



Feeding Our Kids

Volunteer Policy 2024 - 2025

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. Volunteers will comply with policies at the Eastern Illinois Foodbank (EIF), partner schools and any other venue used by FOK.
- Volunteers are expected to dress appropriately. **Closed toed shoes are required and this policy will be enforced.** Revealing clothing and clothes that have images or language that are overtly political or would be considered offensive will not be allowed.
- 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.
- 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.
- 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
 - 1:6 for middle-school & high-school aged children at a regularly-scheduled volunteer activity
 - 1:5 for 3-5 grades
 - 1:5 for K-2 grades
- Any volunteer appearing ill will be sent home.

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 Packing:

Food Packing takes place at the Eastern Illinois Foodbank on Monday 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 facility
- Clean and sanitize different areas of the food sort and restock bins with appropriate food items
- Other duties as needed
- Potential Volunteer Food Sort Roles: help FOK staff set-up and oversee the sorts.
 - Training new volunteers
 - Being knowledgeable about the table set-up, inventory and general procedures of FOK
 - Understanding all volunteer guidelines and communicating with staff if issues arise

Food Re-Stocking:

- Volunteers will set out food ahead of each food sort and during each food packing activity. This may require some heavy lifting.

Delivery drivers to area schools/organizations:

Responsibilities include:

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

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
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

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