



VOLUNTEER APPLICATION PACKET

Meals On Wheels

Meals On Wheels is a program for people age 60 and older who are confined to their homes and unable to prepare meals for themselves and homebound. Volunteers are utilized to assist in the delivery process to those who receive a meal. Meals are delivered in Fargo and West Fargo every Monday through Friday. Each route has between 8 and 14 people to deliver to, with the time commitment being about 1-hour total. Once an individual or business' volunteer application has been processed and approved, they will be assigned a specific route and day-the volunteer(s) will work with the Valley Senior Services staff to set it up.

It is important for volunteers to think about their safety when volunteering for Meals on Wheels. Valley Senior Services is not responsible for any accidents or injuries while volunteering. Valley Senior Services is not responsible for any lost or stolen belongings while volunteering. Please take precaution in protecting your items while completing your route. Be sure to dress for the weather and activity. Beware of your surroundings, use your best judgement, and if you have any concerns call Valley Senior Services at 701-293-1440. If a recipient or any other person in or around the building you deliver to makes you uncomfortable, report the situation to Valley Senior Services.

People who are interested should have a passion for serving their community, communicative, reliable and committed, and have access to a reliable vehicle.

Have questions?

Office: 701-293-1440 | E-Mail: mealsonwheels@fargoparks.com

FAQ's

Q: Why should I deliver for Meals On Wheels?

A: Delivering for Meals On Wheels is a simple and rewarding way to help local seniors who are homebound and unable to prepare meals for themselves. Not to mention that volunteering can counteract the effects of stress, anger, and anxiety while also bringing fun and fulfillment to your life while helping seniors in our community continue to live in their homes.

Q: What is the time commitment?

A: Each shift itself is approximately one hour long, perfect to do over a lunch break. Our staff will work with you to find the best times for you to complete each shift.

Q: What does a typical delivery shift look like?

A: Volunteers will report to their designated pick-up location, where they will pick up their assigned route sheet, their route's cooler that contains the hot meals, and a bag that a staff member will put the cold packs (2nd half of the meal) in. There are typically between 8 and 12 stops per route and each route sheet provides detailed driving and delivery instructions. Feel free to do the route in the order of your choice-however we work hard to ensure the stops are listed in an order that makes sense for a delivery route. The route sheets will also sometimes provide instructions for which door to use, security codes, and other various instructions.

When they arrive, they will bring the one hot meal and one cold pack per number of meals listed to the recipient's door. Part of the fun of volunteering to deliver is being able to visit with the seniors, please feel free to chat with them-but be sure that you keep it brief enough to complete the rest of the route in a timely manner. After they have completed their route, volunteers will bring the route sheet, bag, and cooler, along with any leftover meals, back to their pick-up location and put in the designated area.

Q: What do I do if the recipient doesn't answer?

A: If the recipient(s) do not answer the door or if you have any other concerns about them, contact our office at 701-293-1440 to report it. Our staff will then follow up with them and/or an emergency contact to make sure they are safe and well.

Q: Will my route change every time?

A: We try to keep the same volunteer/group on the same routes as much as possible so they can create bonds with the seniors they are delivering to. This is both good for the senior and the volunteer.

Q: Can I volunteer with a friend or a group?

A: Yes! Delivering meals is a great activity for groups! It is a great bonding opportunity and a fun way to spend time together!

Q: Can we have a rotating person or group volunteer representing our workplace?

A: Yes! The group can be scheduled under your workplace and we can work with you to schedule a rotating shift (you can schedule it for more than twice a month as well.) Someone at your workplace should then work to create a rotating schedule or signup sheet for any employees interested, and just show up when your group is scheduled!

It is a great way for businesses to give back to their community and great for team bonding. Businesses could even wear their logo or nametags to represent their company while volunteering.

Q: Are there any days that meals are NOT delivered?

A: Meals are delivered every Monday through Friday, with the exception of the following holidays: New Year's Day, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving, Friday after Thanksgiving and Christmas Day. On days of bad weather, Valley Senior Services will make the decision the morning of and will make the announcement on local radio and news as well as the VSS Facebook page.

Q: What are the pick-up locations?

Location	Address	Pick-Up Time
Broadway Station	1461 Broadway	10:45 AM
Olivet Lutheran Church	1330 University Dr S	10:45 AM
West Fargo High Rise Ed	230 8 th Ave W	11:00 AM
Clapp Senior Center	2801 32 nd Ave S	11:10 AM
Calvary Fargo Church	4575 45 th St S	11:00 AM

Q: Do I use my own vehicle? Am I reimbursed for mileage?

A: Yes, volunteers are required to use their own vehicles with proper insurance and must follow the laws of driving, keeping themselves, passengers, and others on the road safe. No, Valley Senior Services does not reimburse volunteers for miles used while volunteering.



Meals On Wheels Volunteer Application

Please Print Clearly

Today's Date: _____

Name: _____ Email: _____

Current Address: _____ City/State/Zip: _____

Telephone: (Home) _____ (Work/Cell) _____

How did you hear about our program? _____

BACKGROUND INFORMATION

What is(are) your reason(s) for volunteering? (i.e. time to share, wanting to support the program, service project, mandatory community service, other?)

Do you have experience working with home-delivered meals? (Click One) Yes No

Do you have experience working with seniors? Yes No

Do you have any other qualities or experiences that will benefit you in this position? Yes No

If you answered yes to any of the above questions, please explain: _____

*** No experience necessary, these questions simply help our coordinators get to know you and help you better.**

To volunteer with Valley Senior Services, applicants need to pass a background check. While the application is being considered, you can expect an email from the Fargo Park District to collect necessary information for the background check, since VSS is a branch of the Fargo Park District. A link is provided for you to submit information, including your social security number, in order to process the background check. If you have questions, contact the Valley Senior Services office at 701-293-1440 or mealsonwheels@fargoparks.com.

By signing this application, I hereby verify that the information listed above is accurate. I understand that Valley Senior Services is not responsible for any accidents or injuries while volunteering. I will keep all information about Meals On Wheels clients confidential and understand that the unauthorized release of this information without proper consent of the client and notification to Valley Senior Services will result in termination and other consequences. I authorize the Fargo Park District and Valley Senior Services to conduct a background check of me should I be selected for a volunteer position with Valley Senior Services Meals On Wheels program. I release and hold the Fargo Park District and Valley Senior Services harmless from and against any liability and damage(s) that may result from Valley Senior Services use of such information.

I understand by completing this application, there is no contractual or implied agreement between myself and Valley Senior Services.

Signature of Applicant

Date

Valley Senior Services is a non-profit organization and an equal opportunity provider. We do not discriminate against anyone on the basis of sex, handicap, race, color, age, national origin, or religion.



Valley Senior Services **Volunteer** Photo Release Form

Valley Senior Services
2801 32nd Avenue South
Fargo ND 58103

Permission to Use Photograph

Subject: Meals on Wheels Participants

Location: At participant's home

I grant to Valley Senior Services, its representatives and employees the right to take photographs of me in connection of volunteering. I authorize Valley Senior Services, its assigns and transferees to copyright, use and publish the same in print and/or electronically to promote and encourage the involvement in the organization from the community.

I agree that Valley Senior Services may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content. I also agree no materials need to be submitted to me for any further approval.

I also understand as a volunteer, I represent Valley Senior Services while delivering Meals on Wheels. I will not take video or photographs of recipients of meals or other volunteers without written or verbal consent. I also understand I will need the consent of Valley Senior Services to publish, post or share stories and/or photos taken.

I understand the protection of confidential information is vital to the interest and success of Valley Senior Services (VSS). Therefore it is VSS policy that the volunteers will not discuss any client information they gain. I have read and understand the above:

Signature: _____

Printed name: _____

Address: _____

Date: _____