



**Today's Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Orientation:** Once the background check has been completed by the school district, you will receive instruction in the rules and regulations that every volunteer with Every Tray Counts must adhere to at this specific location. These requirements can be set by the custodial staff of the lunch room, the administration of the school, the supervisors of Child Nutrition Services, and/or the state of North Carolina. Please be sure that you know the rules before you begin!

**Training:** Training topics include a general overview of volunteer expectations. This training is divided into two areas: basic workplace instruction (e.g. where to sign in, location of bathroom, where to put coat, etc.) and lunch room instruction.

**Attendance:** Volunteers are expected to meet their commitments to their scheduled hours. Please notify someone of your expected absence as soon as possible. This program's success is dependent on a group of volunteers over a short period of time. We are helping to institute a change in the food waste diversion process. You are a valuable part of its success. Thank you!

All volunteers must sign in and out.

I am willing to commit to the requirements of the volunteer program.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_