



Volunteer Handbook

(updated March 2019)

Table of Contents:

- 1. Overview of Organization 3
 - Mission Statement 3
 - Board of Administration..... 3
- 2. Volunteer Requirements 4
- 3. Volunteer Opportunities 5
- 4. Volunteer Rights, Responsibilities & Principles6-7
- 5. Code of Ethics 8
- 6. Volunteer Drivers9-10

Appendix A

- Volunteer Registration Form 11
- Volunteer Agreement 12
- Volunteer Waiver 13
- Grievance Procedure 14
- Foundry Food Pantry Van Policy Acknowledgement.....15-16
- Accident Checklist 17
- Traffic Incident Checklist 18
- Collision Information Sheet..... 19
- Driver Screening/Application20

1. Overview of Organization

The Foundry Food Pantry (FFP) has served low income and disadvantaged families since 2014. Available to the community 3 days a week, FFP offers a well-balanced selection of food promoting wellness for every individual in our community. Our programs support an average of 8,000 household visits annually, distributing nearly 120,000 pounds of food to those in need in the greater Escondido area. Volunteers are pivotal in the success of FFP. Each year, volunteers serve nearly 3,000 hours through our organization helping those in need of food assistance.

This handbook serves as a guide for volunteers working in our pantry. It contains useful information based on best practices that will assist you in your role at FFP. We hope you will enjoy your time with us. Our goal is to make your experience enjoyable and meaningful. Thank you for joining our team!

Mission Statement

The Foundry Community Church operates its Food Pantry Ministry under the guidelines of its Mission Statement: Reflecting Jesus in our community, embracing all people, and making disciples.

Board of Administration

Board of Administration

Emmanuel Moon, President (BVO)
Stephen Nielsen, Secretary
Faylene Groenenberg, Treasurer
Melzar Silos, Member
Rita Owens, Member
Chris Kane, Member
Margaret Landsdown, Member

Pastoral Team

Emmanuel Moon, Senior Pastor
Alexandra Moon, Pastor
Bob Bowsby, Pastor
Michelle Quezada, Pastor

Staff

Mary Nielsen, Finance Director

2. Volunteer Requirements

The Foundry Food Pantry Ministry relies on volunteers to be the helping hands for our programs that assist over 200 households each week. Our volunteers include individuals, families, senior citizens, and many others who help us feed those in need.

Before volunteering, we ask that you attend a New Volunteer Orientation session led by a staff member or Senior Volunteer. You will be given additional detailed instruction in the area you choose to work when you volunteer.

Volunteer events are available in shifts ranging from 2 to 3 hours. Each event will involve a variety of responsibilities. It is required that all volunteers wear close-toed shoes and appropriate comfortable clothes are suggested.

The minimum age to volunteer is 5 years old. Volunteers 10 years old and younger must be accompanied by a parent or guardian while they are in the food pantry. We welcome middle school, high school, and college students to volunteer and complete any required community service hours. Any volunteer between the age of 11 – 17 must turn in a written permission slip from their parent or guardian. The Foundry's permission slips are based on the calendar year, so each year the permission slip needs to be renewed.

The Foundry Food Pantry Ministry accepts volunteers who have Court Mandated Service Hours (CMSH). Only misdemeanor offenses will be considered eligible. Each candidate who wishes to fulfill their CMSH must interview with the Food Pantry Supervisor and provide all additional documentation requested. The Foundry Food Pantry Ministry reserves the right to deny an application.

Mandatory Volunteer Documents

All Volunteers MUST

- Complete the Volunteer Registration Form, Page 11
- Read and sign the Foundry Food Pantry Volunteer Agreement, Page 12
- Read and sign the Foundry Food Pantry Volunteer Waiver, Page 13.

In order to maintain a harmonious environment in line with our Mission Statement, the Food Pantry Supervisor has the right to dismiss a volunteer at any time if it becomes necessary.

3. Volunteer Opportunities

Volunteers are the backbone of our Food Pantry Ministry and serve a vital role in our organization ensuring the success of our program. Volunteers help in our office with filing, data entry, and other various administrative duties.

WEEKLY FOOD DISTRIBUTION

Qualified clients may visit the pantry to receive food once per week. Menu items change weekly and are created keeping a nutritious, balanced diet in mind. Each household is given enough food to offer 2 days of groceries. Fresh produce, bread, meat, and trays of prepared food are included as available. The pantry is open for distribution Tuesday and Thursday from 11:00 am to 1:00 pm and Wednesday from 4:00 pm to 6:00 pm. We are closed for holidays that fall within those days and for the week of December 25th.

EMERGENCY FOOD ASSISTANCE PROGRAM (EFAP)

We are a point of distribution for governmental commodities which are delivered to the Foundry Food Pantry from the San Diego Food Bank the third Wednesday after the third Tuesday each month. The food items are given out during our regular distribution hours. Each family receives commodities based on their family size. Each family is given a slip detailing the date of their visit for the following month.

HOMEBOUND DELIVERIES

A few of our clients are homebound and cannot come to the Pantry. Volunteers are allowed to assist their homebound neighbors by receiving their food and delivering it to the clients. This is solely up to the volunteer and the volunteer is responsible for overseeing any paperwork necessary for the client.

FOOD DONATION PICKUPS

The Foundry partners with Feeding San Diego and The San Diego Food Bank in their Fresh Rescue Programs. We are able to pick up food that would otherwise be thrown out in the landfills. Currently we have the following pickups:

- Wednesday mornings – Pick up from Aldi, on West Valley Parkway in Escondido
- Thursday mornings – Pick up from Smart & Final in San Marcos
- Monday, Wednesday & Fridays – Pick up From Park Hyatt Aviara Banquet Kitchen, Carlsbad
- Monday, Wednesday & Fridays – Pick up from Palomar Hospital, Escondido.

Volunteers are welcome to help with these pickups but will need to have a Food Handlers Card and take a Fresh Rescue Training. More details are available from the Food Pantry Supervisor.

As you can see we have several ways to serve at The Foundry Food Pantry. Thank you for sharing your time, talents, and resources through our organization.

4. Volunteer Rights, Responsibilities & Principles

As a volunteer you have the right:

- To work in a clean, healthy and safe environment
- To be given accurate and truthful information about the organization for which you are working
- To be given a copy of The Foundry Food Pantry's Volunteer Policy and any other policy that affects your work
- To be provided with orientation to the organization
- To have your personal information kept confidential
- To be provided with sufficient training to do your job

Principles of Volunteering:

- Volunteering benefits the community and the volunteer
- Volunteer work is unpaid or compensated in any manner
- Volunteering is always a matter of choice
- Volunteering is a way in which people can participate in the activities of their community
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs
- Volunteering is not a substitute for paid work
- Volunteering respects the rights, values, dignity and culture of others

Volunteers are expected to be responsible and accountable for the donations received from the community. Because the food is donated specifically to help feed the clients, the Foundry Food Pantry volunteers must ensure that these donations go only to the clients. Volunteers can receive food from the pantry following the same rules as our clients, once a week.

EQUAL VOLUNTEERING OPPORTUNITY

The Foundry Food Pantry provides equal volunteering opportunity for everyone regardless of age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions. All matters relating to volunteering are based upon one's ability to perform the job, as well as one's dedication to the Foundry Food Pantry's Mission and needs.

GIFTS, TIPS, SOLICITING

Do not accept any tips or gifts from clients. We do not want to create an atmosphere where our clients feel obligated to reward the Foundry Food Pantry staff and volunteers for their assistance. Promoting or soliciting your own business enterprise, political agenda or religious beliefs while volunteering with us not permitted. Any posting to the Bulletin Board needs to be approved by the Food Pantry Supervisor.

EXPENSE REIMBURSEMENT

You must have the Food Pantry Supervisor's authorization prior to incurring an expense on behalf of the Food Pantry Ministry. To be reimbursed for all authorized expenses, you must submit the original receipts to the Food Pantry Supervisor.

FEEDBACK

Your time is greatly appreciated and we encourage you to discuss any ideas or concerns you have with us. If at any time you would like to share your thoughts regarding your experience, do not hesitate to speak with the staff. Usually, there are staff or pastoral members available at various times throughout the day/week. We encourage you to set an appointment and talk to them. A Suggestion Box is also available at the Volunteer Sign-In Area.

PARKING

The Foundry Food Pantry does not assume any liability for loss or damages your car may sustain while parked in the parking lot. Volunteers are asked to park at the bottom of the hill while not blocking access for deliveries going to the pantry.

5. Code of Ethics

1. There should be proper and authorized use of The Foundry Food Pantry's equipment, time and property.
2. Removal of The Foundry Food Pantry property from the premises without permission is not permitted.
3. All safety rules must be adhered to at all times.
4. Volunteers will treat guests, clients, staff and other volunteers with dignity and respect at all times.
5. Threatening, aggressive or violent behavior or language is not permitted and may lead to dismissal.
6. Discriminatory behavior and language, bullying or harassment of any kind is not permitted.
7. Behavior or actions that would in any way jeopardize the safety or wellbeing of other volunteers is not permitted.
8. Unauthorized disclosure of confidential information concerning the work of The Foundry Food Pantry, its clients or its volunteers is not permitted.
9. Gambling on The Foundry's premises is not permitted.
10. Smoking on The Foundry's premises is not permitted. You must go outside of the gates, off the property, in order to smoke.
11. Volunteers will dress in a manner suitable for the workplace to include closed toe shoes.

Attendance

We require that you respect our time, as we will respect yours, by being punctual. If you are running late or need to cancel, please give our office a call as far ahead of time as possible. Our phone number is (442) 777-2080.

Confidentiality

We require that you do not disclose confidential information regarding The Foundry Food Pantry to any other party without prior permission from the Board of Administration.

Drugs and Alcohol

The Foundry Food Pantry is a substance-free environment; please respect this policy at all times. We ask that you please refrain from consuming alcohol or using other substances at The Foundry events, including fundraisers and any other programs. You may be asked to leave the event should this policy be broken.

6. Volunteer Driver & Food Pantry Van Policy

- Foundry Food Pantry Van Policy Acknowledgement is attached (Page 15-16)
- A copy of the Driver Screening/Application Form is attached (Page 20)
- A Traffic Incident Checklist is attached (Page 18)
- A copy of the Collision Information Sheet is attached (Page 19)

Volunteers are required to observe all traffic laws. If failure to comply results in fines or other penalty, these are the responsibility of the volunteer concerned and must be reported to the Food Pantry Supervisor. Smoking is not permitted inside the FFP vehicle. Pets are not permitted in the FFP vehicle. Excluding an emergency, drivers other than FFP staff or approved volunteers are not permitted to drive the FFP vehicle. Volunteer drivers must supply a copy of their valid driver's license first to be submitted to our insurance carrier.

Fuel

The FFP vehicle uses unleaded fuel and it is expected that the fuel gauge will show that the vehicle is more than a quarter full at all times. In the event the fuel is running low, the volunteer is asked to use his own card and the purchase will be reimbursed upon presentation of the receipt.

Passengers

Volunteer safety is of paramount importance to FFP, therefore, providing transport for passengers not associated with the organization's business is prohibited. Volunteers should also refuse to provide transport to persons associated with the organization's business who are intoxicated, under the influence of a prohibited substance, or wanting transport to a location not identified in the volunteer's work related itinerary. A volunteer has the right to refuse transport requests outside those stipulated above should they have concerns regarding personal safety.

Work Travel

Volunteers must ensure that the vehicle and safety equipment are in good working order prior to commencing road travel required as a part of their work duties. Volunteers must ensure that tires, including the spare tire and tire changing equipment, are serviceable and that oil, water and fuel levels are sufficient prior to travelling.

Off Road Travel

In the interests of personal safety, volunteers are not permitted to take the FFP vehicle on gravel or dirt roads without the prior approval of the Food Pantry Supervisor.

Vehicle Traffic Incident

A copy of the **Traffic Incident Checklist** can be found in the vehicle's glove box compartment. In the event of a traffic incident, please fill this out and give it to the Food Pantry Supervisor.

Vehicle Defects

Any vehicle with operational faults must be reported to the Food Pantry Supervisor to address and repair the defect.

Damage or Loss of Vehicles

In the event of an accident or loss of a vehicle the driver will comply with all legal and insurance requirements. A Collision Information Sheet can be found in the glove compartment of the vehicle. The driver should immediately obtain particulars of the other parties involved; notify law enforcement of the accident; and inform the Food Pantry Supervisor. The Food Pantry Supervisor will ensure that appropriate action is taken to enable the insurance claim to be processed or the vehicle to be repaired.

Personal Vehicle

When using your personal vehicle for FPP's donations pick up, please provide the Food Pantry Supervisor with a copy of your auto insurance. Pets are not allowed during food pickups or deliveries. There will be no reimbursement for any costs related to using a personal vehicle while volunteering.



Volunteer Registration Form

Date _____

Name _____

Address _____

Phone No. _____ Cell _____

Email _____

Birth Date _____

Past occupation if retired _____

Is this a required Community Service? _No_ _Yes_ # of hours ____

Interested Hobbies, Talents, Travels, Etc. _____

How did you hear about this volunteer opportunity?

PREFERRED VOLUNTEER ACTIVITY (Please Check)

____ SORTING AND PACKAGING FOOD

____ DRIVER TO PICK UP FOOD (Large Vehicle Helpful)

____ UNLOAD FOOD DELIVERY (Able to lift at least 50lbs.)

____ SPECIAL EVENTS

____ DATA ENTRY

____ OFFICE AIDE

____ NUTRITION EDUCATOR

____ OTHER

SCHEDULE _____

NOTES _____



Volunteer Agreement

Name of Volunteer _____
Print Name

I have read and agree to uphold the following:

1. Volunteer Rights, Responsibilities & Principles, pages 6-7
2. Code of Ethics, page 8

Misconduct will include breaches of any FFP policies which warrant disciplinary action up to and including Termination. Examples of misconduct include:

- *Theft of property, donated food or funds from FFP*
- *Willful damage to FFP's property*
- *Intoxication through alcohol or other prohibited substance*
- *Verbal or physical harassment of clients, volunteers, board members staff members, donors or any other person*
- *Disclosure of confidential information regarding FFP or its clients to any other party without prior permission from the Board of Directors*
- *Falsification of any of FFP's records for personal gain or on behalf of any other volunteer, staff member or client.*
- *Slander against FFP.*

In return, The Foundry Food Pantry:

1. Will embrace FFP's Mission.
2. Will ensure you have the training and necessary tools to do your work.
3. Will honor and recognize your volunteer service and commitment.
4. Will encourage open and honest feedback at all times.
5. Will provide reimbursements for all authorized volunteer expenses.
6. Will ensure a safe, clean, and volunteer-friendly environment.

I have read, understand and agree to the above Foundry Food Pantry policy. As a volunteer I do not expect to be compensated.

Volunteer Signature

Date



Volunteer Waiver

1. As a volunteer of The Foundry Food Pantry, I hereby agree to hold harmless and waive any and all claims or causes of action against the FFP arising out of any cause whatsoever, including but not limited to claims arising out of negligence or intentional conduct of its volunteers or agents.
2. I attest that I am physically fit and prepared to perform the tasks assigned to me as a FFP volunteer. (Let us know if you have a disability and we will try to find an appropriate task for you.)
3. I further agree to use my personal insurance as the primary provider in the event of injury due to my work as a volunteer for FFP.
4. I shall not operate a personal vehicle for volunteer activities unless I have a valid Driver's License and at least the minimum amount of liability insurance required by California law.
5. The Foundry Food Pantry is not responsible for loss or damage to volunteer's personal property.
6. I also grant the Foundry Food Pantry full permission to use photographs of me for publicity and promotional purposes.

I have read, understand and agree to the above Foundry Food Pantry policy and waiver.

Volunteer's Signature _____ Print Name _____ Date _____

If under 18, signature of parent or legal guardian is required _____ Date _____

Print Name _____ Relationship _____



Grievance Policy

A grievance is a real or perceived cause for complaint. You may have a grievance about how you have been treated by another volunteer or staff member.

The Foundry Food Pantry recognizes that open communication and feedback are essential elements of a satisfying and productive work environment.

Every effort will be made to solve problems cooperatively and informally before presenting them in writing as a formal grievance. The written submission is required to be a signed, dated and submitted to the Food Pantry Supervisor.

Volunteers are assured they will not be disadvantaged by the use of such procedures whether decisions are found for or against their grievance.

All formal avenues for handling grievances will be fully documented and the Volunteer's wishes will be taken into account. All complaints and questions will receive thoughtful consideration in a timely manner and will be discussed with the individual who raises them. Discussions held are kept confidential.

Volunteers at any time have the right to withdraw their grievance.

Grievance Procedure

Step 1

The aggrieved volunteer is encouraged to explore the problem/situation directly with the person(s) involved; clearly outlining what he/she feels should be done to alleviate the situation.

Step 2

If this is not an option for you, discuss the matter directly with the Food Pantry Supervisor.

Step 3

The parties involved will be asked to comply with the best solution that has been identified by all involved. All information will be kept confidential.

FCC Food Pantry Van Policy

Updated February 2019

Purpose

The Foundry Community Church's Food Pantry Van provides needed transportation to enhance the Food Pantry Ministry. This includes but is not limited to food pick-ups and deliveries from various locations. It also provides means of transportation for any other church related ministries as long as it does not interfere with the primary use of picking up and delivering food or any other logistical aspect pertaining to the food pantry ministry. A copy of this Policy will be kept inside the glove compartment of the van.

The following policies have been issued to provide guidance on the proper use of the pantry van as well as any van rentals under the church.

Authorized Drivers

- An Authorized Driver is one who is a licensed driver. They can be either staff or members of the Foundry Community Church.
- Drivers must be between the ages of 21 and 70 unless an exception is otherwise approved by the local board of administration.
- Drivers must not be under any medications or substances that might hinder their ability to drive safely.
- Must have filled out the 'Driver Screening/Application' form.
- Must have a valid California driver's license.
- Must have a "clean" driving record (no serious or significant # of violations).
- Must be approved by the pastoral team and administrator. The driver's name will be filed on the church's approved drivers list.
- Must have read and signed the FCC Food Pantry Van Policy.
- In one-time emergencies, exceptions can be made by the senior pastor

Vehicle Use & Operation

- Use of church van for personal purposes is prohibited.
- Driver must coordinate with the Food Pantry Director before using the pantry van.
- The Foundry Community Church reserves the right to deny driving privileges due to any non-driving related reason the local board of administration deems unacceptable or inconsistent with the interests and purposes of The Foundry Community Church.
- Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limit.
- Drivers are responsible for all traffic and parking violations they incur. Excessive traffic violations may lead to loss of authorized driver status.
- Drivers may not answer, talk, or text on their cell phones while van is in motion. Drivers must safely park or pull vans to the side of the road to use or answer cell phones.
- Drivers must behave in a Christ like manner at all times.

- Smoking is not allowed at any time in the pantry van.
- Pets and animals of any kind are not allowed in the pantry van.
- No items shall be placed on the roof of the van nor shall van be used to pull trailers.
- Van must be locked, windows rolled up and lights turned off when not in use.
- ALL passengers must wear seat belts. It is the driver's responsibility to insure all passengers are aware of and adhere to this policy. There may not be more passengers in any vehicle than the number of seatbelts in the vehicle.
- Upon returning the pantry van to the designated church parking spaces, drivers are responsible to insure all food, trash and belongings have been removed from the interior.
- Drivers will not normally need to fuel vehicles or wash them unless the pantry van is used for extended trips. Drivers shall inform the church office manager of any required fueling, cleaning or maintenance needs upon returning vehicles. Should the driver need to refuel the van, it is their responsibility to turn in a receipt to the Finance Director for reimbursement.

Accidents/Insurance

- If a van or van rental has been involved in a traffic accident or is damaged in any way, in addition to following all appropriate laws, driver must report to the Senior Pastor, by phone within 30 minutes of accident.
- If a van or van rental has been involved in a traffic accident, Drivers shall use the Church Insurance information provided in the van glove compartment. Church van use is covered by the Church's insurance policy for authorized drivers.
- Drivers shall use the Collision Information Sheet located in the van glove compartment to ensure all information is collected following an accident.
- Drivers shall be responsible to contact the police, and if required obtain a police report, and submit all required reports in connection with an accident.
- All documentation associated with an accident (including a properly completed Collision Information Sheet) shall be submitted to the Administration Office by the end of the following business day of the accident.

I have read, understood and will follow these policies and procedures related to Church vans and van rentals. Requesting Driver: _____ Date: _____

Copy of California Driver's License:

Acknowledgement of FCC Food Pantry Van Policy:

_____ **Acknowledgement of Training module:**
 _____ **Date completed:** _____



Accident Checklist ✓

Complete and submit to the Executive Director

Name of Injured _____

Male/Female ___ Age _____

Address _____

Phone _____ Cell _____

Work Status of injured (Volunteer, Client, Guest, etc.) _____

Incident Date _____ Time _____

Location of Incident _____

Nature of Injury & Part of Body _____

Describe How the Incident Occurred _____

Witness Name _____ Phone _____

Address _____

Statement _____

Witness Name _____ Phone _____

Address _____

Statement _____

Was First aid administered? • Yes • No

If Yes, by whom: _____ Phone _____

Was 911 called? • Yes • No

If Yes, by whom: _____ Phone _____

Professional Medical Treatment Given? _____

Name of Medical Provider _____



Traffic Incident Checklist ✓

Complete and submit to the Executive Director

Incident Date _____ Time _____

Location of Incident _____

Obtain the other Driver's Name _____

Address _____

Phone number _____

Insurance provider _____

Phone number _____

Note their Car Make _____ Model _____ Year _____

License Plate # _____

Note any damages _____

Note injuries _____

Alert Foundry Food Pantry Supervisor at 760-623-8389.

Describe the Incident _____

Witness Name _____ Phone _____

Address _____

Statement _____

Witness Name _____ Phone _____

Address _____

Statement _____

Was First Aid administered? • Yes • No Who Administered First aid? _____

Was 911 called? • Yes • No Name _____ Phone _____

Professional Medical Treatment Given? _____

Name of Medical Provider _____

Your Contact Info: Name _____

Address _____

Phone _____ Cell _____

COLLISION INFORMATION SHEET

Name of Van Driver: _____ Date: _____

Date of Collision: _____ Time of Collision: ____:____ am/pm

Location of Collision: (street) _____ Nearest cross street: _____

City/County: _____ Investigating Officer's Name: _____ Badge number:

_____ DRIVER (of other car):

Name: _____ Address: _____ Date of Birth ____/____/____

Phone: _____ (home) _____ (cell) Driver License #/State _____

Vehicle: Year: _____ Make/Model/Color _____

License Plate: _____ VIN _____

Auto Insurance Carrier: _____ Policy Number: _____

Name of Insurance Agent _____ Phone: _____

DRIVER (if another car involved):

Name: _____ Address: _____ Date of Birth ____/____/____

Phone: _____ (home) _____ (cell) Driver License #/State _____

Vehicle: Year: _____ Make/Model/Color _____

License Plate: _____ VIN _____

Auto Insurance Carrier: _____ Policy Number: _____

Name of Insurance Agent _____ Phone: _____

WITNESS:

Name: _____ Address: _____

Phone: _____ (home) _____ (cell)

Driver License #/State _____ Date of Birth ____/____/____

WITNESS:

Name: _____ Address: _____

Phone: _____ (home) _____ (cell)

Driver License #/State _____ Date of Birth ____/____/____



Driver Screening/Application Form

Printed Name of Applicant: _____ Date of Birth: _____

Residential Address: _____

Driver's License: _____ State: _____

Home Phone: _____ Mobile Phone: _____

In order to assess your suitability to drive the FCC Pantry Van and assess the Foundry Church's liability as a result of permitting use of the church's vehicles, the following information is needed to comply with FCC Pantry Van Policy. This information will be used by the Foundry's automobile insurance agent to check your driving record to confirm that your license is valid and in full effect.

1. Are you at least 21 years old? Yes _____ No _____
2. Do you currently hold a valid driver's license? Yes _____ (provide a photocopy with this form) No _____
3. Do you agree that you will notify the Church Administrator immediately if your driver's license becomes suspended, restricted, or revoked? Yes _____ No _____
4. Do you agree that you will notify the Church Administrator immediately if your driver's license number, legal name, or residential address changes? Yes _____ No _____
5. Do you give permission to the Foundry Community Church to have the status of your license checked on an annual or as-needed basis? Yes _____ No _____
6. Have you had any physical impairment other than corrective glasses? Yes _____ No _____. If yes, please specify:

By signing below, you authorize the Foundry Community Church's automobile insurance agent, and/or its designee, permission to review your driving record as needed. Driving records will be checked.

Your signature certifies that the information set forth in this Disclosure and Authorization is current, accurate, and complete to the best of your knowledge, and you acknowledge that providing false, misleading, or materially incomplete statements will result denial or revocation of driving privileges with the Pantry Van. You also certify that you have been provided with, read, and agree to abide by all requirements of the current FCC Food Pantry Policy.

Signature: _____ Date: _____

You will be notified of authorization or denial to your request for driving privileges by the Church Administrator or authorized designee within approximately 5 business days of receipt of all information needed by the Foundry's automobile insurance agent.