

## VOLUNTEER GUIDELINES

First time volunteering at Faith Café? Welcome!

Please carefully read these guidelines, download the packet and sign the last three pages.

In order to be added to our Volunteer Schedule, please email the Volunteer Coordinator: [volunteers@faithcafe.com](mailto:volunteers@faithcafe.com) and include a few dates on which you are available.

Thank you for your willingness to serve those in need in our community.

1. Volunteers should arrive at 10:30 am and stay through the remainder of cleanup, usually around 1:00 pm. Volunteers should plan to arrive and leave at posted times unless other arrangements have been made with the Daily Coordinator or the Volunteer Coordinator.
2. We ask that all 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. Please give your signed Faith Café paperwork to the Daily Coordinator.
4. Volunteers should refer any questions throughout service to the Daily Coordinator.
5. All Volunteers agree to respect and adhere to the requests of 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 and certification.
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 of the Daily Coordinator when an issue arises.
10. Our minimum age for volunteers is thirteen (13). Volunteers younger than sixteen (16) must be accompanied by an adult, in a ratio of one adult to no more than three (3) youth.
11. Volunteers serving food must wear gloves at all times. If a Volunteer touches his/her face, uses the restroom, empties trash, or completes 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 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 authorized to eat on the premises only after our guests have been served.

15. Volunteers performing court-ordered community service must be pre-approved by a daily coordinator or an executive officer of the Board of Directors.
16. Student volunteers who need signed proof of attendance should bring their paperwork each time they volunteer. Papers will be signed by the daily coordinator at the end of clean-up.
17. If there are too many Volunteers, those who have not been scheduled in advance understand that due to the limited space they may be asked to volunteer on another day.

#### FAITH CAFÉ CLOTHING POLICY

The STEM Board of Directors has initiated the following clothing policy for all Volunteers. All Volunteers at 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 skirts/shorts 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 shirts 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 and 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 is the best way to reach you?

\_\_\_\_\_

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Are you interested in going through Daily Coordinator Training? Yes \_\_\_\_\_ No \_\_\_\_\_

THANK YOU FOR VOLUNTEERING

RELEASE OF LIABILITY AND 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 Café. This release is for any and all liability for personal injuries (including death) and property losses or damaged 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 communities through their volunteerism.

NAME \_\_\_\_\_

PLEASE PRINT

SIGNATURE \_\_\_\_\_

DAILY COORDINATOR \_\_\_\_\_