



# Volunteer Application Form

Butte Emergency Food Bank  
1019 E. Second Street  
Butte MT 59701

Food: (406) 782-6230 Office: (406) 782-3814  
ButteFoodBankMT@yahoo.com  
<https://www.buttefoodbank.org>

### Personal Information:

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Years of school completed: \_\_\_\_\_ If college - where, degree, graduation date: \_\_\_\_\_

### Employment Experience

Most recent employer \_\_\_\_\_

Main employment responsibilities: \_\_\_\_\_

### Volunteer Experience

List organizations: \_\_\_\_\_

Special Skills: \_\_\_\_\_

Physical/personal limitations: \_\_\_\_\_

Is lifting a problem?  Yes  No

Are you comfortable with computer usage:  Yes  No If yes, identify the software you use with ease \_\_\_\_\_

### Personal Reference (not a relative)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

### Form of Transportation

Drive my own vehicle:  car  truck  van

Public Transportation  Walk  Family/Friend

### Emergency Contact

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### Confidentiality

I agree that information concerning any participant is confidential and I will treat such information accordingly. I volunteer my services to the Butte Emergency Food Bank and I am not an employee of the organization.

Signature \_\_\_\_\_ Date \_\_\_\_\_ (over)

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# Volunteer Checklist

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Are You \_\_\_\_\_ a student \_\_\_\_\_ retired, \_\_\_\_\_ other community member \_\_\_\_\_

Day(s) you would like to volunteer \_\_\_\_\_

Hour(s) you would like to volunteer (Food Bank Hours: 8:45 - 12:30) \_\_\_\_\_

I'm willing to be listed as "on-call" - short notice, helping as needed \_\_\_\_\_

## *Check areas of interest*

### **Warehouse**

- Sorting & shelving donated/ordered food cans/boxes
- Preparing orders of food according to Food Bank guidelines/directives
- Help as needed, such as sweeping, clean-up & shelf reorganization
- Giving out food orders to clients
- Repackaging non-perishable food

### **Front offices**

- Answering phone & recording client information on the computer
- Data entry into computer (under direction)
- Computer tasks
- Filing

### **Occasional**

- Assistance with mailings
- Board member (Board meets 4-5 times yearly at 7 a.m.)
- Making a presentation about the Food Bank for local service clubs/church groups.
- Helping unload orders/quantities of food. (on-call as needed)
- Delivering food to Silver House or similar local agency
- Delivering food to households of disabled residents
- Thompson Drive in December (warehouse or fire station)
- Postal Workers Drive in May (warehouse)
- Doing research for grants/financial resources for the Food Bank

### **"Gleaning"**

- Driving one's own truck/van or a Food Bank vehicle to pick up food (usually bread/dated products, milk) from local supermarkets, bakeries
- Picking up food at stores/homes (on-call as needed)

### **Kitchen**

- Repackaging prepared food

*(over)*