



VOLUNTEER INFORMATION PACKET

Volunteer Guidelines

First time volunteering at Faith Café? Welcome!

Thank you for your willingness to serve those in need in our community. Please carefully read the below guidelines and fill out the appropriate documentation.

1. Volunteers should arrive at 10:30 A.M. and stay through the remainder of cleanup (usually around 1:00 p.m.). Volunteers should plan to arrive and leave at posted times unless other arrangements have been made with the Daily Coordinator or Volunteer Coordinator.
2. We ask that Volunteers carefully review our posted policies and procedures before service begins. Volunteers are expected to adhere to all posted rules established for Faith Café by the STEM Board of Directors.
3. Upon arrival, volunteers must sign-in in the designated Volunteer Sign-In book.
4. Volunteers should refer any questions throughout service to the Daily Coordinator.
5. All volunteers agree to respect and adhere to the requests by the Daily Coordinator.
6. All volunteers understand that they are willingly serving at Faith Café and will therefore not take on a leadership role, unless they have gone through Daily Coordinator Training and are officially certified as a Daily Coordinator. This certification is only granted through the approval of the Board of Directors of South Tampa Ecumenical Ministries. Please ask your daily coordinator for more information regarding this approval.
7. Volunteers should wear the appropriate clothing, as dictated by our clothing policy.
8. Volunteers agree to show love and respect to our guests. In addition, volunteers agree to abstain from making verbal judgments or gross

accusations against or towards guests or other volunteers while at Faith Café.

9. Volunteers agree to immediately seek the help and advice from the Daily Coordinator when an issue arises.
10. Volunteers 15 and younger must be accompanied by an adult (Ratio of 1 adult per 4 youth). If more than four youth arrive to volunteer and they are not accompanied by an adult, any adult volunteer that is present can accept responsibility for the youth while at Faith Café. If no adult volunteer accepts responsibility for the youth, the youth must call a parent/adult to come to Faith Café.
11. Volunteers serving food must wear gloves at all times. If a Volunteer touches his/her face, uses the restroom, empties the trash or uses the gloves to complete any task other than serving food, the volunteer must retrieve a new pair of gloves for sanitation purposes.
12. The Board of Directors discourages youth from sharing their personal contact information with the guests of Faith Café.
13. Volunteers understand that food donations are only for distribution to Faith Café guests or to Metropolitan Ministries, when determined by the Daily Coordinator.
14. Volunteers are only authorized to eat on the premises after our guests have been served.
15. Volunteers performing court-ordered community service must be pre-approved to volunteer by a daily coordinator or executive officer of the Board of Directors.
16. Volunteers understand that due to the limited space, they may be asked to volunteer on another day due to too many volunteers. Volunteers should contact our volunteer coordinator via our website.

FAITH CAFÉ CLOTHING POLICY

The STEM Board of Directors has initiated the following clothing policy for all Volunteers. All Volunteers of Faith Café are required to adhere to this policy and agree to wear additional clothing upon a Daily Coordinator's request.

Ladies

No spaghetti straps, short shorts/skirts or revealing clothing. Close-toed shoes or sandals with straps are permitted. No flip flops. Clothing should not display any inappropriate messages or slogans.

Gentlemen

Pants and shorts must be worn at the waist (no boxer shorts exposed). Collared shirts or T-shirts are preferred and tank tops will not be accepted. Close-toed shoes or sandals with straps are permitted. No flip flops. Clothing should not display any inappropriate messages or slogans.

I have read and agree to abide by the above mentioned rules & regulations.

Name: _____
(Please print)

Signature: _____

Volunteer Contact Information

Name: _____

Address: _____

Phone: _____

Email: _____

Emergency Contact Name: _____

Emergency Contact Number: _____

May we contact you regarding future Faith Café volunteer events? If so, what's the best way to reach you?

Would you like information on how you can get more involved?

Are you interested in going through Daily Coordinator training?

Thank you for volunteering!

Release of Liability/Hold Harmless Agreement

On this _____ day of _____, 201____, intending to be legally bound hereby, the undersigned agrees and does hereby release from liability and to indemnify and hold harmless South Tampa Ecumenical Ministries (S.T.E.M.), and any of its volunteers or agents representing or related to S.T.E.M. as regards to volunteering at Faith Cafe. This release is for any and all liability for personal injuries (including death) and property losses or damage occasioned by, or in connection with any activity or accommodations for this service. The undersigned further agrees to abide by all the rules and regulations promulgated by S.T.E.M./Faith Café and/or its affiliate committees throughout their volunteerism.

Name: _____
(Please print)

Signature: _____

Daily Coordinator: _____
(Please print)

Daily Coordinator Signature: _____