## **FMSC Volunteering policies**

Thank you for considering volunteering with FMSC! Below we've listed a couple important details that are good to know when preparing to pack meals at any Feed My Starving Children site or MobilePack event.

## Volunteer age requirements

Please follow this student-to-adult ratio when registering to volunteer:

- For safety reasons, children under the age of 5 are not allowed in our packing area (sorry, no exceptions)
- Grades K-2: 1 student to 1 adult\*
- Grades 3-6: 3 students to 1 adult
- Grades 7-12: 4 students to 1 adult



#### **High school groups**

At least half of the required chaperones must be non-student adults (teachers, advisors or parents). If needed, a few 18-year-olds will be allowed to fill in as chaperones.

Please Note: **Everyone under the age of 18 must be accompanied by an adult** (an adult is someone 18 years of age or older).

\*We recommend that groups of youth be third grade or older.

FMSC staff members reserve the right to amend volunteer scheduling.

# **Jewelry policy**

To comply with FDA requirements and remove all opportunity for foreign objects to fall into our life-saving meals (which could cause choking, tooth breakage and more), FMSC volunteers must remove all jewelry and/or accessories before packing.

- No jewelry is permitted in the packing room, labeling areas, Warehouse Crew area or when inspecting raw ingredients.
- Prohibited jewelry includes earrings, watches, rings, necklaces, pins, brooches, etc.
- Wedding bands are permitted. However, if your band has a stone, you will be required to wear a glove.
- Facial piercings, gauges and new earrings that lock in the back are permitted (please inform a staff member).
- Medical alert bracelets and necklaces may be worn.

#### **Jewelry FAQs**

#### Will there be a safe place for me to put my jewelry at FMSC?

There are a **limited** number of lockers available for use at our permanent packing sites, with a personal pin code locking system. FMSC is not responsible for the safekeeping of any volunteer's jewelry, so if you are concerned, it is best to leave it at home.

#### Can I put my jewelry in my pocket?

No, please do not place loose jewelry into your pockets. However, FMSC will provide a plastic, zipped bag for your jewelry, which you can then place into your pocket.

# I've volunteered at FMSC in the past and was allowed to wear jewelry, why can't I do that anymore?

In order to comply with FDA standards for food manufacturing plants, FMSC was required to change the jewelry policy. The quality of our food is very important to us—this updated policy will help to insure that foreign objects will not contaminate our food.

#### If my earrings will be covered by the hairnet FMSC makes me wear, can I leave them in?

No, you still must remove your earrings.

# **Photo policy**

We love our FMSC volunteers, and we love seeing and sharing photos of you in action! Below you'll find our policy on photos, including information about the type of consent you give when you come in to pack meals at any FMSC site or MobilePack event across the United States. Thank you for your heart to serve kids all around the world, and for passionately volunteering with us. We appreciate YOU!

### **FMSC official photo policy**

Volunteers, or in the case of minor children, legal guardians of volunteers (collectively "FMSC Volunteers"), consent to Feed My Starving Children (FMSC) taking and using any images, video, sound, name, and/or verbal statements ("Likeness") taken at any FMSC packing site or any event sponsored by FMSC. FMSC Volunteers further grant FMSC permission to use and re-use their Likeness, including any images, video, or audio in which the FMSC Volunteers may be included intact or in part, or in which the FMSC Volunteers' voice may be heard, in connection with advertising and promoting FMSC and its services, including but not limited to use on FMSC's website, on any and all social media, including, but not limited to Facebook, YouTube, and LinkedIn, and in broadcasting media. FMSC Volunteers also authorize FMSC to use their names in association with any and all such use of their Likeness.

Notwithstanding the foregoing, to ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.

FMSC Volunteers who do not wish to have their Likeness used as described above should make their wishes known to the photographer, and/or the event organizers, and/or contact FMSC at 401 93rd Avenue NW, Coon Rapids, MN 55433 or info@fmsc.org, in writing of his/her intentions and include a photograph of his or herself. FMSC will use the photo only for identification purposes and will hold it in confidence.

Any FMSC Volunteer that fails to notify FMSC in writing of his or her desire not to have his or her Likeness used by FMSC, agrees to release, defend, hold harmless and indemnify FMSC from any and all claims involving the use of his or her Likeness.

Any person or organization not affiliated with FMSC may not use, copy, alter or modify FMSC photographs, graphics, videography or other, similar reproductions or recordings without the advance written permission of an authorized designee from FMSC.

Thank you for your understanding and cooperation!

## **Assorted volunteer questions:**

#### Are masks required to volunteer?

Masks are optional for all volunteers and staff. For more information, please visit cdc.gov

#### Are donations required?

Unless clearly marked as a Fully Invested Session, donations are not required to pack; however, we humbly request them. Each volunteer packs about \$50 worth of food. FMSC receives no government aid. We can only send meals as we have funding. FMSC relies on donations from volunteers like you. Nearly everyone is able to contribute something, but we leave the amount up to you. Many groups and individuals make advance fundraising a fun part of their service project. As you're willing and able, you may donate on the day you volunteer (by cash, check or credit card), or donate online before or after you pack. Please share this information with every member of your group and prayerfully consider the impact you can make.

#### Do I need to arrive early for orientation?

Please plan to arrive **10-15 minutes** prior to your packing session to check-in. Your orientation and packing instructions will take place during your scheduled shift time.

#### Are we supposed to wear any particular clothing?

We highly recommend all volunteers wear closed-toed shoes. If you volunteer in the warehouse, closed-toed shoes will be required. Otherwise, please come in clean, comfortable clothes.

#### Can we wear jewelry while packing?

Due to FDA compliance for food manufacturing plants, NO jewelry may be worn in the packing room. Please review our <u>Jewelry Policy</u> and share with fellow volunteers.

#### Can I volunteer if I'm sick/have been sick?

If you are experiencing any COVID-19 symptoms, please stay home. If you have tested positive for COVID-19, you must be symptom-free for 24 hours and it must be at least five days since the onset of symptoms. Please consult your medical provider if you need further information.

If you have had a cough, fever, diarrhea, pink eye, or have been vomiting or are contagious within the last 24 hours, we ask that you reschedule your packing time.

- 1. Begin by going to our main webpage at <a href="msc.org">fmsc.org</a>. LOGIN with your email address and password. Then hover over the MY ACCOUNT button in the top right corner and click on MANAGE MY RESERVATIONS.
- 2. Click EDIT next to your group.
- 3. Click RESCHEDULE
- 4. Click on another time & date that would work for you.

## **Accessibility for Volunteers:**

#### Are there sit-down jobs for volunteers?

Yes! We reserve one of our most important tasks for sit-down volunteers. Volunteers can sit while labeling bags—this is a vital step to the packing process. This task entails putting our FMSC label on each bag before it is filled with food.

#### Are your sites handicap accessible?

Yes! Each site is accessible and has a job for everyone!

#### Can you accommodate special needs groups?

We ask that special needs/transition groups contact the FMSC <u>Site Manager</u> to schedule a volunteer time. Please do not register your group on the online registration system without contacting the Manager first.

#### If I'm allergic to one of the ingredients is there something I can still do?

FMSC advises volunteers with food allergies to exercise caution when determining whether or not to participate in food packing. We are able to provide a <u>complete list of ingredients in FMSC's food products</u>, but we cannot guarantee the environments of our ingredients' manufacturing. Volunteers with extreme food allergies or allergies to any of the listed ingredients are advised not to pack.