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# Volunteer Handbook

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# TABLE OF CONTENTS

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Welcome from our Executive Director.....	3
Organizational Overview.....	4
History.....	4
Mission.....	4
Goals.....	5
Values.....	5
Overview of Programs.....	6
Weekend Meal Backpack Program.....	6
SnackChef.....	6
TABLE On the Go.....	7
Camp TABLE.....	7
Volunteer Role and Eligibility.....	8
Why We Need You.....	8
Health and Safety Policy.....	9
Equal Opportunities Policy.....	9
Beneficiary Privacy Policy.....	9
Volunteer Cancellation Policy.....	9
Volunteer Agreement.....	10
Youth Volunteer Parental Consent Form.....	11

# WELCOME FROM OUR EXECUTIVE DIRECTOR

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Thank you so much for sacrificing your time, resources, and talents to help us feed local kids! While volunteering here at TABLE, it is our goal that you experience a caring, productive, and community-oriented environment.

TABLE is a place where local people feed local children. We truly could not provide healthy food to our kids without your efforts. We find it amazing the impact that a little bit of food can have on our community's children. You may not even realize the role you are playing in their lives. Not only are you helping to fill the bellies of local kids, but you are helping kids to do better in school, lower their risk for health problems, increase their self-esteem, and so much more. A little love and food can do amazing things!

During the winter of 2014, the Chapel Hill-Carrboro area was experiencing a big, unexpected snowstorm. School was canceled immediately and the snow was falling much faster than anyone expected. TABLE Staff and Volunteers knew that TABLE kids may not have food for several days without food assistance. So, we got in our cars and traveled to as many locations as we could delivering bags of food. At one site, we delivered to kids in their apartment homes. As we walked up to one apartment with bags of food, a little girl looked to her sister and said, "See! I told you they would come!"

So you see, what you do *really matters to these kids. We cannot thank you enough for all you do to help us feed local kids.*

Sincerely,



Ashton C. Tippins  
Executive Director, TABLE

# ORGANIZATIONAL OVERVIEW

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## HISTORY

### **It started with a cookie...**

In 2006, Chapel Hill, NC resident Joy MacVane began leaving homemade cookies on the side walk of her downtown Chapel Hill home for UNC-CH college students walking to campus. A year later, she posted an invitation near the goodies inviting students to stop by her house to bake desserts for the nearby community soup kitchen. A dozen students showed up to make and deliver cakes. They discussed how much they enjoyed serving at the homeless shelter, expressed interest in local community service, and identified hungry kids as a special priority. MacVane shared that concern and learned that there were no weekly food assistance services specifically for children at that time in the Chapel Hill-Carrboro area. In late 2007, she and several of those original students incorporated Table Ministries, Inc., now known as TABLE. This non-profit organization was formed to bring together UNC Chapel Hill students and community members to feed hungry children in the Chapel Hill-Carrboro area.

### **...And grew from there**

Since its start in 2008, TABLE has offered “a place at the TABLE” to increasing numbers of local hungry children. Thanks to generous donations of food, funds, and time by campus and community supporters, TABLE has quickly grown.

**2008:** TABLE started delivering food to 12 local elementary school children each week.

**2010:** TABLE began including fresh produce in bags of food.

**2013:** TABLE’s Weekend Meal Backpack Program provided weekly emergency food aid to 226 local hungry children.

**2014:** TABLE expanded its programming to include kids in preschool, elementary school, and middle school (3 years - 14 years)! TABLE began to serve 400 kids each week in February 2015.

**2015:** TABLE began serving healthy food to 500 kids each week through our Weekend Meal Backpack Program!

**2017:** TABLE moved to a larger space to feed more kids! SnackChef double the number of kids receiving nutrition education and healthy snacks (273 kids).

## MISSION

TABLE's mission is to provide healthy, emergency food aid every week to hungry preschool, elementary, and middle school children living in Chapel Hill and Carrboro, NC.

# ORGANIZATIONAL OVERVIEW cont.

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## GOALS

Provide healthy food to our participating children, encourage healthy eating and expose them to new, healthy foods.

Bring together UNC-Chapel Hill college students and community members to prepare and distribute healthy food to local kids who go hungry on weekends and other times of the year when subsidized, “free” school meals are not available.

Raise public awareness of local childhood hunger.

Provide programs and activities through which local people can help local hungry children.

Increase the number of children we serve every year.

## VALUES

TABLE takes pride in fostering a culture that connects, values, and invests in our diverse community to create the greatest positive impact. We offer a place at the TABLE for the kids we serve, staff, volunteers, and donors where...

**CONNECTION** within the community is encouraged.

**DIVERSITY** of background and thought is celebrated.

**EMPOWERMENT** of our children and volunteers is fostered.

**COMMITMENT** to serving our children the highest quality of healthy food is espoused.

**RESPECT** for every individual is demonstrated.

# OVERVIEW OF PROGRAMS

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## Weekend Meal Backpack Program

TABLE provides healthy emergency food aid to hungry children in preschool, elementary school, and middle school every week in Chapel Hill and Carrboro, including healthy non-perishables, local produce and fresh milk. Food is delivered to children 45+ weeks per year throughout the school year and summer.

How does this program work? Children are referred to TABLE by after school coordinators or by their school social workers. TABLE then depends on our wonderful volunteers to get the food out to our kids every week! We receive help from volunteers to organize our shelves, bag the non-perishable and fresh food items and deliver the food every week to the child's school, after school center, non-profit agency or community!

30% of Chapel Hill-Carrboro preschool, elementary, and middle school children receive subsidized, "free," school meals. They go hungry on weekends and other times of the year when those meals are not available.

## SnackChef

Volunteers teach children in local after school programs a nutrition lesson and how to make healthy snacks on their own and also share with their families. Following the Watch One, Do One, Teach One Model, volunteers encourage the kids to 1) WATCH them make the snack, 2) DO it (make the snack themselves) and, 3) TEACH a family member or friend how to make the snack at home with the ingredients provided.

The goal of this program is to expose the children to healthy foods, teach them how to make healthy snacks, and encourage them to try new foods and create healthy eating habits. Examples of the snacks that the kids make include fruit parfaits and mixed salads!

# OVERVIEW OF PROGRAMS

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## TABLE On the Go

TABLE On the Go allows children the opportunity to visit local farms, farmer's markets, and community garden so they can learn firsthand about healthy food options, how their food can be connected to their community, and the direct sources of their food.

In the past, we have taken the children on field trips to Maple View Farm, Carolina Campus Community Garden, and Hope Gardens.

*At Carolina Campus Community Garden, our kids took a tour of the garden and learned about all of the fruits and vegetables being grown and the tools a garden uses to take care of its produce. The kids also had a chance to sow seeds and mulch plants and learn about honeybees from a beekeeper. Following the garden activities, the children enjoyed a SnackChef picnic of potato pancakes and fresh strawberries picked from the garden. The kids then took home biodegradable pots, soil, and radish seeds so they could grow their own radishes at home.*

## Camp TABLE

Camp TABLE is a summer program at TABLE designed to raise awareness about local issues, including childhood hunger, and encourage middle and high school students to get involved in their community. This program is offers two week-long opportunities for students to attend camp. A week of camp includes volunteer activities (such as organizing food or bagging food), advocacy activities, and learning about hunger in our area, among other things. Camp is for students ages 12-16, and leadership positions are available for those 16-17 years old.

Camp TABLE provides a vehicle for young people to become more involved at TABLE, merging community service and leadership development for students. By engaging young people in our programs, we bring new energy into our mission-based work while developing future leaders in our community.

In an effort to engage young people in philanthropy and begin a path to nonprofit leadership, Camp TABLE builds awareness of TABLE and the programs it supports in the community. Through participation in this program, young people can learn leadership skills, how the need in their community the necessity of volunteerism, and how to develop, promote, and implement their ideas.

# VOLUNTEER ROLE AND ELIGIBILITY

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## WHY WE NEED YOU

TABLE has a small paid staff; a majority of our programs and efforts are organized and conducted by committed volunteers! Therefore, UNC students and community volunteers are essential to the operation of TABLE. We have volunteers from 2–92, diverse cultural backgrounds, and individuals with special needs — everyone makes a difference at TABLE! Thank you so much for your kindness and generosity, and for seeking to serve local kids through our organization—you are highly valued!

## TYPES OF SHIFTS

**Food Sorting**—Volunteers sort through and shelve incoming food donation.

**Regular Volunteer Shift**—Volunteers help with miscellaneous tasks—whatever we need that week! It could be sorting incoming food donations, cleaning TABLE, bagging food, or anything else.

**Bagging Shift**—Volunteers bag food that will be delivered to kids on Thursdays. This is an assembly line shift and anyone is welcome—UNC students, kids, adults—anyone can help.

**Kids' Bagging Shift**—Kids in preschool and elementary school are welcome to come with their parents to bag food for other kids in Chapel Hill and Carrboro who are in need of food. Children are welcome to come to other bagging shifts, but this shift is exclusively for families.

**Fresh Food Shift**—Volunteers sort through donated and purchased fresh produce and add it to bags of non-perishables going out to our kids.

**School and Afternoon Delivery**—Volunteers drive and deliver food to schools, afterschool centers, and door-to-door in neighborhoods. The shift begins at TABLE, then volunteers drive their own vehicles to schools. You may need to lift 40+ lbs for this shift.

**SnackChef**—Volunteers come to TABLE to prepare the ingredients to make a healthy snack with children. Then, they travel to the after school program to help teach a nutrition lesson and make the snack with the children. Because we interact with the children during this shift, we ask that volunteers for this shift be of high school age or older. A car is not required, but drivers are appreciated.

**TABLE On the Go**—Volunteers come to TABLE to prepare a healthy snack and bags of gardening materials for children to take home at the end of the field trip. Volunteers then travel to a community garden or local farm to help lead children through various activities and to help the children make a healthy snack. No previous gardening experience is necessary.

## ELIGIBILITY:

**Ages 14- 17** must have a parent complete this form.

**13 and under** must have a parent or guardian *present* during their volunteer activities at TABLE (with the exception of Camp TABLE).

**Ages 5 -13** *may not* volunteer at our SnackChef or Afternoon Delivery shifts for the privacy of TABLE participants.

**Volunteers with Special Needs:** If there is an issue of safety, ability, or sociability, we may ask that a volunteer with special needs be accompanied by a caregiver.



# HEALTH AND SAFETY POLICY

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It is the policy of TABLE to provide a safe and healthy environment in which our employees, volunteers, and children can carry out their tasks. We firmly believe and are committed to ensuring that our operations are carried out in a way that ensures the health and safety of everyone. We will not produce or render any service likely to cause an accident or exposure that may result in personal injury, damage to equipment, or loss in process.

TABLE has a *zero tolerance policy* for inappropriate behavior or any form of abuse toward the children and families we serve. When volunteering at shifts in which children will be present, volunteers must be accompanied by at least one other volunteer or staff member to ensure the safety of each child. Each member of TABLE is responsible for health and safety and will be held accountable for their actions. Please report any health and safety concerns to Ashton Tippins at [actippins@tablenc.org](mailto:actippins@tablenc.org) or Laura Dille at [ldille@tablenc.org](mailto:ldille@tablenc.org).

# EQUAL OPPORTUNITIES POLICY

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TABLE is an equal opportunity organization. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. TABLE prohibits discrimination and harassment of any type and affords equal opportunities to volunteers without regard to race, color, religion, sex, national origin, age, disability, or genetic information. TABLE conforms to the spirit as well as to the letter of all applicable laws and regulations.

# BENEFICIARY PRIVACY POLICY

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TABLE is committed to preserving the privacy and dignity of the children and families we serve.

Accordingly,

1. Volunteers are not permitted to take photos, video recording, or audio recording of any children or families we serve, without prior consent from TABLE.
2. Volunteers are not permitted to collect, use, or disclose personal information regarding the children or families we serve. This includes, but is not limited to, names and addresses, social media usernames or profiles, phone numbers, or any other identifiable information.

# VOLUNTEER CANCELLATION POLICY

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TABLE relies on over one hundred volunteers each week to keep our hunger-relief and nutrition education programs running smoothly and efficiently. Because of this, we depend on our volunteers to be reliable and dependable. Therefore, if a volunteer cancels *within* 3 days of their scheduled shift *or* does not show up for a scheduled shift, they will receive one strike. Three strikes in one semester and that volunteer will have to sit out from volunteering the following semester. [Ex: 3 strikes in the summer and the volunteer may return the following spring.] Should true emergencies arise (see above), volunteers may consult with TABLE Staff for exceptions to this rule.

# Volunteer Agreement for Individuals

This volunteer agreement is a description of the arrangement between TABLE and you, the volunteer, in relation to your voluntary work. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive, productive, and rewarding one. When you attend your first volunteer shift and sign in to our volunteer system, you will click that you have seen and agree to abide by the terms of this agreement.

## **Part 1 TABLE**

We, TABLE, accept your volunteer service and commit to:

- Provide adequate information about TABLE, your volunteering role, and any instruction necessary to assist you in meeting the responsibilities of your volunteering role;
- Treat you with respect and courtesy at all times and be receptive to comments and feedback;
- Value and recognize our volunteers as a significant resource in achieving the goals of our organization;
- Ensure that all volunteers are dealt with in accordance with our equal opportunities policy;
- Endeavor to resolve in a fair and just manner any problems, grievances, or difficulties which may be encountered while you volunteer with us; and
- Not release any photos, video recording, or audio recording without your prior consent.

## **Part 2 The Volunteer**

I agree to be a volunteer with TABLE and commit to the following:

### **Honor my responsibilities at TABLE by,**

- Attending the shifts I have committed to, or notifying a TABLE staff member at least 3 days in advance if I cannot attend;
- Arriving at my designated shift on time and staying until the end;
- Logging in/out of the computer system in order to track hours; and

### **Represent TABLE in a positive manner and embody TABLE's core values by,**

- Maintaining a respectful and courteous relationship with other volunteers, team leaders, TABLE staff, and children served;
- Approaching the tasks at hand with a positive, can-do attitude;
- Encouraging the connection between, celebrating the diversity of, empowering, and showing commitment and respect toward individuals: donors, volunteers, staff, and beneficiaries; and
- Reporting any abuse, illegal activities, unethical behavior, or grievances that I experience or witness by contacting: Ashton Tippins at [actippins@tablenc.org](mailto:actippins@tablenc.org) or (919)636-4860 or Laura Dille at [ldille@tablenc.org](mailto:ldille@tablenc.org) or (919)636-4860

### **Respect TABLE's authority concerning my role by,**

- Abiding by TABLE's Beneficiary Privacy Policy, which prohibits taking photos, video, and audio of the children we serve, or posting any personal information of the children;
- Abiding by TABLE's Health and Safety Policy, which requires at least two volunteers to be present at all times when interacting with children at volunteer shifts and TABLE programming;
- Sharing any concerns or grievances in a respectful manner; and
- Understanding that I volunteer at the discretion of TABLE; as such, TABLE reserves the right to terminate my role as volunteer at any time if the above agreements are not upheld.

### **Assume responsibility for the safety of myself and youth under my supervision by,**

- Adhering to TABLE's rules, procedures, and standards given by TABLE Staff and Team Leaders;
- Applying common-sense knowledge of safety measures to all assigned tasks;
- Assuming full responsibility for any and all injuries or damages to self, child, or group under one's supervision which may occur as a result of the inherent risks associated with this work;
- Correcting any behavior hazardous to the safety of youth, individuals, or groups under one's supervision;
- Accepting that TABLE is not liable for any harm that may fall on an individual, child, or group under one's supervision which may occur during the volunteer session; and
- Releasing, holding harmless, and discharging TABLE and TABLE Staff from any and all claims for injuries, damages, or losses.



## Youth Volunteer Parental Consent Form

We love having children and teen volunteers! To make sure our volunteers and kids we serve are considered, we have a few guidelines for our volunteers under 18:

- **Ages 14- 17** must have a parent complete this form.
- **13 and under** must have a parent or guardian *present* during their volunteer activities at TABLE (with the exception of Camp TABLE).
- **Ages 5 -13** *may not* volunteer at our SnackChef or Afternoon Delivery shifts for the privacy of TABLE participants.

Please print this form out, complete it, and return to TABLE when you attend your volunteer shift.

Name: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current School Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I understand that I must abide by the rules and regulations of TABLE, Inc. I promise to be dependable and perform my services to the best of my ability.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian/Emergency Contact

Name: \_\_\_\_\_ Relationship to volunteer: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

I hereby give my permission for my child to serve as a volunteer at TABLE. I understand that he/she will be provided with instructions necessary for the safe and responsible performance of his/her duties and will be under supervision and direction of TABLE staff for the duration of this shift. I understand that he/she will not receive compensation for the services contributed. I acknowledge there are some risks associated with working in a warehouse setting. I hereby fully release, hold harmless, and discharge TABLE and TABLE staff from any and all claims for injuries, damages, or losses.

My child is under 13 years old and they will volunteer under the guardianship of \_\_\_\_\_ during their entire time at TABLE.

Parent or Legal Guardian: \_\_\_\_\_

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