



# VOLUNTEER FREQUENTLY ASKED QUESTIONS

## **HOW CAN I SIGN UP TO VOLUNTEER?**

The Volunteer Application is available online at the beginning and end of each semester. Students interested in volunteering must complete an application, including volunteers who have served in previous semesters.

Please note that we can only accommodate 50 volunteers per semester. Once we have filled our shifts, we will no longer accept volunteer applications for that semester. If you are interested in volunteering after all of our spots have been filled, stay connected with us on Facebook. The Knights Pantry periodically will post volunteer opportunities and open shift opportunities via Facebook.

## **WHO CAN VOLUNTEER?**

You must be a UCF Student during the semester you are applying to volunteer.

## **IS THERE A CERTAIN AMOUNT OF HOURS I MUST VOLUNTEER?**

No. Shifts are scheduled hourly. The amount of hours you volunteer per week is up to you as a volunteer.

## **AM I REQUIRED TO VOLUNTEER FOR THE WHOLE SEMESTER?**

The Knights Pantry prefers that volunteers commit for a whole semester, but we understand that schedules change and that is not always possible. If you find your time conflicts with your schedule or you are unable to continue volunteering, please contact the Volunteer Coordinator.

## **DO I HAVE TO COMPLETE A TRAINING SESSION TO VOLUNTEER?**

Yes. Volunteer training will cover a tour of the Pantry, Policies and Procedures for the different shifts. Training is intended to give volunteers a preview of what they can expect during their shift(s). The training will only last 30 minutes and many times can be completed before a volunteer's first shift. A volunteer handbook will also be available as a reference guide.

## **WHAT DOES THE KHK PANTRY VOLUNTEER DO?**

Key responsibilities for all shifts:

- Keep the food in the KHK Pantry stocked with earliest date of expiration in front.
- Collect donations and follow protocol.
- Tally the number of visitors per hour.
- Keep shelves in Pantry and back room neat and organized.
- Answer questions for new visitors.
- Log in and out in Volunteer Log.
- Assist in food drives and events as necessary.

## **WHAT HAPPENS IF I MISS A SHIFT?**

Please contact the Volunteer Coordinator as soon as possible and try to find a replacement by posting a message on the Facebook page for volunteers. You must contact the Volunteer Coordinator by e-mail or text before posting your message.