

Newark Neighbours Volunteer Agreement (revised January 2026)

Newark Neighbours ("NN") Volunteers are a group of individuals committed to providing their time to ensure that the NN's mission of "Serving our Community with Compassion, Care and Concern" is achieved through the operations of the Food Bank and Thrift Shop.

By accepting the responsibility of a NN Volunteer, you agree to abide by the following policies and procedures in the completion of all tasks and activities:

1. Read and understand the Volunteer Manual and respect and comply with all written policies and procedures.
2. Commit to volunteer on one day per week (Monday to Saturday) on a regular basis throughout the year. This day will be assigned to you by the Volunteer Liaison based on on-going staffing requirements. Every effort will be made to ensure that your assigned day is consistent throughout the year.

Note 1: You may work in shifts for part of your assigned day. Shift hours may differ based on day of the week but are not less than 4 hours.

Note 2: If a Volunteer is away for an extended period of time i.e. on holidays for longer than three months, they may be placed on the Volunteer roster on an "on-call" basis only. The on-call roster will be used to replace individual absences as needed and on an ad-hoc basis. This policy does not apply to extended absences due to medical issues or other serious "life" circumstances.

3. Commit to volunteer for a minimum of one Sunday during the year.
4. Complete all assigned tasks in a responsible, cooperative and timely manner.
5. Undertake all NN activities in a courteous, considerate, respectful, and ethical manner to your fellow Volunteers and to all clients and customers.
6. Adhere to all procedures of receiving, sorting, and maintaining thrift shop or food bank donations as outlined in the Volunteer Manual.

If it is determined that a Volunteer may not be complying with the Volunteer Agreement or Code of Conduct, the following procedures will apply:

1. The specific actions will be drawn to the Volunteer's attention by the Volunteer Liaison. The Volunteer will be provided with an opportunity to respond with an explanation or to improve their actions.
2. If the Volunteer's actions continue to be in non-compliance, their name may be removed from the NN Volunteer roster and schedule, subsequent to a review and vote by the Board of Directors and they may be terminated as a Volunteer.

I _____ understand and agree to the procedures described above

(print name)

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Signed _____ Dated _____

Contact Information:

Name _____
(please print name)

Email address _____

Home Phone # _____

Cell # _____

Indicate preferred method of contact (select only one)

_____ Home Phone

_____ Cell Phone

_____ Email

I further understand that this information will be kept confidential and will only be used for NN purposes, except where required by law.