



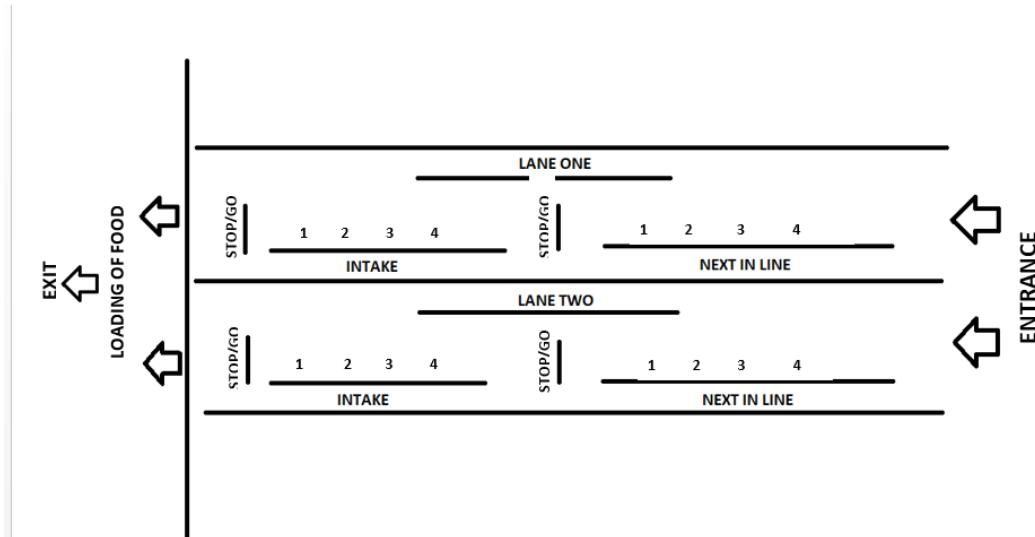
## Volunteering at GCFB Distribution Events

Since late March of 2020 the Greater Cleveland Food Bank has hosted regular Emergency Food Box Distributions at various locations throughout our service territory. Each distribution takes place outside and are completely contactless as clients pick up their food “drive-through” style.

At these events, volunteers assist with client registration, directing traffic, and loading vehicles. Because the needs at each event vary, volunteers should come prepared to assist with any one of these duties. Below, please find an overview of each duty:

- **Client Registration** - Involves an electronic check-in process that will require volunteers to have their own cell phone to input data to a web-based platform (don’t worry, no tech expertise is necessary!). Personal data will not be stored on the phones, but on the website itself. Portable chargers will be available for volunteers to utilize if needed. Please watch the tutorial video to learn more about our new check in registration system: <https://vimeo.com/465903922>. Staff will be available to assist.
- **Traffic Direction** - Involves directing incoming cars to specified check points in the lot. We will have volunteers stationed at both the beginning and end of the registration check point, with one group allowing cars into the registration area, and another group directing cars from the registration point to the loading area. Volunteers may be placed at additional traffic points.
- **Vehicle Loading** – Involves loading boxes into the trunks of client vehicles. During this process, clients will be instructed to remain in their vehicles with their windows up. The weight of these boxes varies, but in general volunteers should be comfortable lifting boxes of at least 20 pounds.

Below is a diagram displaying the general flow of distribution events, which typically have between two and four total lanes:



Below, please find a list of our general volunteer requirements for our distribution events:

- Volunteers must be 16 or older in order to participate.
- Volunteers should refrain from volunteering for their scheduled shift if they are feeling unwell.
- Closed-toe/Closed-heel footwear is required.
- Volunteers will need to arrive promptly by the scheduled start of the shift in order to enter the lot, park, and report to the volunteer check-in station. If traffic is backed up, you can let the closest police officer or staff member know that you are volunteering and they will be able to assist you to the parking area.
- Volunteers will have their temperature taken upon arrival.
- Masks are required to be worn by volunteers at all times. You are encouraged to bring your own, and we will have disposable mask available if needed. Volunteers that do not wear their masks will be asked to leave.
- Volunteers will be on their feet and outdoors for the duration of the shift, and should only sign up if they are comfortable with these factors. Because the event is outdoors and takes place rain or shine, volunteers should dress appropriately for the weather forecast for the day of each event.
- Social distancing practices will be enforced, and volunteers will be required to maintain at least six feet of distance between themselves and other individuals at all times.
- Volunteers will be encouraged to take breaks as needed.
- We recommend bringing snacks and a water bottle to keep near your station or in your vehicle so that you have them on hand if needed. You are welcome to bring a folding lawn chair to be used during breaks.





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Food Bank

