves**.** Gloves are to protect YOU as well as eliminate cross contamination or harm.

* Due to liability and to preserve the privacy of our guests, **PERSONAL PHOTOGRAPHY IS PROHIBITED**. Upon request, a designated Board member will take photos of your group. Board approved photos of activities may be obtained upon request. You may also check our Facebook page to review photos taken for the day. Please feel free to “Share”.
* **Minors must have a signed Parental Authorization for a Minor to Serve form completed to serve. While serving, minors are required to remain within arm’s length of their parent/guardian at all times and located behind the assigned serving area.**
* The Bridge/FCS reserves the right to limit or restrict volunteer activity at the discretion of the Board. We will not tolerate bullying, vulgar speech, name calling and disrespect at any time!
* NO SMOKING on premises *(including Vapes)* and during our serving time.

**Additional Guidelines for Volunteers Serving on the Lot on Sunday Morning:**

* Parking – Parking is limited on the street and carpool is advised. Please lock any valuables (purses, billfolds, phones) in your car. You are responsible for your vehicle and personal belongs. The Bridge/FCS encourages you to leave valuables at home as we will not be held liable for any damage to your vehicle or theft of your belongings. Parking is allowed upon our lot.
* Registration Table – You must sign in to the registration table upon arrival. You will then be assigned a position. **Volunteers are encouraged to wear a name badge provided for you**. If you desire to serve food, you will need an Arizona food handlers card. Please supply a copy for our records.
* **Only Board authorized food items are permitted to be distributed.** If you would like to donate food, please contact us. Items of needed donations can also be found on our website [www.TheBridgeFCS.org](http://www.TheBridgeFCS.org) If you would like to participate with food preparation, please contact us at FCS.TheBridge@gmail.com
* Volunteers are discouraged from eating prepared food until food service to our guests has been completed or until instructed to do so by the Board President or Vice President. Many times, we have left over bulk foods and produce that we make available to our volunteers.
* When you finish at your assigned area, please feel free to join another station or help clean up!
* **Please do not give our homeless friends money or your personal information, money or transportation.** If they need resources or information, please refer them to one of our Board President or Vice President.
* In the event of an emergency during our serve, you will be instructed to maintain your position behind the serving line until cleared. Please do not try to get involved in any altercation. If you feel threatened in any way during your serve, please call for one of our security or Board members. Although we try to maintain a safe environment for our volunteers, The Bridge FCS cannot be held liable and responsible for your personal safety, you must exercise wisdom and caution at all times, especially when interacting with our guests. Mental health issues are a big factor and need to be considered when interacting.

**Get Involved!**

There are plenty of additional opportunities to get involved in with us! Please visit our website for our current “Needs List” (includes, food, personal and other items needed). Your organization or group may want to host a “Drive” for water, bags, clothing, etc. We are always looking for monthly supporters – if you work for a company that likes to give back to the community, please tell them about us. Fliers are available at the registration table.

We are also a designated Charitable organization through the Arizona Charitable Tax Credit and your donations may be eligible for credit or designation. Please consult your tax advisor for more information. A donation receipt will be given at your request, please see our Treasurer – Charlie Schinke.

Other opportunities could be:

* Preparing the food on Saturday afternoons
* Becoming a Board member or serving on a committee
* Picking up donations/Delivering furniture and household goods to newly placed friends
* Mentoring program (training required)
* Organizing and Leading “Drives” for needed items (i.e. water, socks, etc.)

We’re so glad you joined us today and look forward to serving with you again soon! If you have questions or concerns, please feel free to contact us:

Carolyn Cochran, President

[FCS.TheBridge@gmail.com](mailto:FCS.TheBridge@gmail.com)

[www.TheBridgeFCS.org](http://www.TheBridgeFCS.org)

Facebook.com/TheBridgeForCommunityServices



**The Bridge/FCS Volunteer Guideline Acknowledgement**

I have read and understand the FCS Volunteer Guidelines. I will follow the guidelines as outlined. I understand that non-compliance with the guidelines may result in the termination of my volunteer service with The Bridge/FCS***. I, understand the nature of the guests that are served and do NOT hold The Bridge for*** ***Community Services liable and responsible for any action or neglect on my part or on the part of the guests*** ***served.*** I am fully aware and understand that the people served may have criminal records or physical &/or mental health issues and do not hold The Bridge FCS responsible for their actions towards me. The Bridge FCS will do everything possible to maintain a safe environment but *it is my responsibility to use caution at all times*.

**Printed Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* I am 18 yrs or older
* I have a current Food Handlers Card (Please provide a copy for our records)

**If Volunteer is a minor, please see Parental Authorization & Minor Expectation forms**



The Bridge For Community Services

**Permission to Use Photograph**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grant The Bridge For Community Services (The Bridge/FCS), its representatives the right to take photographs, video or audio of me and my property while serving with them. I authorize The Bridge/FCS, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I understand and agree that any audio and/or visual material using my likeness will become the property of The Bridge/FCS and will not be returned.

I acknowledge that since my participation with The Bridge/FCS is voluntary, I will receive no financial compensation

I agree The Bridge/FCS may use such visual and/or audio material of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, fundraising, educational purposes and Web content. I have read and understand the above:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* I am 18 yrs or older

Please authorize below for Minor Volunteer(s) to be photographed; **Parent/Legal Guardian signature is required:**

Name of Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Legal Guardian Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: □ Parent □ Legal Guardian

**PLEASE NOTE: Unless revoked in writing, this is a continuing authorization for 1 (one) calendar year (Jan - Dec)**