



REQUIRED HOURS AGREEMENT

Table to Table welcomes eligible volunteers to enter into an agreement with us to complete their required service hours. To be eligible, volunteers must submit an application, complete a background check, and be a proper fit for our current volunteer needs. The total number of hours available will depend on matching our schedule and needs with your availability.

In order to volunteer with Table to Table, we ask that you agree to the following:

Commitment – You will fulfill the schedule agreed upon with Table to Table staff. You are an integral part of our team, and we depend on your attendance to keep Table to Table running smoothly. If you will be late or absent, we request that you notify staff as soon as possible. Attendance issues can be grounds for termination of your volunteer service agreement.

Professionalism – As a volunteer and a member of our team, you represent Table to Table. You will be expected to be properly dressed for your duties, thorough in your work, and courteous to staff, other volunteers, and the public.

Record-keeping – Tracking your service hours is your responsibility. Table to Table will work with you to establish a process to track your volunteer hours and assist with any necessary forms you might have. However, the ultimate responsibility for accurately recording, completing, and submitting your volunteer hours is your duty.

In exchange for your volunteer service, Table to Table will agree to the following:

Respect – Our volunteers are a diverse group. Whether you are a youth volunteer, a college student, or an individual completing court-directed service hours, we respect and appreciate your decision to volunteer your time and talents with us. You will be treated with the same respect and fairness as all volunteers regardless of their background or reason for volunteering.

Documentation – The Volunteer Coordinator will review your final hours, sign the necessary forms, and retain a copy for documentation purposes. Final documentation forms on hours will not be signed until after you have completed all hours.

Table to Table cannot guarantee service hours. We will do our best to meet your needs, but our first priority is to support our mission. We are not always able to accommodate individuals with a large number of hours or a short timeframe in which to complete their required hours. We place volunteers based on a combination of Table to Table's needs, schedule, and the volunteer's availability and skills. Sometimes needs and availability do not align.

If you find you are not on target to meet your required volunteer hours, please address your concerns with the Volunteer Coordinator. You are responsible for monitoring your hours and progress toward your goals. There may be occasions where a volunteer would need to look to another agency to complete his/her required hours.

Volunteers perform their duties at the privilege of Table to Table. We have exclusive rights to terminate the services of a volunteer at any time, regardless of the need for required hours.

Class/School Required Hours			
Total Number of Hours Needed		Deadline (mm/dd/yyyy)	
Class Name & Professor's Name			
Professor's Email Address			

Court Directed Community Service Hours			
Total Number of Hours Needed		Deadline (mm/dd/yyyy)	
Court Appointed Contact Name			
Court Appointed Contact Phone			
Please state the nature of your offense:			

Agreement and Signature

By signing below, I acknowledge the previous agreements and will uphold my responsibilities as a volunteer in completing my required service hours. I understand I must complete a separate Volunteer Application and

Background Check form.

Signature _____ Date _____

Parent Signature _____ Date _____

(Required for volunteers under the age of 18)