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HARVESTERS VOLUNTEER HANDBOOK

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WELCOMETO HARVESTERS

Dear Volunteer,

Welcome to Harvesters—The Community Food Network! We are delighted to have you join our dedicated team of volunteers. Your decision to lend your time, energy, and skills is deeply appreciated and will have a significant impact on our community.

Harvesters' mission is to mobilize the power of our community to create equitable access to nutritious food and address the root causes and impact of hunger. This mission is at the heart of everything we do, and we firmly believe that our volunteers are the backbone of our organization. Your efforts help us provide nutritious food to those in need and support our goal of creating a future where no one goes hungry.

Volunteers like you make it possible for Harvesters to distribute food and essential resources to our neighbors. Your contribution helps us in our mission to end hunger, one meal at a time. We are incredibly grateful for your support and dedication.

Thank you for choosing to be a part of our team. Together, we can make a difference in the lives of so many in our community.

Warm regards,

The Harvesters Community Engagement Team

ABOUT HARVESTERS

Harvesters is a regional food bank serving a 27-county area of northwestern Missouri and northeastern Kansas. We partner with over 900 agencies to provide food assistance to individuals and families facing food insecurity. Harvesters is a certified member of Feeding America, a nationwide network of more than 200 food banks.

Often confused with a food pantry, **Harvesters is a Food Bank**, acquiring, storing, and distributing food to our network of nonprofit agencies, enabling them to do what they do best-- providing direct service to families, children and seniors experiencing food insecurity.

Harvesters emphasizes that **food insecurity is a complex issue that does not exist in isolation**. It's about more than just a lack of food; it's about a lack of consistent access to adequate and nutritious food.

By addressing food insecurity, **Harvesters also tackles related challenges, including health issues, employment instability, and the educational impact on children** who face hunger. Harvesters' strategic approach involves not just feeding our neighbors but also understanding and addressing the underlying causes of hunger.

Harvesters' Mission, Vision and Values

Mission: Our mission is to mobilize the power of our community to create equitable access to nutritious food and address the root causes and impact of hunger.

Vision: Our vision is a healthy, thriving community where no one is hungry.

Values:

- We believe access to nutritious food is a human right and all people deserve to be treated with respect and dignity. **We value your rights.**
- We believe people facing food insecurity understand their needs better than anyone. **We value your voice.**
- We believe it is our duty to create a safe, inclusive environment where diverse staff and volunteers feel trusted, valued, and engaged. **We value your individuality.**
- We believe community partners are vital to our mission and vision and need to be invested in and heard. **We value your impact.**
- We believe donors entrust us to be ethical stewards with unwavering integrity. **We value your support.**
- We believe hunger can be eradicated when our community recognizes and collectively addresses its root causes. **We value your action.**

Commitments & Expectations

These are the expectations of our staff as they carry out our mission

- Striving for Teamwork
- Taking Personal Responsibility
- Always Mission Driven
- Facilitating Innovation
- Fostering a Quality Work Environment

Harvesters' Commitment to Equity, Diversity, and Inclusion: Equity, diversity, and inclusion are fundamental to Harvesters' Values. We are committed to creating an environment where all people feel safe, welcomed, valued and respected. Additionally, we believe access to nutritious food is a human right and understand that people who have been marginalized are disproportionately affected by food insecurity. Our actions will reflect our commitment and beliefs.

BECOMING A VOLUNTEER

At Harvesters, we rely on the dedication and support of our volunteers to meet the needs of our hunger relief efforts. It is the diverse skills, contributions, and the generosity of our volunteers' time that ensures we can effectively support our neighbors experiencing food insecurity. Your involvement is crucial to the success of our programs and initiatives.

Benefits of Volunteering

When you volunteer at Harvesters you not only support our mission but also enrich your own life through personal growth, skill development, and meaningful connections.

Here are five key benefits of volunteering with us:

- Experience the profound satisfaction of knowing your efforts directly contribute to alleviating hunger and creating equitable access to nutritious food in your community. Your work helps address the root causes and impact of hunger, making a tangible difference in the lives of many.
- Gain valuable skills and experience that can enhance your personal and professional development. Whether it is improving your leadership, communication, teamwork, or organizational skills, volunteering provides a hands-on learning environment that can boost your resume and career prospects.
- Build meaningful relationships with fellow volunteers, staff, and community members. Volunteering provides an opportunity to expand your social network, meet like-minded individuals, and develop lasting friendships while working towards a common goal.
- Enjoy the mental and emotional benefits of volunteering. Giving back to the community can increase feelings of happiness, reduce stress, and improve overall mental health. Volunteering provides a sense of purpose and fulfillment that contributes to personal well-being.
- Broaden your understanding of the issues surrounding hunger and food insecurity. Volunteering with Harvesters offers a unique educational experience, allowing you to gain insight into the challenges faced by those in need and the innovative solutions being implemented to address these issues.

Volunteer Expectations

As a volunteer, you play a critical role in helping us achieve our mission. To ensure a positive and productive experience for everyone, we have outlined the following expectations:

- Demonstrate kindness and respect towards staff and fellow volunteers.
- Speak and behave in an appropriate manner.
- Follow instructions from staff members communicating openly and honestly about issues and safety concerns.
- Conduct yourself with honesty, safety and integrity in all volunteer activities.
- Represent Harvesters positively within and outside the organization.
- Honor your volunteer commitments by showing up on time and completing assigned tasks.

- Follow all safety protocols and guidelines as instructed; report any injuries or incidents to a staff member immediately.
- Embrace diversity and promote an inclusive environment free from discrimination or harassment. Report any discrimination or harassment you experience or witness to
 - Paula Pratt, Director of Community Engagement, ppratt@harvesters.org, phone 816-929-3091
 - Elizabeth Keever, Chief Resource Officer, ekeever@harvesters.org, phone 816-929-3011

Group Volunteering

At Harvesters, we value and appreciate the contributions of volunteer groups. To ensure a smooth and effective experience for everyone, we have established the following guidelines for group volunteering:

- Individual Registration: All members of a volunteer group must register online for their shift ahead of time. It is the responsibility of the Group Leader to ensure that all group members have completed their online registration.
- Group Leader Responsibilities: The Group Leader must also communicate any group cancellations to Harvesters if they are unable to attend.

Attendance and Cancellations

- Commitment to Scheduled Shifts: We depend on a specific number of volunteers for each shift to efficiently complete projects and process food for distribution to our partner agencies. Please ensure that only those who have registered in advance attend their scheduled shift.
- Cancellations: If any group members are unable to attend, they must cancel their registration before the shift to allow other volunteers to fill the spot.

Group Sizes

- **Groups Under 5 People:**
 - Each member of the group will individually register for the volunteer event on our volunteer website page.
 - Groups under 5 people do not need to complete the Group Volunteer Request form, but each person must register themselves.
- **Groups with 5 People or More:**
 - Groups with 5 or more members must fill out the **Group Volunteer Request form** available on our website.
 - A member of the Community Engagement team will contact you within 1-2 days to discuss your group's needs and to coordinate the best shift for your group.

How to Get Started

To begin the registration process or to find more information, please visit our **volunteer website page**. For groups with 5 or more members, ensure you complete the **Group Volunteer Request form**. Should

you have any questions or need further assistance, please contact our Community Engagement Team at GetInvolved@Harvesters.org in Kansas City, or FightHunger@Harvesters.org in Lawrence.

Youth Volunteering

At Harvesters, we welcome and encourage the participation of young volunteers that are 12 years of age or older. Ensuring the safety and positive experience of all our volunteers is paramount. To facilitate this, we have established the following general rules and chaperone expectations and requirements for shifts in our warehouse where equipment is in operation.

General Rules for Youth

- Volunteers under the age of 12 are not eligible to volunteer for regularly scheduled volunteer activities. Harvesters may host designated volunteer opportunities for families and groups for youth under 12 years old. All other volunteer policies and guidelines apply for these designated events. Please see Harvesters' website for those upcoming opportunities.
- All youth ages 15 and under must be supervised at all times by a guardian or chaperone they provide.
- Youth groups are groups that consist of 5 or more minors.
- All youth under the age of 18 must have adult authorization by a legal guardian on the volunteer liability waiver before the time of volunteering.
- All youth under the age of 18 are not permitted to occupy the building outside of their assigned shift. Please coordinate transportation accordingly to ensure that youth volunteers arrive and leave at the appropriate times.

Chaperone Requirements

- Provide a Chaperone: All youth groups must be accompanied and supervised at all times by a chaperone they provide.
- Follow and Enforce Instructions: Chaperones must listen to, adhere to, and enforce all instructions given by Harvesters' staff.
- Active Supervision: Chaperones must remain close to the youth, assist as needed, and ensure they stay on task. You are required to work alongside your youth.
- Primary Supervision Role: Be aware that Harvesters staff may not always be present in the work area because they are required to attend to other assignments. As a chaperone, you are the primary supervisor and not peers of your youth volunteer group, and you are responsible for the behavior and safety of the youth.

Chaperone Ratios

- Groups with less than 5 individuals must have one adult chaperone if youth are volunteering.
- Minimum Chaperones: Each youth group of 5 or more people must have at least two chaperones present, ensuring that the group is never without adult supervision.
- Additional Chaperones: For groups larger than 10 youth volunteers, an additional chaperone is required for every 10 youth volunteers.

- For example:
 - Group of 9: 2 chaperones
 - Group of 20: 3 chaperones
 - Group of 34: 4 chaperones

Court Mandated Volunteering

At Harvesters, we value all volunteers, including those completing court-mandated community service. These individuals have significantly contributed to our mission through their volunteer hours. Court-mandated volunteering is limited to opportunities in our warehouse.

Eligibility and Approval

Court-mandated community service applicants are evaluated on a case-by-case basis. Harvesters reserves the right to decline any applicant. We do not accept volunteers with any convictions of crimes against children, violent crimes, or any sexual offenses. We do accept individuals with misdemeanor charges such as drug offenses, traffic violations, and other non-violent misdemeanors. We are committed to providing equal opportunity without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Application Process

- Online Application: Please review the information on our website and **complete the online application form**.
- Response Time: Our team will contact you within 48 hours after reviewing your application. Additional details may be required before approval.

Guidelines for Court-Mandated Volunteers

- Pre-Approval: All court-mandated volunteers must be pre-approved before signing up for shifts. Walk-ins are not permitted.
- Attendance and Cancellations:
 - Cancel your registration at least 24 hours in advance if you cannot attend a scheduled shift to open the spot for another volunteer. Use the link in your confirmation email or cancel on our website.
 - Missing more than four scheduled appointments without prior cancellation will result in the inability to complete your service hours with Harvesters.
- Age Requirement: Volunteers must be at least 18 years old to fulfill court-ordered hours.
- Sign-In Requirement: Signing in for your shift is mandatory to track your service hours accurately.
- Documentation: Bring any required paperwork that needs signatures from Harvesters staff.

Termination and Rights

- Voluntary and Subject to Termination: Court-ordered community service is voluntary and can be terminated by you or Harvesters staff at any time, with or without cause or notice.

- **Dismissal Reasons:**

We reserve the right to cancel or turn away any court-mandated volunteer who does not follow our safety procedures, volunteer policies and guidelines, or dress code.

Immediate dismissal will occur for any volunteer attempting to falsify their attendance or forge time sheets.

VOLUNTEER OPPORTUNITIES

At Harvesters, volunteers can engage in various roles such as sorting and packing food donations, organizing food drives, assisting with distribution events, providing administrative support, and participating in community outreach events. To ensure that we can effectively meet our needs and serve our community, we reserve the right to place volunteers in roles where they are most needed. Our goal is to provide meaningful volunteer experiences while increasing our human resource capacity through volunteer involvement to help us fulfill our mission.

Below is a brief description of our current ongoing volunteer opportunities. We also continually develop new projects to expand our impact and engage our volunteers in meaningful ways. For more detailed information and to sign up to volunteer, please visit our website: <https://www.harvesters.org/how-to-help/volunteer>.

Volunteer Engagement Center

Join us for a rewarding warehouse volunteering experience, where you can make a direct impact on our community. See Harvesters' website for the most up to date volunteer shifts available. Project examples include sorting and repacking food, packing senior commodity boxes, preparing fresh produce for distribution, or assembling bags of food for schools to distribute to children in need. These projects provide a hands-on opportunity to support our mission and help ensure that nutritious food reaches those who need it most.

Partner Agency Opportunities

We also recruit volunteers to assist our partner agencies with various essential tasks that include helping organize and distribute food at local pantries, supporting mobile food distribution events, and assisting at community kitchens by preparing and serving meals. These opportunities allow you to extend your impact beyond Harvesters and directly support the broader community through our network of partner agencies. Harvesters is not responsible for our partner agencies' volunteer protocol, practices, and liability.

Office and General Support

We offer a variety of office volunteer opportunities essential to our daily operations. Some examples include Front Desk, Data Entry, Data Cleanup, Special Projects, and Outreach Events. These roles are vital to ensuring the smooth operation of our organization and enhancing our ability to serve the community. This responsibility is limited to volunteers who have no history of financial crimes.

Skills-Based Projects

Skills-based volunteers are individuals who would like to donate their professional services and expertise in areas such as technology, project management, operations, marketing, strategy, teaching, social work, administration and more. It is an opportunity to grow your network, sharpen your skills, and share your talents with Harvesters as we work to continue providing consistent access to food and resources throughout our community.

Volunteer From Home

Looking for a meaningful way to contribute from home? Harvesters offers several offsite volunteer opportunities that make a significant impact. You provide the food; we provide the supplies.

- Harvesters Holiday Boxes: Help us provide the comforts of a festive holiday meal for thousands of families in need by packing Harvesters Holiday Boxes with essential ingredients and trimmings.
- Healthy Family Meal Kits: Create Healthy Family Meal Kits with all the necessary ingredients for easy, complete, and nutritious meals for families. This is a great activity for families or groups to get involved.
- Give Lunch: Prepare and donate nonperishable, ready-to-eat meals to support families, children, seniors, and disaster relief efforts. This is an excellent group activity.

Organize a Food Drive

Hosting a food and fund drive is a fun and easy way to support Harvesters. Individuals, groups and organizations of all sizes and ages can host successful food drives to help provide for those in need in our community. You can also help in our fight to end hunger by hosting a Virtual Food Drive. Whether it's for a birthday, fun run, gaming marathon, or any other event, you can easily start fundraising with a Harvesters Virtual Food Drive. Encourage your friends, family, and coworkers to participate and contribute. It is a terrific way to make a significant impact and support our mission from anywhere.

Grocery Store Donation Barrel Program - "Barrel Buddy"

This program calls upon the dedication of individuals and diverse community volunteer groups – including school groups, corporate teams, scouting troops, and families – to "adopt" one of the many grocery stores with which Harvesters has established partnerships. As a volunteer, you will regularly oversee the blue Harvesters-branded food donation barrels placed at your adopted store. Your responsibilities will include regularly checking the barrels, efficiently emptying them once they are filled, carefully transferring the food into recycled grocery bags, and ensuring these bags are delivered to the Harvesters warehouse within a set time.

Ambassador Program

Harvesters has a group of volunteers who have taken their engagement to a higher level and become Harvesters Ambassadors. Through speaking engagements and special project leadership, Ambassadors provide enhanced levels of support for Harvesters' mission. Ambassadors help create greater

awareness and understanding of food insecurity in our community and how Harvesters works to meet that need.

VOLUNTEER POLICIES & GUIDELINES

Our volunteers are essential to our mission of addressing food insecurity and promoting equitable access to nutritious food. To ensure a safe, productive, and enjoyable experience for everyone involved, we have established a set of policies and guidelines. By adhering to these policies and guidelines, you help us maintain the high standards and integrity of Harvesters. All volunteers must sign the volunteer liability waiver before volunteering.

Volunteer Training

All volunteers will receive comprehensive training from our staff before beginning their volunteer roles. This training will cover essential safety protocols, role-specific responsibilities, and overall expectations to ensure a safe and effective volunteering experience. Depending on your volunteer role, additional training may be provided to equip you with the necessary skills and knowledge to perform your duties successfully. We are committed to ensuring that all volunteers feel prepared, supported, and confident in their roles.

Equal Opportunity

Harvesters is committed to creating an inclusive and welcoming environment for all volunteers. We believe in the value of diversity and are dedicated to ensuring that every individual can contribute to our mission without facing discrimination. It is the policy of Harvesters not to discriminate against any volunteer or volunteer applicant because of age, race, color, creed, religion, sex, sexual orientation, disability, or national origin.

Drug-Free & Alcohol-Free Workplace

Harvesters is committed to maintaining a drug-free workplace to ensure the safety and well-being of our volunteers and staff. Volunteers are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or alcohol while performing their volunteer duties or on Harvesters' premises. Violation of this policy will result in immediate dismissal from the volunteer program. If you are taking prescribed medication that may affect your performance or safety, please inform a staff member.

Tobacco-Free Workplace

To promote a healthy environment, Harvesters maintains a tobacco-free workplace. The use of tobacco products, including cigarettes, cigars, e-cigarettes, and chewing tobacco, is prohibited on all Harvesters' premises, including indoor and outdoor areas, parking lots, and Harvesters' vehicles. Volunteers are expected to respect this policy and use designated smoking areas offsite if necessary.

Dress Code

Volunteers are expected to dress appropriately for their roles to ensure safety, comfort, and a professional appearance. Exceptions may be made for special assignments or occasions. Where

needed, Harvesters may also make a reasonable accommodation to this policy for a person with a disability. The dress code includes:

- Closed-toe, closed-heel shoes: Required for all volunteers and chaperones to protect against injuries.
- Comfortable clothing: Wear attire that allows for ease of movement and is suitable for the tasks you will be performing. Warehouse volunteers should wear clothes appropriate for lifting, squatting, reaching, and carrying a product.
- No offensive clothing: Avoid clothing with inappropriate or offensive language or images.
- Hair and accessories: Long hair should be tied back, and accessories should be minimal to avoid safety hazards.

Parking

Please refer to your email confirmation for specifics on where you will park based on your volunteer engagement. For volunteers at our Kansas City location, we recommend carpooling whenever possible due to limited parking availability. Visitor parking is available in front of the building and in the overflow lot located across the street. If all designated parking spots are filled, please limit street parking to the east side, closest to the building. Please enter the facility through the Volunteer Entrance located under the red awning.

Vehicle Use

Harvesters' volunteers will not drive a Harvesters vehicle unless an annual motor vehicle record check has been performed and authorized by a Harvesters staff. Volunteers must follow all Harvesters policies and procedures, as well as all Federal and State laws applicable to the operation of the vehicle. Authorized volunteer drivers must adhere to Harvesters' Company Driving Policy while operating Harvesters' vehicles. Volunteers who choose to use their personal vehicles for activities related to their volunteer service (e.g., transportation of goods or travel to and from volunteer assignments) do so at their own risk and expense.

Health and Safety Guidelines

The health and safety of our volunteers are a top priority at Harvesters. If at any time you feel unsafe in your assigned role, you can request to be reassigned to another project. Volunteer expectations:

- Follow all safety protocols and guidelines provided during training and orientation.
- Adult supervision by the parent or guardian is required at all times while minors under the age of 16 are volunteering.
- Food, drinks, gum, and personal effects are not allowed in the warehouse.
- Use personal protective equipment (PPE) as required for specific tasks.
- Running and horseplay are not allowed in the warehouse.
- Report any unsafe conditions, accidents, or injuries to a staff member immediately.
- Practice good hygiene, including frequent handwashing and use of hand sanitizer.
- Stay home if feeling unwell or experiencing any symptoms of illness.

- Do not attempt to operate or climb on equipment, machinery, racks, pallet stacks, etc. Ask a staff member to move a pallet when needed.
- Do not try to lift anything that might be too heavy for you. Please ask for assistance from a staff member or another volunteer if you need help lifting or moving a heavy object.
- Volunteers must stay in approved supervised areas.
- No cell phones in the warehouse.
- No headphones or hoods may be worn while working.
- Keep aware of all forklift traffic and heed all horns.
- All spills must be reported immediately. Floors are to be maintained free of debris and spills.

Inclement Weather

In the event of inclement weather, Harvesters may close or modify volunteer activities to ensure safety. If the closure is known prior to the volunteer shift, volunteers will be notified via email, phone, or text message. Always prioritize your safety and travel cautiously in adverse weather conditions. If you are unable to attend your shift due to the weather, please notify the Community Engagement department as soon as possible.

First Aid

First aid kits are available at all Harvesters locations for minor injuries. Volunteers should:

- Familiarize themselves with the location of first aid kits.
- Notify a staff member immediately in case of an accident or injury, regardless of severity.
- If medical treatment is warranted, a Harvesters staff member will call 911 for assistance.

Age Restrictions

To ensure a safe and appropriate environment, Harvesters has age restrictions for certain volunteer roles:

- Volunteers under the age of 12 are not allowed.
- Volunteers must be at least 16 years old to participate in volunteer activities without adult supervision.
- All youth under 16 must be supervised at all times according to the chaperone guidelines. If chaperone guidelines are not followed, Harvesters reserve the right to ask you to leave.
- All youth under the age of 18 must have adult authorization on the volunteer liability waiver before the time of volunteering.
- All youth under the age of 18 are not permitted to occupy the building outside of their assigned shift. Please coordinate transportation accordingly to ensure that youth volunteers arrive and leave at the appropriate times.

Some roles may have higher age requirements due to the work. Harvesters may host designated volunteer opportunities for families and groups for youth under 12 years old. All other volunteer policies

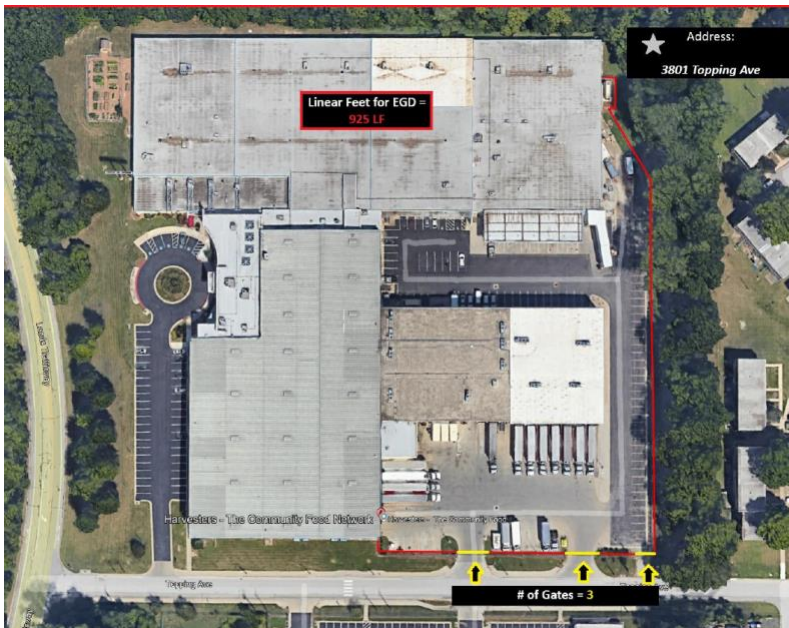
and guidelines apply for these designated events. Please see Harvesters' website for those upcoming opportunities.

Chaperone Guidelines

- Minimum Chaperones: Each youth group must have at least two chaperones present, ensuring that the group is never without adult supervision. Youth groups are groups that consist of 5 or more minors.
- Additional Chaperones: For groups larger than 10 youth volunteers, an additional chaperone is required for every 10 youth volunteers.
- For example:
 - Group of 9: 2 chaperones
 - Group of 20: 3 chaperones
 - Group of 34: 4 chaperones

Electric Security Fence

To enhance the security of our Kansas City facility, protect employees and visitors, and reduce ongoing criminal activity involving theft and unauthorized access, Harvesters has installed an electric security fence around the property perimeter. This fence is an important component of our overall security program and is intended to deter unauthorized entry onto company property.



About the Fence

The perimeter security system is an Amarak Electric Security Fence, sometimes referred to as an "Electric Guard Dog®" fence. Unlike traditional fences, this system delivers a short-duration, high-voltage (7000 volts) pulse designed to deter intrusion while minimizing the risk of serious injury. The fence is designed and tested by some of the world's leading scholars and engineers, verified as safe by

federally approved laboratories and maintained by certified AMAROK technicians to ensure maximum safety.

The fence also serves as an active security barrier standing 10 feet tall and is inside the existing perimeter fence. Should someone attempt to cut or climb the fence, lights and alarms activate.

The fence is clearly marked with warning signs positioned every 30 feet and should always be treated as energized unless otherwise communicated by authorized personnel.

Safety Expectations

For your safety, you must observe the following requirements at all times:

DO NOT:

- Touch the fence, wires, posts, or associated equipment.
- Climb, lean on, or attempt to cross the fence.
- Tamper with gates, wiring, controls, or fence components.
- Place tools, equipment, ladders, materials, or other objects against the fence.
- Attempt to disable, bypass, or test the fence.
- Allow unauthorized individuals into restricted perimeter areas.

DO:

- Observe all warning signs and posted instructions.
- Maintain a safe distance from the fence whenever possible.
- Use designated entry and exit points.
- Immediately report any damage, missing signs, unsafe conditions, or suspected fence malfunctions.
- Notify management of any accidental contact or incident involving the fence.

Potential Hazards

Contact with the fence may result in Electrical shock, Startle reactions, Falls or secondary injuries, Muscle discomfort, and/or Other physical injuries related to unexpected contact. Weather conditions, moisture, metal objects, and conductive materials may increase the potential risk associated with accidental contact.

Authorized Personnel Only

Only trained and authorized personnel may perform work on, near, or involving the electric fence system. Unauthorized persons should never attempt to repair, modify, disconnect, or otherwise interact with the fence or its components.

Harassment, Discrimination, and Violence Prevention

Harvesters is committed to providing a safe and inclusive environment free from harassment, discrimination, and violence. Volunteers are expected to:

- Treat all individuals with respect and dignity.
- Refrain from any form of harassment, discrimination, or violence based on race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected characteristic.
- Report any incidents of harassment, discrimination, or violence to a staff member immediately.

Valuable Possessions

We encourage volunteers to leave valuable items at home. If you must bring personal items with you, please lock them in your car before entering the facility, ensuring they are out of sight to deter potential theft. For your convenience, Harvesters provides lockers where you can securely store handbags and other personal items. While convenient, they are not secure, so please do not leave any valuables in your pockets. Harvesters is not responsible for any lost or stolen items. Harvesters has zero-tolerance for theft, and if a volunteer is found to be stealing, they will be dismissed immediately and potentially prosecuted. Theft is “taking anything not given to me directly by Harvesters staff.”

Volunteer Warnings

Volunteers are expected to adhere to Harvesters’ policies and guidelines. Failure to do so may result in warning, which can include:

- Verbal or written warnings
- Suspension from volunteer activities
- Termination of volunteer status

Warnings will be issued based on the violation's nature and severity and conducted fairly and respectfully.

Termination of Volunteer Service

While we value and appreciate the contributions of all our volunteers, there may be circumstances that require the termination of volunteer service. The following outlines the process for termination:

- Volunteers may choose to terminate their service at any time. We request you provide as much notice as possible to the Community Engagement department for a smooth transition.
- Harvesters reserves the right to terminate a volunteer’s service for reasons including, but not limited to:
 - Violation of Harvesters’ policies or code of conduct
 - Consistent unreliability or failure to meet commitments
 - Behavior that jeopardizes the safety or well-being of others
 - Any form of harassment, discrimination, or violence

In cases of severe misconduct or actions that pose an immediate threat to the safety and well-being of others, immediate termination of volunteer service may be necessary without prior warnings.

By adhering to the guidelines and procedures included in this handbook, we aim to maintain a positive, respectful, and productive environment for all volunteers at Harvesters.

Thank you for your commitment and dedication to our mission.

Volunteer Liability Release

All volunteers are required to sign the volunteer liability waiver before volunteering. A parent or guardian must sign the release form for all minors volunteering.

Policies and Safety Rules

I desire to work as a volunteer for Harvesters and engage in the activities related to being a volunteer and understand that this volunteer liability release is required for my participation. I understand that activities may include heavy lifting, risk of personal injury and other physical activities. For my safety and that of others, I will comply with all Harvesters' volunteer policies, safety rules, and other directions provided verbally or in writing for all volunteer activities.

Assumption of Risk

I understand that my volunteer activities may have inherent risks that may arise from the activities themselves, Harvesters' operations, my own actions or inactions, or the actions or inactions of Harvesters, its directors, officers, employees and agents, other volunteers, and others present at Harvesters. I assume full responsibility for any and all risks of bodily injury, death or property damage caused by or arising directly or indirectly from my presence or participation, regardless of the cause.

Release and Waiver

I waive and release any and all claims against Harvesters, its directors, officers, employees, volunteers and affiliates (collectively, the "Released Parties"), for any liability, loss, damages, claims, expenses and attorneys' fees resulting from death, or injury to my person or property, caused by or arising directly or indirectly from my presence at Harvesters, or participation in activities on behalf of Harvesters, regardless of the cause and even if caused by negligence, whether passive or active, except for liability caused gross negligence or intentional misconduct.

Medical Treatment

I authorize Harvesters to provide first aid, medical assistance, and to call for emergency medical services as needed. This consent does not impose a duty upon Harvesters to provide such assistance, transportation, or services. In addition, I waive and release any claims against the Released Parties arising out of any first aid, treatment, or medical service made in connection with my volunteer activities with Harvesters.

Insurance

I understand that Harvesters does not carry or maintain health, medical, or disability insurance coverage for volunteers. If my volunteer service includes driving an automobile, I acknowledge that I have both a valid driver's license and automobile liability insurance policy as required by law. I agree to

maintain my license and insurance in good standing for my entire tenure as a volunteer for Harvesters. If there are any changes to my license or insurance status, I will promptly notify Harvesters before any further volunteer duties driving an automobile. In the case of any traffic incident while volunteering driving an automobile for Harvesters, I agree to cooperate fully with any investigation by Harvesters.

Indemnification

I will defend, indemnify, and hold the Released Parties harmless from and against any and all loss, damages, claims, expenses and attorney's fees that may be suffered by any Released Party resulting directly or indirectly from my volunteer activities for Harvesters, except where the liability is caused by the gross negligence or willful misconduct of the relevant Released Party.

Photo and Media Release

I hereby grant and convey unto Harvesters all rights, title and interest in any and all photographic images and video or audio recordings made by Harvesters during the time I volunteer that may be used to promote Harvesters and its activities, including, but not limited to: royalties, proceeds, or other benefits derived from such photographs or recordings. I waive any right to inspect or approve the finished product and acknowledge that I am not entitled to any compensation for creation or use of the finished product.

By entering this facility, I acknowledge that my Volunteer Liability Release is being agreed to by me voluntarily, without coercion, duress, or undue influence and with full knowledge of its terms and effects. I certify that I have read the above waiver and release of liability and fully understand its contents.

Contact Information

For any questions, concerns, or assistance, please contact The Community Engagement Team.

General Inquiries:

- Kansas City: call (816) 929-3090 or email getinvolved@harvesters.org.
- Lawrence: call (785) 856-6089 or email fighthunger@harvesters.org

Website: www.harvesters.org

Address:

- Kansas City: 3801 Topping Avenue, Kansas City, MO 64129
- Lawrence: 1220 Timberedge Road, Lawrence, KS 66049