**Food Pantry Volunteer Procedures**

➢ Arrive at your designated time.

➢ Sign in and out at the office. (Please notify your group leader when you leave).

➢ If you are unable to arrive at your designated time, please notify the office or your group leader.

➢ Report to the designated leader of the group.

➢ No Smoking on property.

➢ Verify your Emergency Contact information on file.

➢ Remember to treat others the way you want to be treated.

➢ Confidentiality is a must.

➢ Familiarize yourself with Workplace Health and Safety procedures and equipment.

➢ Dress appropriately according to the job you are volunteering for.

➢ Make sure your area is clean before signing out.

**Board Meeting**

* Name Placards at the table during the board meeting.
* During meetings, the board members should be facing each other.
* If someone has questions or concerns, we ask these to be submitted by the 15th of the month in writing. All questions or concerns will be addressed at the end of the meeting, if time permits.