



VOLUNTEER AGREEMENT

Your time at Manna is valuable to us, and we appreciate your contribution! These guidelines are meant to ensure that you have a safe, fun, and meaningful experience at Manna. Please read and agree to the following.

1. **Wear appropriate clothing.** Wear comfortable, loose-fitting clothing that allows you to move freely. Refrain from wearing low-rise bottoms, skirts, shirts that show the midriff, plunging necklines, long scarves, or clothing with offensive or controversial prints.
2. **Wear closed-toed shoes** when in the warehouse (no sandals or flip-flops).
3. Tie long hair back off the shoulders.
4. Limit cell phone use during your shift in consideration of pantry clients and staff.
5. **Understand that Manna Food Project is a tobacco free environment.** A designated smoking area is available off property.
6. **Wash hands frequently:** before starting a project, after eating or drinking, and after using the restroom.
7. **Always wear a hairnet in the repack room, and wear gloves when handling food.**
8. Enjoy your food and drink in the break area only. Keep all food items off the floor.
9. **Refrain from volunteering if you are feeling ill**, or have contracted a cold, the flu, a viral infection, or have recently been diagnosed with hepatitis A. We are happy to have you return when you're feeling better and your illness is no longer contagious.
10. Report any weight restrictions, health issues, wounds, or open skin lesions that may exempt you from handling food products or performing certain tasks.
11. Report any allergies (especially to food or chemicals) that may interfere with your ability to volunteer.
12. **Refrain from consuming donated food items.** Food stored at Manna is designated for clients in need. If you qualify for food assistance, staff will be happy to help you fill out the proper forms.
13. **Behave in a safe, civil, and respectful manner.** Rude behavior, discrimination, or harassment toward staff, clients, or other volunteers will not be tolerated.
14. **Volunteers must comply with our weapons policy.**

(A) I have read the above guidelines and policies of Manna Food Project and agree to follow them to the best of my ability. I understand that failure to follow these policies may result in disciplinary action or dismissal.

PHOTO RELEASE

Subject: Various volunteer activities

Location: Manna Food Project property; community events related to organization activities

Unless otherwise communicated in-person to a Manna staff member, I grant to Manna Food Project, its representatives, and employees the right to take photographs of me and my property in connection with the above-identified subject. I authorize Manna Food Project, its assigns, and transferees to copyright, use and publish the same in print and/or electronically. I agree that Manna Food Project may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content.

(B) I hereby give permission to Manna Food Project to use my photos and likenesses in all forms and media without restriction or compensation. I release the photographer all forms of claims and liability related to my photo usage.

PROMISE NOT TO SUE AND RELEASE

The Manna Food Project is a Michigan non-profit corporation dedicated to the collection and distribution of food to those in need. Volunteer activities may include, but are not limited to: food rescue, pantry services, backpack packaging and delivery, warehouse assistance, repacking food, cleaning, office duties, and driving.

DECLARATION

I volunteer to assist The Manna Food Project (Manna) in its mission to help feed the hungry in Northern Michigan. In consideration for being granted permission to volunteer and in recognition of the non-profit status of Manna and its mission, I hereby agree as follows:

1. I represent that I am 18 years of age or older and that I have read the volunteer handbook and agree to its terms.
2. I understand that I am not eligible for workers' compensation benefits.
3. I hereby promise not to make a claim against nor sue Manna, its officers, directors, managing agents, employees, and volunteers for any reason including all claims, actions and causes of action for personal injury or property damage, in excess of insurance available to Manna, including court costs, litigation expenses, and actual attorney fees.
4. I do hereby release and forever discharge Manna from any and all claims, actions, and causes of action for personal injury or property damage, in excess of insurance available to Manna, including court costs, litigation expenses, and actual attorney fees.
5. In the event I contest this Promise Not to Sue and Release document, I agree to hold harmless and indemnify Manna and/or its insurer for all court costs, actual attorney fees, litigation expenses, and any recovery that I may obtain from Manna and/or its insurer.

6. I understand that in the event that any provision of this agreement is found by a court of competent jurisdiction not to be enforceable, the remaining provisions shall be in full force and effect.

(C) I have read this waiver, understand it, and am signing it voluntarily.

IF VOLUNTEER IS A MINOR (if applicable)

1. I represent and warrant that I am the parent or legal guardian for the minor(s) listed below.

2. I, for the minor(s), hereby promise not to make a claim against nor sue Manna Food Project, its officers, directors, managing agents, employees, and volunteers for any reason including all claims, actions and causes of action for personal injury or property damage, in excess of insurance available to Manna, including court costs, litigation expenses, and actual attorney fees.
3. I, for the minor(s), do hereby release and forever discharge Manna from any and all claims, actions and causes of action for personal injury or property damage, in excess of insurance available to Manna, including court costs, litigation expenses, and actual attorney fees.
4. In the event this Volunteer Agreement, Promise Not to Sue and Release is contested, I agree to hold harmless and indemnify Manna and/or its insurer from all court costs, actual attorney fees, litigation expenses, and any recovery that may be obtained for the minor from Manna and/or its insurer.
5. I, on behalf of the minor(s), understand that in the event that any provision of this agreement is found by a court of competent jurisdiction not to be enforceable, the remaining provisions shall remain in full force and effect.

(D) I have read this waiver, understand it, and am signing it voluntarily on behalf of minor(s).

By signing below and volunteering at Manna Food Project, you are agreeing to abide by all terms as specified in the above Volunteer Agreement, Photo Release, Promise Not to Sue and Release, and therefore in statements marked (A), (B), (C), and (D) above.

Name(s): _____

Signature(s): _____ Date: _____