

Filling Station
PO Box 222 221 Main Street
Pollocksville, NC 28573
252.224.1127

Please fill out this form and return to Filling Station to receive consideration for a volunteer position. You may mail this form to our mailing address, attach it to an email to our volunteer coordinator at info@fillingstation1075.com or drop it by our office.

Filling Station is a 501(c)(3) organization working in Jones County to fill unmet needs as it relates to nutrition, education, and connection to the citizens of Jones County. We invite volunteers age 9 (or in 3rd grade) and older and of any race or creed to engage with our clients at our site, online, and by providing various services. Individual volunteers under the age of 18 must have a parent or guardian sign the application.

We collect this basic information to be able to provide statistical reports to funding agencies.

After we receive your application, we will contact you and arrange for an interview in person or by phone. All information on this form will be kept confidential and will help us find the perfect volunteer match to fit your interests and skills. Please be advised that, since we work with a vulnerable population, we require a criminal background check. We will advise how this may be done in the most efficient way.

Volunteer Application Form:

First Name: _____

Last Name: _____

Street Address:

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Understanding that the Filling Station primarily uses electronic communication, my preferred method of contact: (mark one) email text phone

Employer (if applicable) _____

Date of Birth: _____ Gender: _____ Race: _____

Do you have skills, special interests or experience that you would like us to consider?

Here are some of the volunteer positions we offer. Please check the ones you would be most interested in.

- Food Distribution (assembling food boxes/bags, checking in clients on distribution days, offering message of hope and kindness to the clients picking up food)
- Pantry Operations (sorting donations, organizing shelves, rotating stock, discarding outdated product—in pantry, coolers and freezers)
- Administration (routine office tasks, data entry, filing, organizing, checking emails, answering phones, assisting new clients with applications).
- Events (fundraising events, meetings, training, celebratory events, small fun volunteer pop-up events).
- Fundraising (may involve telephone calls, writing thank you notes, or grant writing).
- Food Drives (organizing, picking up donations, dropping off donations, acknowledging donations)
- Garden (planting and managing the garden)
- Facility Maintenance (empty trash cans, clean restrooms, minor cleaning, major cleaning, vacuuming, small repairs)
- Grounds Maintenance (pick up yard trash, trim bushes, weed around bushes, update sign in front, periodic power washing walks and awnings, mow grass, blow leaves off walks and parking areas, keep back area neat, weed whack as needed).
- Communications (writing copy for publications, fundraising messages, web content, social media posting, other messaging).
- Pickup and deliveries using Filling Station truck
- Operating forklift and motorized pallet jack
- Other: _____

Volunteer preference:

Mark one: Regular schedule As needed for project/event

If regular schedule, what days and time are preferred?

Physical limitations:

Please describe.

Emergency contact:

Name: _____ Phone: _____ Relationship: _____
Email: _____ Cell: _____

Liability Release:

As a volunteer of Filling Station, I agree to abide by all policies and procedures as spelled out in the volunteer handbook and other organizational documents. I understand that I volunteer at my own risk and neither the organization nor its employees assume any liability for any accidental injury or health problem arising from volunteer work I perform for the organization. I agree that all work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward.

I hereby grant permission to the Filling Station, their legal representatives and assigns, those for whom the Filling Station is acting, and those acting with their authority copyright and use, re-use, and publish, and re-publish photographic portraits or pictures, television/video, web and radio/audio recordings of me without further consideration, and I acknowledge that the Filling Station may crop or treat the photographs at its discretion. I hereby waive any right that I may have to inspect or approve the finished product or products or the advertising copy, printed or recorded.

Check one:

____ *I hereby warrant that I am age 18 or older and have every right to contract in my own name in the above regard. I state further that I have read the above authorization, release and agreement, prior to its execution, and that I am fully familiar with the contents thereof.*

____ *I hereby warrant that I am the parent or guardian of the above-named applicant and have every right to sign on his/her behalf in the above regard. I state further that I have read the above authorization, release and agreement, prior to its execution, and that I am fully familiar with the contents thereof and have reviewed them with the applicant.*

Applicant (age 18 and older):

Signature: _____ Date: _____

Signing on behalf of applicant under age 18:

Print Name: _____ Relationship: _____

Signature: _____ Date: _____

For the Filling Station:

Approved: _____ Date: _____