OPERATIONS MANUAL

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End 68 Hours of Hunger Operations Manual

1. Purpose

This Operations Manual is primarily for the purpose of setting forth policy and for training End 68 Hours of Hunger volunteer Program Coordinators. It may prove useful to other organizations wishing to start their own weekend program to feed local children, and to that end, it is offered here as a fully downloadable and freely available document. It has been updated as needed to reflect both our experience and our response to challenges.

2. Vision and Mission Statements

End 68 Hours of Hunger is a public not-for-profit, 501(c) (3) organization. Our vision is to end childhood hunger in America, one school at a time.

Our mission is to confront the approximately 68 hours of hunger some school children experience between school lunch on Friday and school breakfast on Monday by providing bags of non-perishable food for the weekend.

95% of the donated funds received are used directly to purchase food and other necessary supplies to store and deliver food, and the remaining 5% is used to pay for externally mandated federal, state, and local requirements and other administrative requirements.

Food is either donated or purchased (by volunteers) and packed into bags, which are delivered to participating schools. From there, a school employee gets the bags to the participating students by whatever means they decide works best for them. The students take the bags home, and, if in backpacks, return them on Monday morning. Volunteers then pick the bags up from the office, refill them, and the cycle starts again, every week, through the school year. If the school system supports it, we will continue to deliver bags through the summer months.

With parental permission (and as feasible), bags may be located in easily accessible locations for pick up or delivered to the homes.

3. Operations Strategy

The operation is similar in scope and responsibility to that of a manufacturing operation with three different functions: Demand, Production, and Supply, which includes fundraising.

First, there is the **Demand** side. The Demand comes directly from the schools served. One person designated by the school communicates the demand from that school directly to the local Program Coordinator. The Demand is communicated in terms of a number (the number of bags required by the school that week) the number of students receiving bags with allergies and what

those allergies are.

Second, Production Team Leader: Production is generally organized into five teams, with each team responsible for completing the production process once a month. The production week begins on Monday, meaning the first Monday of the month, even if it falls as late as the 7th, marks the beginning of Production Team #1's week of responsibility. The Production Team Leader is responsible for recruiting and maintaining enough team members to complete all assigned tasks. These responsibilities include ensuring that empty backpacks are collected from schools where applicable, coordinating a time during the week for the team to meet and fill backpacks or bags with the designated food, and ensuring that the correct number of filled bags or backpacks is delivered to each designated school during their assigned week. Although some programs continue to use backpacks, they are no longer encouraged because they are not always returned or may be returned in poor condition. The Production Team Leader is also responsible for ensuring that the program site is opened and secured appropriately, including locking the facility, turning off lights, and removing recycling and trash.

Third, there is Supply: the Supply function includes fundraising, inventory management, purchasing, and storing food to meet the program's needs. The Supply Team Leader is responsible for maintaining an accurate inventory of available food and ensuring that all necessary food and supplies are ordered, purchased, and delivered to the storage location in a timely manner to support Production Team activities. Once food is received, it must be organized and placed in its designated storage location so that it is readily accessible to the Production Team. Food may be obtained through purchases or donations. All donated food must be inspected to ensure that it has not expired, has not been tampered with, and is appropriate for the program. The Supply function may be managed by one person or divided among multiple individuals or teams, including the Program Coordinators. Responsibilities such as ordering, purchasing, delivery, and storage may be assigned at the Program Coordinators' discretion based on the needs of the program. A Program Coordinator may also appoint a Fundraising and Donation Coordinator to oversee fundraising and donation activities. However, the Program Coordinator remains responsible for ensuring that prior approval is obtained from the Executive Director for all fundraising activities.

In order to have the funds to purchase the food, fundraising is required. This can take whatever form the Program Coordinator chooses so long as it is legal and state and local requirements are met. Raffles, for example, are legal, but require state approval in some states. There are numerous opportunities to participate with restaurants and stores to gain a portion of their profits for a period of time, to collect food donated for the program, and to request funds from companies and organizations. Fundraising ideas are listed in the google drive.

All approaches to companies for funds must be pre-approved by the Executive Director. This is to ensure that no two End 68 Hours of Hunger programs approach the same company or organization to request funds and to ensure that fundraising activities comply with End 68 Hours of Hunger principles. Food drives do not need to be approved, however, if a food drive is planned in a geographic area served by more than one program, Program Coordinators should coordinate with other affected Program Coordinators.

We only accept unrestricted donations so the programs can use the funding as needed towards our mission. How to account for all funds, donated gift cards, and other donations is covered in Section 7 of this manual.

The organization holds a Community Support Account that is to provide individual programs that are low on funds with access to funding so they can continue to feed children in their program and to help pay for administrative costs. All End 68 Hour of Hunger programs are eligible to receive funding. This funding is available for both buying food and helping with administrative costs. This account is managed and administered by the Executive Director, who has sole access to the fund along with discretion to dispense funds to programs that request it. If a program's account drops below 50% of its annual budget, the program will have a discussion with the ED regarding its fundraising efforts, grant opportunities, and ways to increase donations. The ED will provide funding assistance to maintain a healthy fund balance for that program. The ED reports quarterly to the BOD on activity in the Community Support Account, the account balance, and keeps records of all activity.

4. Roles and Responsibilities

a. The Executive Director

The Executive Director has overall accountability, responsibility, and authority for the entire End 68 Hours of Hunger organization, including its name, programs, policies, and operations. The Executive Director is ultimately responsible for all activities within the End 68 Hours of Hunger network and serves as the primary point of contact for programs and the communities they serve.

The Executive Director is responsible for recruiting, managing, and training Program Coordinators in accordance with the responsibilities outlined in the Operations Manual. The Executive Director also serves as a resource for Program Coordinators, Production Team Leaders, Supply Team Leaders, and anyone else seeking guidance on program operations. The Executive Director will communicate the End 68 Hours of Hunger mission wherever and however needed.

The Executive Director is responsible for managing all funds donated to the organization that are not designated for a specific program, collecting financial data from Program Coordinators for monthly reports to the Board of Directors, and working with a CPA to prepare annual IRS reports and Annual Reports. The Executive Director will also ensure compliance with other federal, state, and local reporting requirements.

Communication with Program Coordinators and the Board of Directors will primarily take place by phone and email, although face-to-face communication is encouraged whenever possible. The Executive Director may host meetings of all Program Coordinators as needed to share ideas, brainstorm solutions, and discuss lessons learned. Gatherings among Program Coordinators are encouraged.

The Executive Director also serves as a liaison with national agencies whose missions overlap with that of End 68 Hours of Hunger and works to share the organization's knowledge and experience with other agencies seeking to feed children across the country. Because of the scope of these

responsibilities, the Executive Director should ideally have prior experience as a Program Coordinator and firsthand knowledge of program operations.

While nearly all program requirements are outlined in this Operations Manual, the Executive Director has the authority to make final decisions on matters not specifically addressed, including resolving conflicts, or to refer such matters to the Board of Directors for a decision.

b. Program Coordinators

Program Coordinators are volunteers, each bringing their own unique skills, interests, and abilities to their program. Each program must have a minimum of two Program Coordinators who are not related by family.

Program Coordinators are responsible for overseeing all aspects of their local program, including recruiting, supervising, and providing ongoing guidance to Production Team Leaders, Supply Team Leaders, and other individuals and teams specific to their program. In the absence of any team leaders, Program Coordinators are responsible for fulfilling those duties until new team leaders can be recruited and trained.

While each program operates according to its community's unique needs, these differences make it essential to establish a consistent set of organizational rules and guidelines that Program Coordinators can reference whenever questions arise. These guidelines are divided into two categories: the responsibilities Program Coordinators are expected to fulfill and the program rules they are required to follow. Additional details are provided in Section 6, Specific Roles and Responsibilities.

A. Program Coordinator Expectations

1. Background and Credit Checks: Each person identified as a Program Coordinator, as well as anyone authorized to make purchases (“Shoppers”), handle program funds, or have access to the bank account must complete a background check and credit check before being approved. This is accomplished through an online system (Sterling Volunteers), requiring that the Executive Director receive their full name and email address.

2. Program Coordinator Contract: Each Program Coordinator must complete a Program Coordinator Contract before being approved. The contract can be found in Appendix B.

3. Official Email Use: Program Coordinators must exclusively use their End 68 Hours of Hunger email addresses for all organization-related business. This ensures that if a Program Coordinator becomes unable to fulfill their responsibilities, the Executive Director can access relevant communications to help ensure continuity of the program.

4. Email Communication: Program Coordinators are required to check and respond appropriately to their official End 68 Hours of Hunger email at least twice each week to ensure that time-sensitive requirements are addressed promptly.

5. Financial Records and Receipts: Program Coordinators must maintain copies of all bank statements and receipts for at least three years from the date of purchase. Bank statements and receipts must be submitted monthly to the internal auditor by the 10th of the following month. These documents may be submitted electronically to Audits@end68hoursofhunger.org. We recommend keeping receipts in an envelope in the food storage area or taking a photo of each receipt immediately after purchase for safekeeping.

6. Missing Receipts: Any receipt that cannot be submitted, for any reason, must be replaced with a letter explaining why it is unavailable. This letter must be sent to the Executive Director, with a copy to Audits@end68hoursofhunger.org.

7. Donation Accountability and Deposits: Program Coordinators must ensure that 100% of all funds collected are fully accounted for to the donor through a receipt or thank-you letter and deposited into an End 68 Hours of Hunger bank account within 72 hours. Coordinators must save copies of checks and any documentation related to the donation.

The only exception is cash collected at an event, which must be counted by two people following the event. The full amount must be documented and signed by both individuals, accompanied by a copy of the deposit slip verifying that the funds were deposited within 24 hours. This documentation must be submitted to donorsupport@end68hoursofhunger.org along with the receipts and bank statements for that month's activity.

8. Use of Funds: A minimum of 95% of all funds collected must be used to purchase non-perishable food, bags, shelving, bins, and storage space. Up to 5% may be spent on essential administrative expenses, such as printing and postage. Program Coordinators should contact the Executive Director with questions regarding allowable administrative expenses.

9. Fundraising Authorization: Before soliciting funds from a company, Program Coordinators must obtain authorization from the Executive Director or their designated representative to avoid conflicting requests from other End 68 Hours of Hunger programs.

10. Gift Cards: Under no circumstances may gift cards be purchased with End 68 Hours of Hunger funds, even if the funds were donated specifically for that purpose. Donors wishing to provide gift cards to students must purchase them independently and deliver them directly to the schools.

11. Annual Food Inventory: Each year, as of June 30, the last day of the fiscal year, the external auditor requires an Excel spreadsheet containing an itemized inventory of all food on hand, including each item's description, average cost, and quantity. Average costs should be based on fair market value. Program Coordinators must submit this inventory to the Executive Director by July 20.

B. Program Rules

1. No child may be denied a food bag because of something they did or did not do at school.

2. Each food bag must contain at least 3,000 calories.
3. No expired food may be included in the bags, and all food must be factory-wrapped.
4. All food must be non-perishable, with the exception of donated fruits and vegetables from reputable sources.

C. Specific Responsibilities

In addition to the expectations and rules outlined above, Program Coordinators are responsible for the following operational activities:

School and Team Coordination
- Serve as the primary liaison with school personnel regarding student enrollment, food allergies, and other program matters.
- Communicate accurate, up-to-date bag counts for each school to the Production Team Leader responsible for that week.
- Communicate with packing team leaders regarding changes in routines and schedules.
- Coordinate with civic organizations, corporations, and other teams involved in the program.

Food Purchasing, Inventory, and Storage
- Determine and adjust the quantity and type of food included in bags as needed.
- Maintain sufficient food inventory to meet program requirements.
- Order, purchase, pick up, and sort food, including collecting donations from designated collection points.
- Ensure food is rotated using the first-in, first-out method.
- Identify and arrange suitable space for food storage, supply management, and packing operations.
- Maintain program facilities, including rodent control, cleanliness, lighting, and key management.

Financial Management and Reporting
- Manage fundraising and donation activities and account for all program income and expenditures.
- Review banking transactions and compare them with program records.
- Keep financial reports current in Google Drive, ensuring that the previous month's reports are completed by the 10th of each month.
- Report program data in the finance spreadsheet, including the number of children served each week.
- See more under FINANCES section

Communications and Community Outreach
- Send thank-you notes to donors and supporters.
- Print brochures and posters for activities and publicity.
- Maintain the program's Facebook page, if applicable.
- Report events and news to the blog manager at Blog@end68hoursofhunger.org for inclusion in the monthly newsletter and website.
- Participate in public speaking opportunities as required.

Leadership and Succession Planning: Program Coordinators are essential to the success and continuity of End 68 Hours of Hunger. Without their leadership, local programs cannot operate. It is therefore critically important that Program Coordinators identify and train successors to ensure their programs can continue operating when they retire or step down.

D. Debit and Credit Card Use

Debit and credit cards are issued to Program Coordinators and designated shoppers solely for authorized End 68 Hours of Hunger purchases. Cards may not be shared or transferred between individuals and must only be used by the person whose name appears on the card. Shoppers are required to complete a background/credit check and sign a contract.

All program credit cards operate under the same umbrella accounts. Each month, the Administrative Assistant distributes the joint monthly statements from each bank to the programs so that Program Coordinators can review their individual program charges and totals.

Program Coordinators must compare their monthly receipts with the charges reflected on these statements and continue submitting all receipts to the internal auditor at Audits@end68hoursofhunger.org.

5. Finances

Each program should have a minimum of two Program Coordinators. They can decide who will do the financial reporting for the program and may recruit a volunteer for that purpose. **Every single check or cash donation** must be deposited directly into the official End 68 Hours of Hunger account and accounted for. Banking transactions must be reviewed monthly and compared with program records.

Under NO circumstances can a Program Coordinator present a check and cash it, add someone to the account, open a new account, or close the account.

By the tenth of each month, the online finance report documenting all expenditures and deposits must be updated for the previous month.

Donations:

Every donation should be acknowledged by a thank you, by letter, card, or if necessary by email, and be tracked. Donations should be acknowledged by a thank you on letterhead. Donations over $1500 should be documented on the website, by notifying the Executive Director with the name and/or company. Should a donor wish no recording of their donation on the website the Executive Director must be informed.

Each program should keep record of 1. Copies of checks/Deposit slips 2. Documentation from the donor that were included with the donation (if applicable) 3. Thank you letters

to the donor.

Accounting functions may be performed by a volunteer other than the Program Coordinator; however, the Program Coordinators are responsible and accountable for the function. Individuals designated to perform financial responsibilities, including access to bank accounts and financial spreadsheets, are required to undergo a background and credit check and sign an agreement outlining their responsibilities.

Cash donations must be collected and deposited by two people, or tracked by receipt and a deposit receipt to ensure accountability for all cash funds. Checks must be deposited within 72 hours of receipt and the appropriate thank you must be sent out prior to deposit of the check.

Donations of grocery gift cards must be entered just as FOOD DONATIONS on the spreadsheet. Gift cards must be spent by the Program Coordinator on food only and within the same month as received.

Programs have numerous methods of collecting donations. The primary methods approved are by PayPal and Get Beyond which are all done through our website at www.end68hoursofhunger.org/donate. PayPal and Give Butter donations are transferred monthly, however advance email notice of these donations is provided, so that a Thank You can be sent. A spreadsheet is sent monthly to all Coordinators listing the donations.

The use of a Square or any other mobile credit card processing service or Venmo is discouraged and is limited to when a donor is in person, with a credit card, and wants to make an immediate donation.

It is best practice to have donors donate 'unrestricted funds'. This allows you to use them as you see fit. If they earmark the donation for a specific purpose, the funds are then considered a Restricted donation and have to be tracked separately.

Expenditures- All expenditures for purchases must be by credit/debit card and must be for food, shelving, plastic bags, storage space, and bins. As of 2024, purchases are allowed for administrative purposes; not to exceed 5% of donations.

Receipts – Each month, all receipts must be mailed or scanned and emailed to the auditor (Audits@end68hoursofhunger.org) and must include detailed store receipts for **every** transaction. Receipts must be held for three full years following the year of the expenditure. Receipts should be maintained in chronological order and should be stapled to the bank statement on which they are posted. The bank statement must be reviewed monthly to ensure accuracy.

Audits – Audits will be conducted monthly upon receipt of all receipts and bank statements.

Administrative Transfers – Sometime after the last day of the month a transfer of 5% of all the income received during that month will be made to the Administrative Account to pay for payroll and all other local, state, and federal requirements.

6. Space Requirements

It is the responsibility of the Program Coordinator to find space from which to operate the program. Ideally, 300 square feet of heated, lit space, and on the ground level (no stairs). However, the program can operate out of a smaller unheated, unlit storage unit if necessary, especially if managing under 50 children.

The majority of our programs are located in local churches or in the schools they support so contacting them should be one of your first efforts. Your Production Team leaders will need access at a variety of different times, and your Supply Team personnel will also need access at a variety of different times.

You should have a whiteboard or some other kind of board in the space on which you can keep a record of the number of bags required by each school by gender so that the Production Team members know how many bags they need to pack for each school.

7. Food Storage

Foods in soft packaging (plastic wrap, cardboard, or other soft material) should be kept in bins so that it is not accessible to rodents. Canned goods and plastic bottles can be left out on shelves. Foods should be used in a First In, First Out order to ensure that the oldest product is sent out first to avoid distributing any outdated products. Any and all expired products should be thrown away or donated to a food pantry that accepts outdated items. Any and all products that are not fully sealed should be thrown away.

Exterior packaging can be removed and products split up as long as each product placed in a bag is in original factory-sealed packaging. For example, a box of four sleeves of saltines can be opened and a single sleeve or two sleeves of crackers placed in a bag as long as the sleeves are intact, however, NO products may be opened and redistributed into a zip lock or any other kind of bag.

8. Determining What to Put in the Bags

The food in the bags should provide enough food for the full 68 hours for a child and **must include at least 3000 calories**.

The specific food you include can be a combination of canned and packaged goods, purchased and donated foods, and foods that can be eaten without any preparation or food that requires some very minimal preparation. It is recommended that the most complicated preparation should be boiling water either for Ramen noodles, Macaroni and Cheese, or heating soup.

There are many examples on the internet and in our Google Drive of the kinds of product

programs put into bags. It is important not to start your program with so much product that your fundraising requirements are extreme. It is recommended that you start with a bag that costs approximately $5.00 per week.

An example of $5.00 in food:

Walmart sells $1.00 bags of cereal, approximately 10 oz., good for two plus breakfasts. $1.00 Walmart sells GV brand canned pasta with meat, roughly 500 calories $0.75 Walmart GV brand macaroni and cheese spirals, roughly 750 calories $0.42 Ramen noodles, beef or chicken in a package (no cups) 275 calories $0.19 Canned fruit $0.75 GV Tuna – one can $0.60 GV Granola Bars – packages of 18 – two in a bag $0.34 One sleeve of saltine crackers $0.35

Total: $4.40

The above should be the minimum quantity of products in each bag. Other products can be added as fundraising, or food donations are available, but be careful not to set a standard impossible to maintain!

An example of a $10.00 bag:

One 18 oz plastic container of Peanut Butter for $2.56 (may be alternated with jelly and/or mayonnaise)
One box of crackers $1.38 One can of tuna $0.60 Two cans of soup or pasta and meat $1.50 One $1.00 bag of cereal $1.00 Two granola bars $0.34 One can of fruit $0.75 One box of Macaroni and Cheese $0.42 Three snack items $1.00 **Total: $9.55** Over school holidays and other lengthy periods away from school, the program coordinator may choose
to either add more food to the bag or to send home a second bag earlier in the week.

9. Purchasing Food

Food may be purchased from any source. Many programs shop at Dollar Tree, US Foods, Walmart, Sam's Club, and Sysco. Some programs find it helpful to create Amazon Wishlists and have the food shipped directly to them. It is a good idea to check sales at your local grocery stores as well.

When purchasing food for the program, you must never purchase personal items in the same transaction. A receipt must include ONLY End 68 Hours of Hunger items. Candy is not an allowed purchase. If you would like to add candy in the bags during the holiday season, you must get it donated.

10. Resources

Program Coordinators are authorized access to the Google Drive of the Executive Director which includes numerous folders and files. The files include an official copy of our 501 (c) (3) designation and latest W-9, logos, photos, brochures, certificates, examples of thank you letters, solicitation letters, business cards, posters, articles on food insecurity, etc., any and all of which can be modified for use. Additionally, finance reports are maintained on Google drive. Please remember that the latest quarterly version of the letterhead should be used for each document since the sponsors change.

Other resources include the Program Coordinators of other programs within the network, the website, which includes a list of foods frequently used, answers to frequently asked questions, donation information, etc., as well as the video series on YouTube. The YouTube series can be accessed by going to: https://www.youtube.com/@end68hoursofhunger

APPENDIX A - What You Need to Start a Program

The following must be in place to start a program:

- A minimum of Two Program Coordinators not of the same family. This is to ensure that a family emergency doesn't take both coordinators out of the picture.
- Space that can be locked. Preferably heated and lighted.
- School District Authorization
- Packing Teams
- A specifically identified list of what food (weekly menus) will go into the bags by week tables or shelving to hold the food
- Bins to hold the food with soft packaging
- Bags (if backpacks you must have at least 2 per child to allow for non-returns) Special marking for children with food allergies.
- A minimum of two weeks of food
- A plan in place to raise money to continue to purchase food.
- Training and scheduling in place for the packing teams.
- The number of children by school who will be receiving the bags including any allergy information.
- Debit/Credit Cards for those authorized buyers

APPENDIX C -Monthly Finance Reports

Log in to your End 68 Hours of Hunger email account. (xxxxx@end68hoursofhunger.org)

At the top left of the screen, is a set of nine small grey boxes (aka waffle), which makes a box. When you click on that set of grey boxes, a set of icons will appear. The one that looks like a green, blue and yellow triangle is your google drive. Click on that icon, and you have access to the google drive. On the google drive are files you have saved, as well as files the Executive Director has shared. If you click on the left hand side "Shared With Me" you will see a file folder called Drop Box. These are the files shared with you. Within the Drop Box are several folders, one of which is "Finance Reports". Under "Finance Reports" you will find your finance reports, in folders, by year.

As of FY July 2024, Coordinators are not required to complete the finance report for transaction/donation reporting. The spreadsheet will be set up in case you continue to utilize it for keeping track of finances. However, it is required to enter the information below:

Your designated finance person will add the following every month:

-Volunteer Hours per month: Column 0

-Food Donation Amounts per month: Column Q (fair market value of food that was donated to your program in the specified month)

-Number of Students Fed per WEEK: Column S

AT THE TOP OF YOUR SHEET IS A PEACH SHADED BOX, IN WHICH THE TOTALS FROM YOUR REPORT SHOULD APPEAR. IF THEY ARE NOT CORRECT, EMAIL FINANCEREPORTS@END68HOURSOFHUNGER.ORG AND DOCUMENT THE PROBLEM.

Donations of gift cards should be documented just as in-kind food donations. These gift cards must be spent immediately **or within the calendar month in which they are received**. Receipts must be submitted for these expenses just as any other. (Contact ED if you receive a gift card and have questions)

APPENDIX C -Suggested Roles for Programs

Program Coordinator

Responsible for overseeing and running their own program in all aspects. This includes but is not limited to: recruiting/managing volunteers, liaison with the school system, food management (purchasing/packing/delivering food) & overseeing storage area, all finance matters, reporting data on their program, fundraising, donor management, and checking email/responding to management.

Food Management

- Ordering/Purchasing and shop for food
- Inventory food
- Check expiration dates
- Create menus or list of what will go in the bag each week
- Maintain storage space: organize food and ensure its set up with bins/shelves
- Pack Bags (coordinate volunteers)
- Delivery Food to schools (coordinate volunteers)
- Work with finance person to budget

Finance Coordinator

- Review bank accounts at least once a month
- Deposit checks
- Collect and send receipts to the auditor once a month
- Keep copies of checks & receipts for 3 years
- Work on budgeting to keep costs low

Donor Management

- Thank you letters to donors (keep record of letters)
- Keep spreadsheet of donors/contact information
- Report those over $1500 to management to post on website
- Review spreadsheets (paypal/get beyond)
- Deposit checks and keep record of copies of checks for 3 years

Fundraising & Marketing

- Marketing
- Maintain Facebook page
- Requests for food/food drive
- Outreach in the community
- Set up fundraisers
- Send management blog articles to post on website

Ideally, there would be a committee composed of all these roles (especially for larger programs) to share the work. However, smaller programs or those communities lacking volunteers will have the Program Coordinator run everything. Every program is different!

APPENDIX D -Volunteer Waiver

VOLUNTEER LIABILITY RELEASE FORM

1. I _____ agree to volunteer for End 68 Hours of Hunger _____ Program.
2. I am aware that participation in this program may require periods of standing, lifting, and carrying and may require the exercise of reasonable care to avoid injury. In consideration of my desire to serve as a Volunteer for End 68 Hours of Hunger, I hereby assume all responsibility for any and all risk of property damage or bodily injury that I may sustain while participating in any voluntary effort. I also agree to indemnify and hold harmless the End 68 Hours of Hunger and my fellow Volunteers for all claims arising out of my participation in the Volunteer Activities.
3. I acknowledge that the End 68 Hours of Hunger does not carry any insurance for volunteers.
4. I agree that while volunteering for End 68 Hours of Hunger, I will observe all safety rules of End 68 Hours of Hunger and use my best judgment and common sense to avoid injury or damage to myself, the group that I represent, all other persons working at End 68 Hours of Hunger and all property.
5. I represent that, to my knowledge, I am in good health and suffer no physical impairment that would or should prevent my participation in Volunteer Activities.
6. By signing this release, I state that I have not been convicted of any crime, nor am I charged with any crime or required to register for any sex offender list. I will notify my team leader or supervisor of any criminal charges that are filed against me.
7. I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of _____ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. I have carefully read the foregoing release & indemnification and understand the contents thereof and sign this release as my own, free act.

Volunteer-Full Name Printed: _____

Volunteer Signature: _____

Email Address: _____ Phone Number: _____

Program Coordinator Signature:_____ Date: _____