



GRAND CENTRAL STATION VOLUNTEER MANUAL

110 S. Throckmorton - Sherman, TX 75090-6033

903-957-0264

2019-2020

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OUR PURPOSE

Provide for the underserved

OUR VISION

A hopeful and nourished community in Body, Soul, and Spirit

OUR MISSION

We provide food, clothing, tools for learning, advocacy, and life solutions, for our neighbors in need, in an environment of safety.

Background Information/History

September 14, 2005, a group of eleven members started a special interest group at First United Methodist Church. They met weekly for several months, researching the needs for assistance in Sherman, Texas. Specifically, they found a specific need for a Soup Kitchen for the community. They reached their decision by visiting various kitchens in the North Texas area, reaching out to existing organizations and programs involved in serving the community in similar ways, and consulting with various leaders in the Sherman/Denison area.

As a result of their many hours of research and consultations, they decided that such a place was needed. The study committee added many additional people and became an action committee. The group became very diverse, representing many of the churches in Sherman. Property and building were donated and grants were applied for and received.

Studies were done with an architect, experts in all fields relevant to building and running a Soup Kitchen. The larger group met weekly for many months and then biweekly for many more months. The enthusiasm and excitement grew with each success. In preparation for opening, all the Sherman churches were contacted by letter and attempts were made to contact them personally. Five years later it came to fruition. Grand Central Station's (GCS) doors opened to the underserved and homeless in October 2010.

Purpose

The purpose of *Grayson Grand Central Station (GCS) – The Dining Car* is to provide hot, nutritious lunch meals for anyone in need, with a family-friendly environment and emphasis on a much-needed social experience for our elderly citizens and those who are alone. We also provide coffee, juice, cereal and various pastries in the morning. We depend greatly on donated foods, but we do have to supplement donations with purchases of fresh and one-of-a-kind items.

GCS – The Dining Car is located at 110 Throckmorton Street in Sherman, TX. Since opening our doors in 2010, GCS has served 234,337 client meals and have 55,960 hours of volunteer and group service through December 2017. GCS helps the underserved population by serving nutritious meals to alleviate hunger, assist with other needs such as showers, laundry facilities, and referrals to other groups and individuals for medical, dental, and other social services.

GCS survives from donations of food and money from local donors, foundations, and businesses. Most of our food is donated or purchased through North Texas Food Bank in Dallas for very economical prices. We supplement some needs with cash and grant donations.

Guests

Guests at Grand Central Station are ethnically and racially a diverse group. We serve this diverse group, many of which may fall through the cracks of other social services. The Dining Car is one place where guests can have a nutritious meal and socialize in a safe and secure environment.

Why We Need Volunteers

During difficult economic times, such as we have had over the past several years, there is an increased number of people in need in our community. Non-profit organizations serving these needs are necessary more than ever. Organizations such as ours cannot operate without the generous support of our volunteers — their time, food, energy and monetary support to keep it moving in the right direction. We need you, not only for the time and energy you can give but for your ability to spread the good news about what is being done at Grand Central Station.

Grand Central Station does not attempt to determine who "Needs" and does not "Need" to be served. We hope that all those who come can be served, listened to and assisted in finding help for their concerns. They deserve the best that we can give them. Not only do we need you but hope that you will be blessed by your experience. **COME AND JOIN US!**

Organizational Structure

The Grand Central Station Board of Directors oversees the Executive Director, who in turn, oversees the programs and policies for the Dining Car and other GCS Programs. The Executive Director is responsible for day to day operations.

Grand Central Station Programs

The Dining Car

GCS aims to provide a level of emergency food service that will provide meals with an optimal nutritional value. Poverty does not discriminate. We serve young and old, all races and ethnic backgrounds. They are served in an atmosphere of hospitality and dignity. No one leaves GCS hungry.

GCS serves the indigent population of Grayson County. We serve all ages, without question with approximately 49% of our visitors over 60. This is an estimate, because many of our visitors do not record their age. Many of our patrons are homeless, and we provide outreach support, connecting them with services throughout the community. GCS works closely collaborating with other social services.

GCS is open Monday-Friday from 9 AM to 1 PM. Patrons come in early for coffee, juice and other breakfast foods. Hot lunches are served between 11:00 and 1:00 to anyone in need. No questions asked. On Saturdays, we are open for volunteers from 8:30-10:30 AM, putting brown bags lunches together for our patrons. Between 150 – 300 brown bag lunches are prepared and handed out each Saturday. GCS is open to visitors from 9:00 am until all brown bag lunches are distributed.

Grand Central station provides advocacy and referrals to the local social service agencies in Grayson County and surrounding areas. These services include: health screening, dental screening, legal assistance, food pantry, and clothes pantry. Our outreach possibilities continue to grow as our group of volunteer's increases.

Volunteers work in teams of 5 per day each day. Many churches have groups who serve one day each month. Other days are covered by individuals who want to serve. Volunteer greeters meet our patrons at the front door offering direction to new attendees and do various jobs in the Dining Room.

GCS utilizes donations of food and money in the community to feed our patrons. A local bakery donates a birthday cake each month and we celebrate all those having a birthday during that month. We serve Thanksgiving Dinner and have a large Christmas Celebration on the Friday before Christmas. We also hold a Christmas party for the children, attended by Santa Claus. Gift bags are

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put together by volunteers for each adult and each child. These gifts are donated by people in the community.

Local businesses, churches, and individuals are the strength of our organization and we are so grateful for the cooperation and generosity of these volunteers and groups.

Greenhouse Food & Clothing Pantry

Operating under *Grand Central Station*, The Green House, a clothing and food pantry, is located at 921 East Houston, In Sherman, The Green House has operated at this location with an all-volunteer staff for over 40 years. It provides free food and clothing to the underserved of Grayson County. Its hours of operation are Mondays, Wednesdays & Fridays from 1:00 pm - 4:00 pm.

Clients may visit once every two months. No appointment is needed, and no one is turned away. Visitors are asked to bring proof of address & identification for each family member. Volunteers pick up and deliver food, stock shelves, fill bags with groceries, sort & hang clothing, assist clients, pull client files, and perform intake interviews.

Children's Express

Operating under *Grand Central Station*, Children's Express is an After-School Food Program. It began in 2013 as a program to feed children during the summer months, Thanksgiving, Christmas and Spring Break holidays, to ensure that children in Grayson County do not go hungry.

In February 2016, GCS expanded the program to include weekend lunches during the school year, A bag of healthy food is distributed to children on a weekly basis.

The After-School Food Program is one of Children's Express' major initiatives to ensure that chronically hungry children in need have balanced, nutritious food they need to learn and grow.

Backpacks are stocked with nutritious, child-friendly, easy-to-prepare food and distributed to children on the last day before the weekend. GCS provides food storage space, and many dedicated volunteers give of their time weekly to help stock shelves, pick up donated food from various businesses and churches, purchase food, assemble bags, and transport filled bags to schools to be distributed discretely to children's backpacks.

The identities of the students who participate in The After-School Food Program are always kept confidential; adhering to this policy ensures that no student is identified for any reason. The bags of food are discretely placed in the designated child's backpack, and no symbols are used to signify participants.

Within the last 2 years, the After-School Food Program has gone from helping 100 children per week at two schools to helping over 550 children a week at numerous schools.

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Each food package is estimated to have over \$10.00 retail value of food products, but the real value attributed to these 550+ children having week-long nutrition is beyond statistics. The sheer growth of the program, supported by the community's efforts is evidence of the great need.

No child should be left behind and no child should be hungry. The Children's Express After-School Food Program is feeding tomorrow's future today.

Grand Central Station depends on the local businesses, churches, foundations and members of the community totally for its support.

Tools 4 Schools

Operating under *Grand Central Station*, Tools 4 Schools is a local program that donates school supplies to campuses all across Grayson County. Due entirely to the generous grant funds from the Oliver Dewy Mayor Foundation, this program will distribute nearly 100,000 items to campuses in Grayson County.

The mission is to help alleviate the financial burden many families in our community face when the new school year approaches and supplies must be purchased. It is Tools 4 Schools hope that supplying students with the tools necessary for learning will help set the foundation for a successful school year.

Tools 4 Schools is currently able to accommodate 41 campuses within the 13 school districts in Grayson County. This includes Pre-K through 8th grades and is coordinated through a special needs assessment involving the school principals and counselors. Supplies are delivered directly to each of the 41 campuses by our *Grand Central Station* volunteers and board members.

Volunteer Opportunities

Volunteers are needed regularly for preparing and serving meals at the Dining Car. Volunteers are required to hold a current Food Handlers License which is issued through the Grayson County Health Department. Volunteers can obtain these for free on the Grayson County Health Department.

The Green House has ongoing needs for Volunteers to pick-up and deliver food weekly from the North Texas Food Bank delivery truck. Needs also include sorting clothes and packaging food.

Children's Express has ongoing needs for Volunteers to pick-up and deliver food weekly from the North Texas Food Bank delivery truck. Volunteers are also needed to package and deliver food bags.

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GCS has ongoing projects where volunteers or groups are needed. As GCS continues to grow, projects will be announced for volunteers with special talents to help. There can always be additional projects suggested and organized such as, collection of supplies, clothing, food, and surveys or data collection to continue to let our community know how we are serving others.

Opportunities For Our Younger Volunteers

GCS is always looking for groups of volunteers for specific projects. Groups can include Sunday School classes, youth groups, school classes, Girls and Boys Club, Scouts, Campfire, etc. These volunteers can create placemats, compile collages and/or murals for decorations, conduct food, paper and toiletry drives, conduct coin drives and various fundraisers, create special projects for the holidays. Other activities can include, but not limited to reading books, and watch videos about hunger and homelessness, create bagged lunches, plant flowers or bushes as needed at GCS, write a story, poem, play, or prayer about hunger and homelessness. There will be many ways for our young people to participate.

WANT TO VOLUNTEER?

If you have any questions please contact the Executive Director, Karen Bray at 903-957-0264, or Volunteer Coordinator, Dorothy McKee at dodiemckee@gmail.com or 903-870-6449.

Volunteer Policies and Procedures

Grand Central Station is committed to provide nutritious meals for those who come to us for assistance. The heart of our program however, is to provide food and assistance with hospitality and a welcoming environment. We want to further have a safe and healthy environment for our visitors. In order to have a program providing these things we feel that organization and consistency are critical. Please read the following guidelines carefully. Thank you for being willing to assist with your concern, service and cooperation.

GCS in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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Preparing for Your Shift

Be on time. If you are unable to fulfill your assigned day, please contact your group coordinator to provide your replacement.

When you Arrive

- Check in with the staff person;
- Sign the volunteer log book;
- Secure your coat and belongings in the designated place;
- Wash your hands thoroughly;
- Get your assignment from the staff person.

Preparing and Serving the Meal

- Always wear gloves, hairnet/hat, and apron when handling and serving food;
- Be sure water is poured, coffee is prepared, and milk is available at the coffee station;
- Be sure all work stations are covered by volunteers before opening doors to guests; this includes one person at the door greeting guests and if early encouraging them to have a cup of coffee and sitting at the tables until time to serve;
- Be sure clean up station is ready;
- When time for lunch to be served, the appointed person will help guests line up for the food line;
- Announcements will be made and grace will be presented by a staff member or volunteer;
- The service line is opened;
- Assistance can be given by one volunteer for those who need assistance with carrying food and drink. There may or may not be second helpings after all have received their first serving; There are no special orders for food;
- Guests are not allowed in the kitchen, office, or pantry area at any time;
- If anyone is disruptive during the meal, please bring it to the attention of the staff;
- Please, no radio, tape player, or CD headsets while serving the meal!;
- Please do not give guests money or other "gifts";
- Please do not give out your home address, email or telephone number to guests. Limit mobile phone use to emergencies. If you must have phone on your person, turn to pulse;
- Any questions or concerns please bring them to the attention of the staff person.

Clean Up

- Put food in proper containers, label, date, and store referencing the food temperature guidelines;
- Guests will bring their empty plates and cups to the cleanup station;
- Assist in wiping up their table and returning cloth to station;
- A container with warm water and bleach will be used for cleaning table;
- Clean all cooking and preparation surfaces, sink, and equipment;
- Take garbage and recyclables to proper disposal area;
- Sweep up area around tables when all have left the facility.'

Dress Code

Wear comfortable clothing: jeans, T-shirt (no low-cut tops), tennis shoes, etc.

Please wear long pants or crop pants, no shorts;

No loose clothing;

Do not wear inappropriate clothing. If not appropriately dressed, the Kitchen Coordinator, at his/her discretion, may ask volunteer to leave the shift;

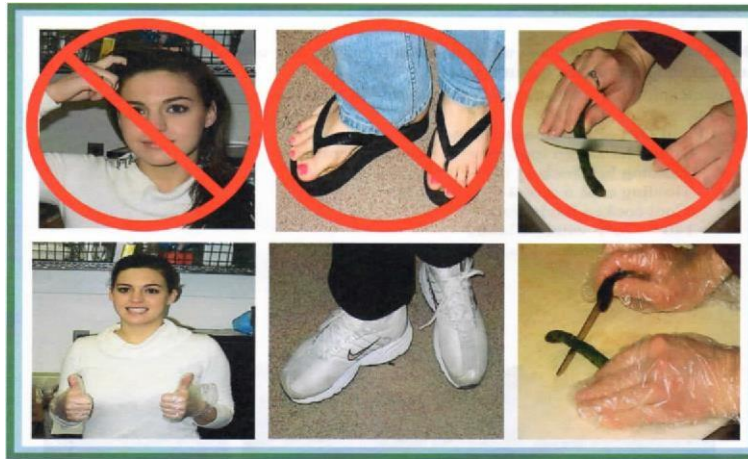
No open-toed shoes. Wear non-slippery shoes;

Hairnets, gloves, and aprons must be worn at all times (we supply);

Long hair must be tied back;

Bring a hat if you do not want to wear a hairnet. GCS will provide have hairnets;

Do not bring valuables (jewelry and/or money) with you. Leave them in at home or lock them in your car.



Safe Food Handling - Volunteer Training

Kitchen Volunteers...our recipe for success!

Volunteers help with cooking, serving and clean up at all meals; Safe food handling helps us insure our guests receive the best.

How Do I Prepare To Volunteer?

See Kitchen Coordinator upon arrival or the Kitchen Manager

Review Dress code above

Wear closed-toed, non-slip shoes

Remove fake nails and nail polish

Wear comfortable clothing

Remove all jewelry

Pull hair back

Check for personal cleanliness

What will be provided?

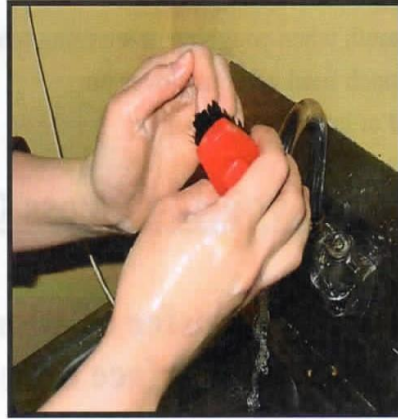
- Aprons to wear
- Gloves to use
- Hairnets to wear

Sanitation Procedures

Proper Handwashing

- Use designated hand washing sink ONLY
- Wash hands with warm running water
- Apply enough soap to build lather
- Scrub between fingers, on back of hands and under nails
- Wash hands for 20 seconds
- Rinse and dry with paper towel

♣ Use paper towel to turn off tap



When Do I Wash My Hands?

- When arriving to volunteer
- Before working with food
- After sneezing
- After touching hair, face (eyes, nose, mouth), body
- After using the restroom
- Before putting on new gloves
- After handling garbage
- After handling dirty equipment, dishes or utensils
- After touching raw meat, poultry or fish
- Anytime you change tasks



Proper Use of Gloves

- Gloves are never used in place of hand washing
- Wash and dry hands before putting on gloves
- Cover cuts and sores with a clean bandage before putting on gloves
- *Gloves are for Single Use Only!

When Do I Change Gloves?

- When they are soiled or torn
- When starting a new task
- Every 4 Hours (when working on the same task)

Proper Kitchen Behavior

- No gum chewing
- No eating in the kitchen
- No taste testing
- No smoking
- Use gloves when serving food
- Cover mouth when coughing or sneezing (change gloves if necessary)
- Do not touch food without gloves on
- Wear hat or hairnet and apron

Avoiding Cross Contamination

The transfer of microorganisms from one surface or food to another.

Cross contamination can cause people to be sick

Cross contamination occurs when

- Raw contaminated ingredients are added to food that receives no further cooking
- Raw food touches or drips fluids onto ready-to-eat food
- A food handler touches raw food and then touches ready-to-eat food
- Surfaces and equipment are not properly cleaned and sanitized before touching ready to eat food
- Cleaning with contaminated wash rags

Examples of Violations

Cutting raw chicken on a cutting board and then cutting vegetables on the same unclean and unsanitized cutting board

Not cleaning the multi-use sink after rinsing raw chicken or other raw foods

Keep Food Out of the Danger Zone

Do not let frozen food thaw at room temperature. Holding hot foods at 140⁰ F or higher

Holding cold foods at 40⁰ F or lower

Cool cooked foods from

- 140⁰ — 70⁰F within 2 hours
- 70⁰ — 41⁰F within 4 hours

Cold food should be kept cooler than 41degrees

Hot foods should always be hotter than 140 degrees to be safe

End of Shift "A Clean Kitchen = Safe Kitchen"

Keep all kitchen surfaces clean.

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Sanitize surfaces as necessary during preparation and at the end of the meal. (See the Kitchen Coordinator for instructions)

Sweep and mop floors at the end of the meal

Properly wrap and label all food with date and description before putting away.

For more information, visit us on the web at www.grandcentralsherman.com

Kitchen Rules

Volunteers

Age Categories

Under 12 years of age:

Cannot be in kitchen or serve meals to the visitors

Please refer to Younger Volunteer Opportunities to get involved. (p. 6)

12 years — 15 years:

Can serve and clean up in the dining hall

Not allowed in kitchen

Must be with a parent or guardian

Groups with children this age must have 2 or 3 staff members with them (2: 10 ratio).

16 years — 17 years:

Can help prepare the meal and serve if they have food handler license, clean, put stock away, and reorganize the shelves.

This age group needs a consent form if their parent is not going to come with them. (page 26)

Groups must have 2 or 3 staff members with them (2: 10 ratio).

18 years and older: Can do all the volunteer jobs that we offer

Volunteer Procedures:

Volunteers must obey the Dress Code (page 9) if not you would not be able to volunteer;

Volunteers must comply with the Safe Food Handling Training. (Pages 9-13) and attend a training session by GCS;

Please be advised that if you are sick, do not feel obligated to come in. Others in the soup kitchen will be glad that you will not expose them to your illness. Please contact your Volunteer Coordinator to let her know you would not be able to come for your scheduled shift. Contact Dorothy McKee at dodiemckee@gmail.com or 903-870-6449, or Karen Bray at 903-957-0264;

Please respect all staff, volunteers, and guests of The Dining Car;

Never provide rides to the visitors;

Never loan money to the visitors;

If there are any conflicts during your time at The Dining Car please direct the issue to the staff person. The staff is trained to deal with these kinds of situations;

Do not go in back hallway, unless directed by a staff person;

Do not take items that do not belong to you;

Remember visitors of The Dining Car come first with our services: food, clothing, etc.;

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During the meal time, please note that meals are for the visitors and if you would like a plate you need to ask the staff person first after all visitors have been served; Do not run or horse around in the kitchen. Remember safety first!

Respect the privacy of our visitors. Do not repeat any client information you hear;

No more than 8 volunteers in the kitchen at any time;

Remember we are a Smoke Free Facility; therefore, if you are a smoker you must go outside of the building to smoke;

Volunteers must adhere to the Volunteer Manual.

Sexual/Racial/Ethnic Harassment Policies

The Dining Car is committed to its volunteers being able to work in an environment that is free from any form of discrimination, including harassment of racial, ethnic, religious, age-based or sexual nature.

Offensive behavior directed at a person's race, ethnic background, gender or sexual orientation is prohibited. Examples of actions constituting such prohibited conduct include:

- Use of any The Grand Central Station property, such as bulletin board or computer, for the purpose of displaying material that is demeaning to or derogatory of a person because of his or her race, ethnicity, gender, or sexual orientation — including material intended as humor.
- Bring to work for the purpose of sharing or communicating with staff or other volunteers any material that is demeaning to or derogatory of any person because of his or her race, ethnicity, gender, or sexual orientation — including material intended as humor.
- Communicating to any staff or volunteer any comment that is demeaning to or derogatory of any person because of his or her race, ethnicity, gender, or sexual orientation — including material intended as humor.

The Equal Opportunity Commission (EEOC) has issued guidelines setting forth the Commission's interpretation regarding sexual harassment as a violation of Title VII of the Civil Rights Act of 1964. These guidelines are consistent with The Dining Car's long-standing policy that conduct creating an intimidating, hostile or offensive working environment will not be tolerated and those violating this practice may be subject to disciplinary action — including discharge. Sexually harassing conduct, whether physical or verbal, is prohibited — both of staff and volunteers. Such conduct can include repeated offensive sexual flirtations, advances, propositions, continual or repeated verbal abuse of a sexual nature, graphic verbal commentaries about an individual's appearance, sexually degrading words used to describe an individual, and the display of sexually suggestive objects or pictures.

Anyone who feels that she or he is being subjected to harassment is urged to take the following actions:

1. Confront the person and tell him/her to stop. Explain the feelings evoked by his/her actions and explain in detail the behavior that should be stopped. Write down your version of all incidents, communications and responses with as much detail as possible. Keep this documentation for future use if needed.

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2. If step I does not end the harassment, or you are reluctant to present either an oral or written complaint to the harasser, please speak with the Executive Director as soon as possible.
3. All complaints will be investigated confidentially and promptly. No information will be released to anyone not directly involved with the investigation. The accused will be given full opportunity to present her or his side of the story but will be told not to discuss it with the accuser or in any way retaliate against the accuser for having complained. It may be necessary to interview witnesses, but all investigations and interviews will be confidential (to the extent feasible).
4. Should the investigation disclose that harassment has occurred; the harasser will be appropriately disciplined — up to and including discharge. Even should it be determined that no harassment has occurred, no volunteer will be disciplined or retaliated against for having made a confidential and good faith complaint.

Grand Central Station takes sexual harassment seriously. We want all our programs to be a safe and comfortable environment for everyone — staff, volunteers, and guests alike. If you have any questions or concerns, please speak to the Volunteer Coordinator.

Press Policy

It is the goal of GCS to provide a safe, confidential environment for people to both receive services and offer their assistance. In order to do so, the following guidelines are in place to protect the confidentiality of visitors, volunteers, and staff.

Photographing, videotaping or audio taping of visitors, volunteers, and staff may be conducted on premises by press or other public relations media. Approval for filming, photographing or audiotaping visitors, volunteers, and staff members must be secured from the Executive Director, Board President, Volunteer Coordinator and/or Kitchen Manager before any filming etc. takes place.

Photographing and taping may only be done with the expressed permission of persons being taped or photographed. General filming or photographing of visitors in the dining room, classroom, or kitchen is only allowed when permission of all persons involved is secured. Any photos or film of visitors that will be used for publicity purposes by the agency or press contact must secure written approval by the client.

Interviewing of visitors, volunteers or staff may be conducted by press or other public relations media on premises or via telephone. The Executive Director must approve all interviews with visitors, volunteers or staff before any interview is granted. A staff person should be present at any interview with visitors and volunteers.

Fraud, Stealing, and Waste Policy

The Dining Car will enforce the no fraud, stealing and waste policy. Please make sure that you follow all the Kitchen rules. If we find that staff and volunteers are neglecting these rules there will be consequences. We are proud to serve the Grayson Co. community and others with our services, but fraud, stealing, and wasting of food is a big offense and will not be tolerated. We are asking

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everyone to keep an eye out for these types of problems. If you see anyone doing any of these acts please report them immediately to a staff person.

Conclusion

Thank you for joining The Dining Car in the important work of empowering lives, inviting justice, and alleviating hunger. It is important that all volunteers adhere to the Volunteer Manual. As a volunteer for The Dining Car, you are truly making a difference in the lives of those we serve. Your contributions will be invaluable. May we all continue to find ways to share so that no one goes hungry. If you have any questions, please contact the Volunteer Coordinator (contact info on page 8)



Contact Information:

The Dining Car – 903-957-0264 Fax – 903-957-0248 email: grandcentralexecdir@gcecisp.com
Calls are returned Monday, Wednesday and Friday 8-5

Then Green House – 903-868-2604 Calls are answered from 1-4 Monday

Schedule:

Grand Central Station is open to guests from 10 AM - 1 PM Monday - Friday and 9:00 – 10:00 AM on Saturday.

Monday- Friday

Volunteers are scheduled to work from 8:30 am – 1 pm:

Food Preparation: 9:00 — 12:30 (Kitchen supervisor and 3 people max) Set up and Prepare food for lunch;

10 AM, open door for guests;

Serve: 10:00-12:45 (4 people max);

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Set up work stations: assist as needed with guests; Clean up, restock, 12:00-1 PM.

Close 1 PM.

Saturday

Volunteers work from 8:30 – 10:30 (3-4 max). Doors open at 9 am

Make sure you call a replacement or call the Volunteer Coordinator if you are not going to come in.

We are open 6 days a week regardless of the weather so we will need volunteers each day.

DINING CAR VOLUNTEER LOG

GRAND CENTRAL STATION

DATE _____ TOTAL # GUESTS/MEALS _____

KITCHEN MANAGER _____ TOTAL # SECONDS _____

TOTAL # VOLUNTEER MEALS _____

NOTES:

VOLUNTEER NAME	MEAL	GROUP/ORGANIZATION	TIME IN	TIME OUT	TOTAL HOURS

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Release and Waiver Form for Volunteers ages 12-17

I hereby give permission for my son/daughter who is _____ years old to volunteer at Grand Central Station, The Dining Car on _____ (Date) from _____ (Time).

In case of an emergency, I authorize the person in charge to seek qualified medical aid for any injury sustained by my child. I understand that all costs incurred for medical expenses are my responsibility.

Also, I understand that my child is expected to act in an appropriate manner and if my child does not behave appropriately I may be required to pick him/her up at the site. Once this document is signed, I understand that The Dining Car, Board of Directors, and staff are not liable or responsible for any personal injury, loss of property, negligent, willful or intentional act.

Additionally, I acknowledge that my son/daughter participation in volunteering at The Dining Car is entirely voluntary and understand that my son or daughter must be subject to the rules, procedures, and regulations of this organization.

Furthermore, I acknowledge that I have read and understand the above statements and that I am of legal age to bind myself to this release and waiver.

Name of parent /guardian (print)

Name of parent/guardian (signature)

Date

Emergency Contact Phone

Emergency Medical Contact Release Form for Minors

Volunteer's Name

Birthdate

Street Address

City _____ Zip _____

GROUP VOLUNTEER INFORMATION

PLEASE COMPLETE:

GROUP NAME:

COORDINATOR OF GROUP:

INDIVIDUAL VOLUNTEER NAMES AND CONTACT INFORMATION:

COORDINATOR CONTACT INFORMATION:

ADDRESS: _____ CITY/STATE _____ ZIP _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

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GRAND CENTRAL STATION

Volunteer Application



Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Cell Phone	
E-Mail Address	
Name of Group/Church	

Availability

When are you available for volunteer assignments?

___ Weekday: M ___ T ___ W ___ TH ___ F ___

___ Saturday

___ Preferred week of the Month

Skills/Interests

Tell us in which areas you are interested in volunteering/check off as many that apply.

ADVOCACY	DELIVERIES	SERVING
CHIEF COOK	GENERAL MAINTENANCE	SHOPPING
COOKING	NEWSLETTER	VOLUNTEER COORDINATION
COMPUTER	OTHER:	

FOOD HANDLER CERTIFICATE EXPIRATION DATE: _____ (Please attach copy)

Website for "free" food handlers license: <https://graysoncotx.foodhandlerclasses.com/volunteer.aspx>

_____ **I am 55+** If you are 55+, as a volunteer you are eligible for TCOG's Retired Senior Volunteer Program (RSVP).

Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Our Policy

It is the policy of Grand Central Station to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Thank you for completing this application form and for your interest in volunteering with us.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

I, _____, understand that if I am accepted as a volunteer for Grand Central Station, I will follow to the best of my abilities the guidelines set forth in the Volunteer Manual. Should I be unable to follow the guidelines of the Manual, I will make it known to the Executive Director and Volunteer Coordinator and/or other approved Grand Central Station member(s) as soon as possible, to ensure the safety and wellbeing of myself and others.

I understand that should I be injured, become ill, or otherwise require medical treatment in the course of acting as a volunteer for Grand Central Station, I waive any claim against for Grand Central Station, Grand Central Station's staff, and Grand Central Station's Board of Directors that would be attributed to such circumstances.

By signing below, I acknowledge that I have read, understand, and agree to the above statements.

Name (printed)	Signature
Date	