



Feeding Our Kids

Volunteer Policy 2021 - 2022

About us:

The mission of Feeding Our Kids (FOK) is to provide nourishing food to food-insecure school children in Champaign County on weekends and holidays throughout the school year. In addition, our program continues to serve area children at many programs during the summer months. Our vision is to eliminate hunger to enable kids to grow and develop.

Feeding Our Kids relies on volunteer support to maintain its level of impact and to continue to provide food to children. The following document outlines general conduct and policies related to all volunteers within the organization.

General Policies:

- Volunteers will listen and follow all instructions from staff members or representatives of Feeding Our Kids in order to ensure a safe environment during any FOK activity and to be in compliance with policies at the Champaign Church of Christ, Hope Center, partner schools and any other venue used by FOK.
- Volunteers are expected to dress appropriately. Revealing clothing and clothes that have images or language that are overtly political or would be considered offensive will not be allowed. Volunteers at food sorts and food deliveries will be asked to wear closed toed shoes to maintain safety.
- Volunteers are expected to conduct themselves in an appropriate manner at all times. Profane language, smoking, drug use and disrespect to other individuals or to property will not be tolerated. A verbal warning will be given and if the behavior is not corrected the volunteer will be asked to leave and/or not to return.
- Our program relies on anonymity of participants at partner schools and all volunteers will be required to maintain confidentiality concerning any children in our program.
- If a volunteer has any concerns during the activity, they should contact the FOK staff or board member that is running the event. If there are concerns outside of the event, volunteers should contact either the FOK Executive Director or Assistant Director.

Family Policy:

- School aged children may volunteer with a parent present and must be supervised at all times.
- Middle school aged children and older may volunteer without a parent as long as a waiver is signed and on file with FOK.
- Youth who volunteer as part of a group organization do not need waivers provided there is an official group leader in attendance.
- An adult to child ratio will be required and dependent upon circumstances and children's ages
 - 1:6 for a private youth group volunteer activity
 - 1:4 for middle-school & high-school aged children at a regularly-scheduled volunteer activity
 - 1:3 for 3-5 grades
 - 1:2 for K-2 grades

COVID-19 Policy:

- Policies relating to COVID-19 are subject to change throughout the pandemic as circumstances dictate
- Feeding Our Kids will follow guidance from the Champaign-Urbana Public Health District.
- The mask policy has been updated as of 3/8/22 and is as follows:
 - It is recommended, but not required, that volunteers wear masks.
 - Hand sanitizer will be available for use and masks will be available if desired.

Volunteer Roles and Responsibilities

Feeding Our Kids has many volunteer opportunities available within the organization. The following opportunities are available on a recurring basis provided age requirements are met.

Food Sorts:

Food Sorts take place at Champaign Church of Christ (Champaign) and The Hope Center (Urbana) on Monday evenings and Tuesday afternoons throughout the year. Volunteers may have the following responsibilities:

- Pack bags with food items for area children
- Fill and transport food bins to different locations within the facilities
- Clean and sanitize different areas of the food sort rooms and restock bins with appropriate food items

- Other duties as needed
- **Sort Captains:** volunteers that help FOK staff set-up and oversee the sorts. Responsibilities include:
 - Training new volunteers
 - Being knowledgeable about the room set-up, inventory and general procedures of FOK
 - Understanding all volunteer guidelines and communicating with staff if issues arise

Food Deliveries/Stocking:

Food Deliveries from Eastern Illinois Foodbank and Sam’s Club occur 1-2 times a month at both the locations listed above. Responsibilities include:

- Unloading containers of food onto carts and bringing into the food sort rooms
- Restocking shelves with the food items
- May require some heavy lifting

Delivery drivers to area schools/organizations:

Responsibilities include:

- Picking up food bins from the above locations and delivering to area schools at pre-arranged times
- Picking up bins at the school from previous deliveries and returning to their respective locations

Other volunteer opportunities may arise on an as needed basis and these will be communicated via email and social media.

Feeding Our Kids also has volunteer opportunities that require an application process due to the increased responsibilities of these positions. If you are interested in any of these roles please contact FOK.

Board of Directors
 Volunteer Coordinators
 Committee Members
 Special Skills Volunteer

Board of Directors:

FOK has a 7 person Board of Directors of which 4 positions are officers (President, Vice-President, Secretary and Treasurer). Each board member fills a 3 year term that is staggered on a rotating basis to ensure continuity within the organization. Board Officers will be required to fulfill specific duties within the scope of their position (not listed below). General responsibilities of all members include:

- Attending board meetings to conduct the business of the organization which includes but is not limited to approving budgets and fiscal matters, approving infrastructure requests and new hires, overseeing the Executive Director and other operations of the organization as needed.
- Representing FOK at events and within the community as a whole
- Actively fundraising on behalf of FOK
- Recommending and recruiting individuals to serve on the board or in other volunteer positions
- Avoiding conflicts of interest that would undermine the work of FOK
- Overseeing committees as needed

Volunteer Coordinators:

Volunteer Coordinators help the FOK staff with volunteer recruitment and scheduling. It is not necessary for volunteer coordinators to attend volunteer events, but it is helpful to be familiar. These events can include regular volunteer activities (sorts & deliveries), as well as special outreach and fundraising events.

Committee Member:

FOK has several committees that assist with specific activities, events or business aspects of FOK. Committees will convene on an as needed basis and will be staffed with a board member and several volunteers.

- Fundraising
- Grant Writing
- Event Planning
- Policy and Procedure
- Community Outreach

Special Skills Volunteer:

If you have a specialized skill that may be of use to Feeding Our Kids, please let us know. It may be of great service for special projects. Desired skills include (but are not limited to):

- Graphic Design
- Information Technology
- Financial/Accounting
- Marketing
- Being knowledgeable about the room set-up, inventory and general procedures of FOK
- Understanding all volunteer guidelines and communicating with staff if issues arise