

GUIDELINES FOR VOLUNTEER GROUPS

Age Requirements

The minimum age limit for any unsupervised volunteer at the San Antonio Food Bank is 15 years of age. Due to safety concerns, children 8-14 may volunteer only with adult supervision. For youth groups (12-15 years old), one adult is required for every six youths. Please be sure accompanying adults understand they will be supervising the group. For youth groups (8-11 years old), one adult for every four youths is required. This age group will only work in the sorting room for *two hours*. The additional time can be arranged for a tour.

Group Size

To ensure an overall positive volunteer experience an accurate count of volunteers attending is necessary. Groups with more than **50** volunteers will be accepted only on a case by case basis. If the anticipated size of the group changes (more or less than five volunteers) from the original count given, please call us as soon as possible, so we can make the necessary adjustments. The group size should be confirmed two weeks prior to your scheduled volunteer date so our staff can plan enough work for each volunteer and to have appropriate staff supervision. If it is necessary for your group to cancel, please contact us immediately!

Clothing

To ensure the safety and comfort of your group, it is advisable that they wear seasonal clothing (i.e., T-shirts, walking shorts or comfortable pants). As a safety precaution, open-toed shoes (sandals, flip-flops etc.) are **not** permitted. Low cut shirts, tank tops and extremely short shorts should be avoided.

Media or Press Coverage

If you have made arrangements for coverage with the local press or plan to have a photographer present, please call the San Antonio Food Bank Director of Development, Zuani Villarreal at (210) 431-8303 in advance of the event. We also request that you provide us with an advance copy of any press release regarding your volunteer service at the San Antonio Food Bank, prior to its release to the media.

Registration on the Day of your Event

On your scheduled volunteer day, please complete the sign-in sheet provided, listing each volunteer and the hours completed. Volunteer Time Sheets may be obtained by contacting Johanna A Tesch (210) 337-3663 or jtesch@safoodbank.org.