



Volunteer Training

Thank you for volunteering to work at
the Pantry@Tunxis!



There are a few things
you need to know
before you begin...



1. Location

- The Pantry is located in room 1-161 in the 200 building. You may enter using the ramp on the right. You can retrieve the key to open the Pantry from the Welcome Desk in the 100 building before your volunteer session begins.
- When you are done, we ask that you make sure the door is locked and return the key to the Welcome Desk.

2. Forms



As a volunteer,
you must sign a
Confidentiality Form
and place it in the folder
inside the Pantry.

Confidentiality Agreement

As a volunteer of The Food Pantry @ Tunxis, I agree to maintain the privacy and confidentiality of any and all personal information of users. I recognize the value and sensitivity of confidential information, and I agree not to copy, discuss, or otherwise disclose any participant information to anyone who does not have official responsibilities regarding that information of the food pantry. I agree to keep all participant information completely confidential for an indefinite period of time, even after I am no longer volunteering with the food pantry. I understand that failure to comply with this policy will result in my immediate dismissal as a volunteer.

Signature

Date

2. Forms (continued)

Students who come to use the Pantry must fill out two forms: **Intake Form** and **Hold Harmless Agreement**. These should be stapled and placed in the folder marked, “Member Forms” inside the Pantry.

The Pantry @ Tunxis



Intake Form

Name _____

ID# _____

Full-time student _____ Part-time student _____

Age _____ Male _____ Female _____ Veteran _____

Family size: Adults _____ Children _____

Phone # (optional) _____

E-mail (optional) _____

Hold Harmless Agreement

The Pantry @ Tunxis acts as an intermediary between donors and students seeking assistance. We disclaim all liability which may result from the consumption of food or use of any donated item provided. This disclaimer includes, but is not limited to, any sickness, injury or death that may result from the receipt of goods or food or consumption of contaminated food, spoiled food, or tainted food.

I have read the above Hold Harmless Agreement in its entirety and fully understand the same. I hereby agree to hold The Pantry @ Tunxis harmless from injury, illness, or death that may result from the receipt, use, and/or consumption of the food provided to me.

Signature

Date

3. Procedure for New Members

- I. When a person comes to the Pantry, ask for their **Student ID** to verify that they are a Tunxis student. Have them fill out the two required forms. Write the date of their visit on the back of the form.
- II. Show them what is available for them to take. Pull out plastic bins on bottom shelf which hold items not on the shelves.
- III. Give them a reusable bag, and inform them that they may take **up to 20** items per month. Let them choose what they need on their own.
- IV. Inform them that they may use the Pantry as many times as they choose throughout the month, however, the total number of items taken can't exceed the 20-item limit.

4. Procedure for Repeat Customers

- I. If a student has been to the Pantry before, pull their forms and note the date of the visit on the back.
- II. Pantry visitors can visit the pantry as many times as they choose throughout the month, however, the total number of items taken can't exceed the 20-item limit for the month.
- III. Follow same procedure as for new members.



While you wait for visitors...

You may sort through the items on the shelves for expiring products.

If you find items that are past their expiration date, please dispose of them.

Straighten the shelves as needed.





Thank you for viewing!

Have questions? Contact:

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