



2019 VOLUNTEER INSTRUCTIONS & SAFETY GUIDELINES

FOOD COLLECTION DAY

- If a bag of food or check is left by the door for pick up, volunteers will leave a paper slip with the **“Thank You”** side facing up, where the food was left.
- If a bag or check is NOT left by the door, volunteers will leave a paper slip with the **“Sorry we missed you”** side facing up.
- Please do NOT use tape, since this can damage paint.

SAFETY GUIDELINES

- Children should never approach a home without an adult volunteer.
- A volunteer can “skip” going to any home where he or she feels uncomfortable.
- If anyone has an uncomfortable interaction with anyone while working as a Spooky volunteer, he or she should tell their Spooky Captain, who should then contact a GHFB staff member.
- It is never necessary for any volunteer to enter a home. Volunteers can wait on the porch or offer to return at a designated time, later in your route.
- Volunteers should not feel obligated to approach a home with an unleashed pet. Please record the address of the house in question and notify the Neighborhood Captain.
- We encourage all volunteers to carry cell phones and have the Neighborhood Captain’s phone number handy in case of an emergency or general question.
- Please do not use shortcuts across yards. In addition to tripping hazards, cutting through flowerbeds or across lawns can be inconsiderate.

MONETARY DONATIONS ARE TAX DEDUCTIBLE

A check will provide the donor with a receipt for tax deductions, but we do not offer receipts for cash donations. Checks should be made out to **“Golden Harvest Food Bank” OR “It’s Spooky To Be Hungry.”**

RETURN TO THE COLLECTION SITE

Volunteers should drop off monetary donations and food donations.
Then check-in with the Neighborhood Captain **AFTER** their route is completed.

THANK YOU

On behalf of everyone at Golden Harvest Food Bank:

Thank you for your time, coordination efforts and helping us **“Scare Away Hunger!”**