



FORT SASKATCHEWAN FURNITURE BANK

Volunteer Guidelines

Overview

All Fort Saskatchewan Furniture Bank Volunteers need to complete and sign the Volunteer Intake Form and the Volunteer Information and Release. (Note: Volunteers under 18 will require a parent/guardian signature.)

Volunteers will work with a Volunteer Leader, who will be a Fort Saskatchewan Furniture Bank Board member.

To ensure the privacy of our clients all client information is considered private and confidential. Volunteers will return all client related paperwork to the board member they report to.

When volunteering for a community donation pick-up or client delivery or a community event:

- You will be contacted by your Volunteer Leader with date, time, location and duties
- Please be punctual, wear appropriate attire (for deliveries this includes sturdy footwear and work gloves) and treat donors, clients and fellow volunteers with respect
- If you are unable to fulfill your commitment, please contact your Volunteer Leader as soon as possible, so they may make alternative arrangements.

When providing volunteer work on administration aspects:

- All work will be done in partnership with a Board Member who will be responsible to report on the work at the Monthly Board Meetings
- If you are unable to complete the work, please contact your Board Member as soon as possible, to allow alternative arrangements.

Guideline Responsibility: President, Fort Saskatchewan Furniture Bank

Last Update: July 31, 2017