

### **Q: How do I sign up to volunteer?**

- Submit a request to volunteer via the **Volunteer Request** link on the volunteer page of the website. We will contact you to schedule a date and provide the necessary paperwork.
- Contact the Volunteer Services Department and we will contact you to schedule a date.

Lauren Snyder – [lsnyder@cfbnj.org](mailto:lsnyder@cfbnj.org) or 908-355-3663 Ext. 235

Traci Hendricks – [thendricks@cfbnj.org](mailto:thendricks@cfbnj.org) or 908-355-3663 Ext 221

Corporate groups: Faye Kuhn at [fkuhn@cfbnj.org](mailto:fkuhn@cfbnj.org) or 908-242-3944

### **Q: What sort of activities would I be doing?**

Warehouse volunteers assist with a variety of tasks including:

- Sorting and repacking food items
- Assembling our Family Packs and Senior boxes.
- Packaging bulk product into family sized bags
- Some office work/data entry available

### **Q: When can I volunteer?**

Volunteer hours are by appointment during the following times:

- Monday through Friday: 9 am – 12 noon / 1 pm – 3:30 pm
- Tuesday (second of the month): 4:30 pm – 6:30pm /5:30 pm – 7:30 pm
- Saturday: 9 am – 11am / 11:30 am – 1:30 pm (Summer - 9 am – 11 am only on select Saturdays)

### **Q: What is the dress code?**

- Dress is casual and comfortable (remember that the warehouse is not temperature controlled).
- Following items are not allowed in the warehouse:
  - **Comfortable, safe footwear is absolutely necessary. No open-toed shoes, heels, sandals, or flip flops are allowed!**
  - **No bags of any kind – purse, backpack, cross body bags, etc.**
  - **No short shorts/short skirts, tank tops, bare midriffs, immodest or revealing clothing.**
  - **No controversial clothing that can be considered derogatory, insulting or otherwise disrespectful to employees or visitors.**

**NOTE:** Please leave all valuables locked in your trunk or at home. The Community FoodBank is not responsible for missing personal belongings.

**Q: What are your warehouse regulations/safety rules?**

- No open-toe shoes may be worn in the warehouse.
- No bags are permitted in the warehouse.
- No eating, drinking, or chewing gum in the warehouse.
- Volunteers are not permitted to bring thermoses into the warehouse.
- Volunteers must not remove any products from the premises.
- Volunteers must not touch, handle or operate any warehouse equipment (i.e. hand truck, forklift or golf cart).
- All volunteers should remain in their assigned work areas. Please report to the group leader or CFBNJ staff if you need to leave your work area.
- No more than two youth volunteers should leave the work area at the same time.
- Cleaning up of the work area is part of your volunteer visit.

**Q: How do I get there?**

For driving directions to our headquarters in Hillside, [click here](#). For public transportation, log on to [njtransit.com](http://njtransit.com) or call 973-275-5555. Note that the #59, #65 and #66 bus routes all have stops near our location.

**Q: Where do I park?**

Groups are urged to car-pool or come via their organization's bus or van. Please view our headquarters [parking diagram](#) so you know where to park upon arrival.

**Q: What are your guidelines for groups and individuals?**

- All groups must be registered and scheduled in advance of their shift.
- Group contact/leader should confirm the number in the group, and the arrival/departure times with the volunteer office at least one week prior to the scheduled date.
- Group leaders should print out/distribute the Warehouse guidelines to everyone in the group.
- Volunteer groups with teens age 12 through 16 must be accompanied by one adult for every 10 teens. Adults must stay with their groups in their assigned work areas. The CFBNJ staff cannot act as chaperones or supervisors.

**Q: Can children participate?**

- Yes. The minimum age is 12, with adult supervision.
  - Teens aged 16-17 may volunteer without adult supervision if they have written permission from their parents.
  - Children aged 6-11 may participate only on designated Family Days. Dates can be found [here](#).

**Q: What if I need to cancel?**

Please notify the Volunteer Services Department by email or phone call:

- Traci Hendricks – [thendricks@cfbnj.org](mailto:thendricks@cfbnj.org) or 908-355-3663 Ext 221
- Lauren Snyder – [lsnyder@cfbnj.org](mailto:lsnyder@cfbnj.org) or 908-355-3663 Ext 235
- Faye Kuhn – [fkuhn@cfbnj.org](mailto:fkuhn@cfbnj.org) or 908-242-3944 (Corporate groups)

**Q: What if more people want to come with my group than signed up?**

Please contact the Volunteer Office soon as possible to check on additional availability. We are happy to accommodate, if possible.

**Q: Is CFBNJ able to accommodate the special needs of a disabled person as a volunteer?**

We occasionally have projects that our special needs volunteers can help with. Please call the Volunteer Services Coordinator to discuss.

**Q: Does CFBNJ have a meeting room we can use before or after our volunteer visit?**

Yes. Please contact us to check on availability for your date.

**Q: Are there places to eat nearby the CFBNJ?**

There are several restaurants and fast food places in the area.

**Q: Are there any other volunteer opportunities for CFBNJ that are not in the warehouse?**

Yes! We have many offsite volunteer opportunities including:

- Collect food and monetary donations at food shows, food drives, concerts and sporting events
- Our annual Turkey Drive in November
- Volunteer at one of our Partner Agencies

Please call Lauren Snyder at 908-355-3663 ext. 235 or e-mail [lsnyder@cfbnj.org](mailto:lsnyder@cfbnj.org).

Volunteers are always needed for our annual Check-Out Hunger campaign. This opportunity involves setting up and monitoring donation placards in NJ supermarkets every fall and winter. Please contact Linda Loria at 908-355-3663 ext. 290 or [lloria@cfbnj.org](mailto:lloria@cfbnj.org).

You can “adopt” CFBNJ as your company’s charity of choice, and coordinate a food drive, a holiday Turkey Drive, etc.