

**PRESCOTT COMMUNITY CUPBOARD  
VOLUNTEER INFORMATION FORM**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**1. What days of the week and times are you available for volunteer duties (circle those that apply):**

Monday	9:00 to 10:00 a.m.	2:00 to 4:30 p.m.
Tuesday	9:00 to 10:00 a.m.	2:00 to 4:30 p.m.
Wednesday	9:00 to 10:00 a.m.	2:00 to 6:00 p.m.
Thursday	9:00 to 10:00 a.m.	2:00 to 4:30 p.m.
Friday	9:00 to 10:00 a.m.	2:00 to 6:00 p.m.
Saturday	9:00 to 10:00 a.m.	11:00 a.m. to 1:00 p.m.

**2. Volunteer duties you would like to volunteer for (see reverse side for details):**

Packer          Sorter          Greeter          Pick-Ups

**3. The Cupboard is always in need of people with special skills. Please list below any special skills you could donate to the Cupboard.**

i.e., Bookkeeping, accounting, software skills such as QuickBooks, Word, and Excel, computer maintenance and security, commercial building security and video, carpentry, grocery or warehouse stockroom experience, handyperson skills, crafty people...to name just a few!

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**4. Are you associated with any of the following (please circle):**

United Methodist	First Congregational	Trinity Presbyterian
Sacred Heart	St. Luke's Episcopal	American Lutheran
Community Volunteer		

**PACKER:** Monday, Tuesday, and Thursday afternoon from 2:00 to 4:30 p.m., Wednesday and Friday afternoon from 2:00 to 6:00 p.m., Saturdays from 11:00 a.m. to 1:00 p.m. Usually requires one day every seven weeks. Packing bags with food for clients in teams of two. Usually limited contact with clients.

**SORTER:** Morning 9:00 a.m. to 10:00 a.m., Monday through Saturday. One day a week commitment required. Working with one or more volunteers and the storeroom manager sorting fresh produce and baked goods delivered Monday through Saturday and to assist stocking the storeroom and packing room shelves. Every other month extra sorting and stocking help is needed on Saturdays for food drives. No client interaction required.

**GREETER:** Monday, Tuesday, and Thursday afternoons from 1:30 to 4:30 p.m., Wednesday and Friday afternoons from 1:30 to 6:00 p.m., Saturdays from 10:30 a.m. to 1:00 p.m. Several days a month commitment required. Set up lobby for food distribution, check-in each client in the database and mark how many bags they were given. Register new clients and give them instructions on how much product/bags/etc. they are allowed to take. Assist the clients with shopping and bagging the fresh produce, bakery and other specialty items on the shelves in the lobby. Requires working with clients face-to-face.

**PICK-UPS:** Monday through Saturday mornings from 8 a.m. to 10:00 a.m. One day a week commitment required. Using your own vehicle (drivers license and insurance card required) for daily fresh pick up. You would pick up empty boxes at the Cupboard, drive to the pick-up location, pack the boxes with produce and/or bakery items. Unload the boxes at the Cupboard for the sorting/stocking crew to put away. Every other month a driver is needed to pick up food drive donations and return them to the Cupboard. We usually rent a box truck for this purpose.

**PRESCOTT COMMUNITY CUPBOARD  
777 W. HILLSIDE AVENUE  
PRESCOTT, AZ 86301  
(928) 277-0092**