



# Guidelines for Volunteer Groups

Thank you for your support. We look forward to working with you.

## Arrival

- Parking: Volunteers may park in any open spot in the parking lot in front of the building. If the lot is full, there is additional parking behind the building. Please check in at reception (the north entrance, up the ramp), and you will be directed to the volunteer lobby. All volunteers enter through the main entrance unless volunteering after hours (5:30 p.m. on Youth/Family night, 6 p.m. on Thursdays or all day Saturdays). Youth/Family night, Thursday night and Saturday volunteers enter through the after-hours entrance (double doors facing S. Congress).
- Sign-in: Each group will have a designated sign in sheet in the volunteer lobby. Each member will sign in on your group's sheet and make a name badge.

## Volunteer Experience

- Duty: All participants must arrive on time and stay for the entire shift. Volunteer orientation and training occurs at the beginning of each shift, and the shift ends with a clean up of your work area. Volunteers inspect, clean, sort, box and make donations available for distribution to our clients.
- Location: Volunteers will be working in our 60,000 sq. ft. warehouse, specifically in our comfortable, climate-controlled sorting rooms.
- Dress Code: Dress comfortably.
  - Please wear sneakers, tennis shoes or work boots. Open-toed shoes (sandals and flip-flops) are NOT permitted.
  - Please wear shirts with sleeves and long shorts or pants.
  - Please leave personal belongings such as cell phones, personal music players, and purses in your car. Cell phone and personal music player use is not permitted in the warehouse.

The Capital Area Food Bank is located at 8201 S. Congress Avenue, 78745, between Slaughter Lane and William Cannon Drive, approximately 20-25 minutes south of downtown.

## Public Transportation:

CAFB is on bus route 201, Southpark Meadows