

Volunteer Responsibilities Agreement
CARITAS Food Bank (Thursday)

I, _____, hereby acknowledge and agree to abide by the following responsibilities as a participant in the **CARITAS Food Bank (THURSDAY)** volunteer program:

1. Attendance Policy:

I understand and agree to this program's attendance policy:

1. In order to receive the CSLhrs for this program, students are required to attend the following activities:

- a. Induction Meeting: **Thursday, October 02, 2025 from 3:30PM to 5:00PM**
- b. Community Visit: **Saturday, December 06, 2025 from 11:00AM-1:00PM**

Being absent to any of these two activities will result in no credit (**0** CSL hours), regardless of any other sessions attended.

2. Considering this program is composed of **9 thursday sessions** from **3:30PM to 5:00PM** (Oct 9, Oct 16, Oct 23, Oct 30, Nov 13, Nov 20, Nov 27, Dec 04, Dec 11):
 - a. A volunteer that is absent for **3 sessions** will receive HALF CREDIT (**8.5** CSLhrs).
 - b. A volunteer that is absent for **5 sessions** will receive NO CREDIT (**0** CSLhrs).

2. Adherence to NGO Policies:

I agree to adhere to the following policies or guidelines set forth by the non-profit organization (NGO):

- a. **Wear a t-shirt, long pants/jeans and close toed shoes.**

3. Travel to and from the Site:

I understand that I am responsible for arranging transportation to the service site and ensuring a safe return home after the activity.

4. Respectful Behavior:

I will treat both my peers and beneficiaries with respect, kindness, and empathy at all times.

5. Privacy and Confidentiality:

I understand that I am prohibited from taking pictures of beneficiaries without their explicit consent and must respect their privacy and confidentiality.

6. Punctuality:

I agree to report to the designated meeting point at least 10 minutes before the activity starts, ready to participate and engage with the project leader.

7. Communication of Absences:

In the event of an absence, I will notify the project leader or program coordinator within a maximum of 48 hours to allow for proper planning and coordination.

8. Preparation:

I agree to participate in any required additional meeting(s) in order to be prepared and adequately equipped for the activity.

9. Cleanup:

I agree to assist in cleaning up the service site before leaving, ensuring that the area is left in a clean and orderly condition.

10. Paperwork Submission:

I will submit any required paperwork or documentation on time, as instructed by the project leader.

11. Adherence to School Policies:

I understand that I am expected to follow all school disciplinary policies and guidelines during my participation in community service activities.

12. Participation in Fundraising Activities:

I understand that I will be required to participate in CCE's fundraising activities to support the operation of all programs.

13. CSLhrs and Attendance Issues:

I acknowledge that I am responsible for reporting any discrepancies or issues related to my CSLhrs or attendance to the project leader or program coordinator for resolution within that school year.

I understand that failure to comply with any of these responsibilities and/or this agreement may result in my removal from the volunteer program and event, and I will not receive any service hours for my participation.

By signing below, I confirm that I have read and understand the responsibilities above and agree to comply with them throughout my participation in the community service program.

Signature: _____ Date: _____

Print Name: _____