

# Community Service Volunteer Guidelines

For volunteers completing school or scholarship credit

God's Storehouse aims to create a fun and safe environment for all. Please carefully read the following information regarding completing community service hours. Once you've read the information below, complete the One-Time Community Service Release Form on the second page and bring it with you to your volunteer shift.

- **Closed toe shoes are required** for working in the warehouse
- Most of the work is physical and requires the ability to stand and walk on hard surfaces for long periods of time, lift at least 15lbs, and push/pull up to 75lbs
- Please do not use headphones or cell phones while working
- Volunteers ages 12-13 must have a parent/guardian volunteer alongside with them
- Everyone must complete a [One-Time Community Service Volunteer Release Form](#)
  - Anyone under the age of 18 must have a parent/guardian sign the release form
- Personal belongings should be left in your car or kept in provided cubbies and should not go back into the working areas of the warehouse. God's Storehouse is not responsible for any lost or stolen items.
- Eating is not permitted in the warehouse
- Drinks are allowed in the warehouse, but please recycle any bottles or cans
- Before you end your shift, please leave your space the way you found it
- Space is limited for people needing to complete community service hours.
- GSH does not accept community service volunteers with hours that need to be completed within a week.
- GSH is only open during weekdays. We do not typically offer evening or weekend hours.
- You must sign up for a volunteer shift at [serve365.org](http://serve365.org).
- *If you are unable to make it to your shift, please unregister from the need at Serve365.org* and notify GSH as soon as possible either by email or by calling 793-3663.
- You must sign in/out on the **GREEN SHEET**. No credit will be given for incomplete/incorrect time sheets.
- GSH is not responsible for notifying volunteers of when they reach their required amount of hours. Verification of hours will be provided after the 5<sup>th</sup> of each month or within 1-5 business days upon request.
- Taking donated food or other items is stealing and is prohibited. You will be dismissed if caught stealing.
- No low cut tops/baggy pants or short shorts.
- GSH reserves the right to dismiss you should you not follow our policies and procedures.



[www.godsstorehouse.org](http://www.godsstorehouse.org)

Revised Sep. 2019 | Emily Holder, Assistant Director

