

# Community Service Volunteering

### Do you have court-mandated or other types of community service that require formal verification?

We run food repack/sort volunteer shifts that are 2-3 hours in length Monday-Saturday on a set schedule.

We do not accept volunteers whose charge relates to an act of violence, bias and hate crimes, weapons and firearm offenses and sexual misconduct.

Please fill out the Mandated Community Service Application. Once your application is approved you can sign up for shifts. All volunteers must register ahead of time. Each shift has a limited number of spots. Walk-ins may be turned away.

#### **Court Mandated Program Rules:**

Non-compliance of these rules may result in immediate dismissal from our program.

- New Volunteers are required to complete the New Volunteer Application before you attend your first shift.
- You must sign up for shifts in advance, on our Volunteer Online Action Center.
  Food Repack/Sort volunteer shifts at our warehouse locations in Beaverton and NE Portland, Digln! Garden shifts at our northeast and Beaverton gardens and off-site partner agency support are eligible in this program.

#### At the shift, you are required to:

- Sign in with the volunteer coordinator as you enter the shift.
- Log your hours on Oregon Food Bank's court-mandated paper time-sheet and have the shift coordinator initial your hours at the end of each shift.
   (Ask Coordinator for the location of blank paper time-sheets.)
- Volunteers must obtain a timesheet for use at off-site agencies from the volunteer team prior to their shifts. Please email us at Volunteer@OregonFoodBank.org for the timesheet.









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#### **Court Mandated Program Rules, Continued:**

- It is your responsibility to request a court-mandated paper time-sheet from the shift coordinator. Your time sheet must remain onsite unless you are volunteering at partner agencies.
- You get credit only for the hours you actually work. Sometimes shifts end early due to food supply. Travel time does not qualify as volunteer time.
- Only 2 unexcused absences are allowed. If you can't make a shift, you must cancel it online. If you cancel it does not count as an absence.
- Oregon Food Bank has a zero-tolerance policy for misrepresenting hours.





