

LifeNet4Families Volunteer Orientation



LifeNet4Families



The Basics

Thank you for supporting our mission. We are happy to have you volunteer with us and want to ensure a positive experience. Before you begin the orientation, we ask that you complete the following:

- Read the [Letter from our CEO](#)
- Complete the online [Volunteer Application](#)
- Complete an original [Waiver of Liability Form](#)
(print it, sign it, and submit to LifeNet)



Preparing for your Visit

We want you to arrive safely and on time. Please allow yourself enough travel time so that you can arrive 10 minutes prior to your scheduled time.

- **Parking:** We have limited parking and ask that when coming with a group, you consider carpooling. Please make sure that you don't leave anything of value in your car. **If you plan to put your handbag in your trunk, please do so before arrival.**
- **No bags are allowed** as we have minimal space and cannot be responsible for items.



Preparing for your Visit

Attire: **To prevent injury**, all volunteers must wear **closed-toe shoes** (no flip-flops, clogs, crocs or sandals). We ask that you wear **comfortable clothing** (loose fitting) – no leggings, short-shorts or revealing tops, no tank tops, sleeveless t-shirts or printed obscene images/words.

For Safety Reasons, please do not wear earplugs, headphones or any other devices that may be distracting.

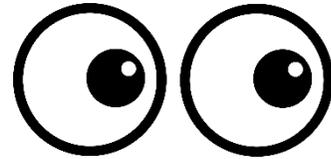


Preparing for your Visit

Children: We love kids! However, we also have to consider their **safety**. Due to the nature of our work and volunteer assignments, **children must be at least 6 years old to volunteer**. Children in grades K-8 must be accompanied by an adult. High School students may volunteer with parental consent (Parental signature on waiver).



Once You Arrive



Enter the building through the dining room on the ground floor.

If you need assistance, look for a Staff Person wearing a blue shirt with the LifeNet logo or the Security Officer wearing a green uniform.



Once You Arrive

- Once inside, give your Waiver to the Community Relations Coordinator or Designated Staff Person.
- Sign the Volunteer Log and wait for instructions.



Assignments

- We will do our best to assign you to an area of your choice but ask that you **be open to assignment where we really need help.**



Assignments

There's so much to do at LifeNet4Families! We certainly need and LOVE our volunteers. Ideally, we need 25 volunteers each day...and weekdays are the most challenging. If you're available during the week, please consider becoming a steady volunteer (daily, weekly or monthly).

Each day we need:

12-15 volunteers to assist with our dining services operation.

This includes 3-5 people for food prep assistance, 3-4 people to serve meals, 1 person to serve coffee, 1 person to wipe tables, 1 person to wash pots/pans, 1 person to rinse dishes and silverware, load/unload dishwasher, 1 person to make sandwiches, and 1 person to “man” the door. All 12-15 of these volunteers assist with breakdown and clean up at the end of food service.



Assignments *(con'd)*

PANTRY HELP

- **6-15 people to assist in the pantry** (stocking shelves, packing food boxes, bagging beans/bagging rice, assisting with organizing inventory).
- **3-5 people to sort clothing and/or hygiene products**
- **2 people to assist clients in the clothing room**
(weekdays only)



Assignments (*con'd*)

ADDITIONAL NEEDS

- 1 person to sort/distribute mail (*weekdays only*)
 - 1 person to handle the shower program

****Individuals and Groups needed for special projects (painting, outdoor beautification, clean up, phone calls, data entry, special events, etc.)****



IMPORTANT

- **No eating or drinking while working. Food is for clients only.**
- **No cell phone usage**

If you need to take a break, advise the department head, Community Relations Coordinator or Team Leader and we will get someone to cover your assignment until you return.



THANK YOU

On behalf of our Board of Directors, President & CEO, Staff and Clients, thank you for supporting the mission.

There is absolutely no way that we could do so much, for so many, without the help of passionate, caring individuals and groups.

YOU will be making a meaningful difference!