

MCEF Liability Release for Volunteers

In return for being allowed to participate in MCEF volunteer activities and all related activities, including any activities incidental to such participation ("Volunteer Activities"), the under-signed Volunteer or Parent/Legal Guardian of Volunteer if under age 18 (hereafter referred to using "I", "me", or "my") releases and agrees not to sue MCEF or its officers, directors, employees, sub-contractors, sponsors, agents and affiliates from all present and future claims that may be made by me, my family, estate, heirs, or assigns for property damage, personal injury, or wrongful death arising as a result of my participation in the Volunteer Activities wherever, whenever, or however the same may occur. I understand and agree that MCEF is not responsible for any injury or property damage arising out of the Volunteer Activities, even if caused by their ordinary negligence or otherwise. I understand that participation in the Volunteer Activities involves certain risks, including, but not limited to, serious injury and death. I am participating in the Volunteer Activities with knowledge of the danger involved and I agree to accept all risks of participation. I also agree to indemnify and hold harmless MCEF for all claims arising out of my participation in the Volunteer Activities. I understand that this document is intended to be as broad and inclusive as permitted by the laws of the state in which the Volunteer Activities take place and agree that if any portion of this Agreement is invalid, the remainder will continue in full legal force and effect. I also acknowledge that MCEF has not arranged and does not carry any insurance of any kind for my benefit or that of Volunteer (if under age 18), my parents, guardians, trustees, heirs, executors, administrators, successors and assigns. I represent that, to my knowledge, I am in good health and suffer no physical impairment that would or should prevent my participation in Volunteer Activities. I also understand that this document is a contract which grants certain rights to and eliminates the liability of MCEF.

I am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

(Signature of Volunteer)

Date _____

I am the parent or legal guardian of the Volunteer.

(Signature of Parent/Legal Guardian if Under Age 18)

Date _____

One Stop Shop Procedures:

Opening:

1. Arrive 30 minutes prior to posted opening time.
2. Adjust Heat/AC units to a comfortable setting.
3. Put fresh veggies in the fridge on the shelves.
4. At the posted opening time: turn the sign to OPEN & unlock the door.

Closing:

1. Turn the sign to CLOSED.
2. Reset Heat/AC thermostats (there are 4) to 78 degrees in summer & 60 degrees in the winter; use discretion in the spring & fall.
3. Sweep &/or mop the floor, clean bathrooms & replenish paper products, collect trash.
4. Make sure the building is empty.
5. Turn off the lights.
6. Exit & lock the door.
7. Throw trash in the dumpster.

One Stop Shop Contacts

Questions about delivering donations:

Pantry Director, Bonnie Hoffman: 804-647-5265

Emergency situation or report an unruly patron:

MCEF President, Pat Hubert: 814-449-2612

Change your schedule or request a substitute:

Volunteer Coord., Jerrie Robinson: 804-240-1169



Information & Application



OSS at 7235 Stonewall Parkway
Send mail to: P.O. Box 604
Mechanicsville, VA 23111

www.4mcef.com

Financial Assistance & General
Information: 357-4093
Senior Rides: 357-9360



MCEF & our One Stop Shop (OSS) located at 7235 Stonewall Parkway is a non-profit, community service organization for Mechanicsville families that is supported 100% by church, business & individual labor. We have a variety of volunteer opportunities available:

Financial Assistance Representative: Respond to client calls; submit requests to Treasurer; work from home; email access required. See full description on our website.

Senior Rides Driver - use personal vehicle to give rides to senior adults. Download the separate application from our website.

Ride Coordinator - Take calls for ride requests, confirm with rider, schedule ride with computer program, email drivers; work from home.

Church Representative - Attend monthly meetings; share information at church.

Shopper: Purchase & deliver stock to OSS.

A typical OSS Service Team would include a Team Leader, a Receptionist, several Client Assistants & several Stockers.

Shift Team Leader: Coordinates opening & closing procedures, team manager, keyholder, updates shopping list.

Receptionist:

1. Verify client's current address with a driver's license or a utility bill. (Required at every visit.)
2. Record date of the visit in the database. They may visit once/calendar month.
3. Add new clients to the database; update information annually.

Client Assistant:

1. Accompany the client while shopping.
2. Monitor compliance with the posted limits on the items.

Stocker: (may be under age 13 w/parent supervision)

1. Help clients to their vehicle.
2. Sort, fold & hang clothes.
3. Mark through barcodes on food, straighten shelves, move older stock to the front.
4. Prepare double-bagged shopping bags.

Cooking Demonstrator: Prepare meals with canned & fresh foods for clients to sample.

To volunteer, please complete the attached Volunteer Application, sign the waiver on the back, then mail it to:

MCEF Volunteers
P.O. Box 604
Mechanicsville, VA 23111

Volunteer Application

Check or circle the jobs you are interested in.

The following jobs are available at the One Stop Shop during our operating hours:

9:30 - 11 am Mon, Tues, Thurs
6:30 - 7:30 pm Tues & Thurs

- ◇ Shift Team Leader
- ◇ Receptionist
- ◇ Client Assistant
- ◇ Stocker (also on 1st & 3rd Sundays from 2-4pm & by appointment)
- ◇ Cooking Demonstrator - once per month

These jobs have days & hours of service not connected to the operation of the OSS.

- ◇ Shopper - as needed
- ◇ Financial Assistance Representative - two week rotation approximately once per quarter
- ◇ Senior Rides Driver - hours & days vary
- ◇ Ride Coordinator - hours & days vary
- ◇ Church Representative - 2nd Monday of the month from 7-8 pm

Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Cell Number: _____

Email: _____

Your Availability: _____
