

**VOLUNTEER APPLICATION**

**SANDWICH FOOD PANTRY**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**email address** \_\_\_\_\_ (optional )

**Emergency Contact** \_\_\_\_\_

**Although this is a volunteer position, our clients count heavily on what we do for them and we can not do it without you . We are looking for people who will be serious, dedicated and responsible.**

**Please understand that we expect you to be here on time (9:45am) If for some reason, you can not be here PLEASE call as soon as you know that you will not be coming in.This allows us to find a replacement to fill in for you that day .**

**There may be meetings now and then,to catch you up on any procedural changes or additions and you will be expected to attend .**

**Below, you will find is a list of our most common needs. Please put a X beside any areas of interest to you.**

**Product recovery** \_\_\_\_\_ **Storage Areas** \_\_\_\_\_ **Packer** \_\_\_\_\_ **Pick up driver** \_\_\_\_\_

**Delivery driver** \_\_\_\_\_ **Shopping** \_\_\_\_\_ **Bread/Produce table** \_\_\_\_\_ **Maintenance** \_\_\_\_\_

**Are you comfortable having direct contact with clients?** \_\_\_\_\_

**Would you rather be in areas away from the Clients?** \_\_\_\_\_

**Do you have any special skills such as:**

**Computer /Word processing** \_\_\_\_\_ **Reception Desk** \_\_\_\_\_ **Filing** \_\_\_\_\_

**Writing** \_\_\_\_\_ **Special events** \_\_\_\_\_

**Please explain why you wish to do your Humanitarian Services at The Sandwich Food Pantry**

**Confidentiality**

Confidential information can be defined as a fact or condition of a person's private life which is normally concealed from the public eye. When information of this sort is disclosed during the course of a professional relationship, it falls under confidentiality. The person revealing this information to a confidant feels that there is an explicit or implicit promise that this information will not be revealed. The preservation of the "secret" information is confidentiality.

Confidentiality is the basic right of the client as well as the basic obligation of the professional, whether they are paid staff or volunteers. The client has the right to assume that information will go no further than those helping him or her.

In certain circumstances, it is necessary to share confidential information including:

if someone else's rights would be violated by your silence

To gain services for the client

When the client is in trouble or danger

To ensure proper supervision of your work

If you suspect that something unethical is happening

Information MUST be shared between other staff working with the client. This is necessary to deliver proper service. This practice is allowable as other staffers are also

bound by confidentiality.

I have read the above information and understand that I may not divulge confidential information concerning the client to anyone other than other staff without the client's consent.

I have received the SFP (3) sheet Information packet

\_\_\_\_\_  
Volunteer Signature \_\_\_\_\_  
Date

**OFFICE USE** **Comments**

Starting Date \_\_\_\_\_