

Tamiesie, Louise

Subject: FW: Columbia Chapter NIGP General Meeting and Luncheon on November 13, 2008 at the Stockpot Restaurant

OREGON FOOD BANK
 ...because no one should be hungry.



Dear Gretchen,

Thank you so much for choosing to volunteer with the Oregon Food Bank. We couldn't do the work that we do without the help of volunteers. We have scheduled your group to come to the Volunteer Action Center where we prepare large donated food items for distribution to smaller food banks.



You are scheduled to bring up to 15 volunteers on Thursday, December 11th between 6 and 8:30pm

We ask that you, as the group contact, ensure that these guidelines are followed. Please ensure that all participants and chaperones have this information in advance.

Confirming your shift time:

- Please complete the contact information portion of the **group roster** ([here](#)) and return it to me 1 week prior to your volunteer shift. When your group arrives for their shift, each individual will be asked to Sign-In by their name on the group roster that you sent in.
- As soon as possible, please **call Amy Evangelista at 503-282-0555 x272**, and leave a message ***if your group is unable to come in at a scheduled time***.
- We have a limited number of spots available in the Volunteer Action Center, but we need everyone to complete the job. Therefore, we are counting on you ***to bring the number of people you signed up for***. If there are any changes, please contact me right away so that she can adjust the schedule for the week.

Safety:

- Group leaders should have **emergency contact information** on all volunteers in the group.
- For safety reasons be sure to wear **sturdy closed toed shoes**. Open-toed shoes and

high heels are not allowed.

- Please encourage all volunteers to **dress appropriately for volunteering**. Layers are recommended.
- Oregon Food Bank has a **zero tolerance theft policy**.
- Minimum age is 6 years old.
- Youth Release forms ([here](#)) are required for all youth under 18 years.
- No food, beverage, gum or candy may be consumed in the volunteer work areas.
- Please do not attend if you feel sick or have a cough, runny nose, flu-like symptoms, open wounds, or food born illnesses

Tours:

We are able to provide tours prior to your shift for groups that have never visited the Oregon Food Bank. A tour is a wonderful way to connect your actions as a volunteer to the greater purpose of the Oregon Food Bank. If you would like to have a tour before your shift please contact me so that I can schedule a staff member to lead your tour.

Location:

The Volunteer Action Center is located in our facility at 7900 NE 33rd Drive (directions are [here](#)). There is ample parking and the #10 bus stops right in front of the building. Please pay close attention to the signs posted to indicate the flow of traffic through the parking lot.

Please arrive 15 minutes before your shift to get signed in. If you are arriving after hours or on the weekend, please ring the bell at the main entrance. If you are coming during normal business hours, please check in with the receptionist. The volunteer orientation begins promptly at your scheduled start time.

In the Volunteer Action Center, volunteers repackage and sort bulk non-perishable food items, fresh produce, frozen foods (meat, vegetables, etc.), or other projects. The tasks involve standing, squatting, lifting and pulling. We can accommodate most physical limitations, please let us know if you have any special needs. You will receive an orientation and training before you begin working.

Again, thank you for your support of Oregon Food Bank and for your participation in the effort to eradicate hunger. Working together, we can make a difference!

Sincerely,

Amy Evangelista

Development Assistant-Volunteers

Oregon Food Bank

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(F) 503.282.0922

www.oregonfoodbank.org

...because no one should be hungry

Oregon Food Bank distributes nearly 33 million pounds of food in the Portland Metro Area annually.

Volunteers make this possible. Thank you for your time!

Our mission:

To eliminate hunger and its root causes ... *because no one should be hungry.*