



Northern Illinois Food Bank

Court-Compelled Individual (CCI) Form

Entered in Computer By	
Date Entered	

Contact Information (Required)

Date: _____

☐ **Yes, I am over 16 years old (Date of Birth:_____)**

(As a minor, your parent/guardian must sign your intake form. The CCI participant must be responsible for communicating scheduling needs, verification of hours, and any unforeseen absences to the CCI Coordinator before the absence.)

☐ **Yes, I am over 18 years old**

Applicant: _____ ☐ Male ☐ Female

First Middle Last

Address:

<i>Street</i>	<i>Apt.</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Telephone No.: () - () -				
<i>Primary</i>		<i>Secondary</i>		

County: _____ E-mail: _____

Court Mandated Community Service Information (Required)

Northern Illinois Food Bank Location where I wish to complete my court mandated hours:

- ☐ West Suburban Center – Geneva
☐ North Suburban Center – Lake Forest
☐ Northwest Center – Rockford
☐ South Suburban Center – Joliet

Total Hours Due: _____ Due Date: ____/____/____

Next Court Date: ____/____/____

Case Number: _____

First Offense: ☐ Yes ☐ No

Description of the offense:

If this is not your first offense, please list any and all prior offenses:

The following items are required in order to start shifts with Northern Illinois Food Bank

If you are unable to provide these items, you will not be able to perform any scheduled hours.

- **A COPY OF A COURT DOCUMENT OR TICKET** stating your offense is required by your first volunteer shift.
- You **MUST** have a photo ID with you on your first shift.

Paperwork is included with this intake form: ☐ Yes ☐ No

Have you ever completed Court-Compelled Service at Northern Illinois Food Bank before: Yes ☐ No ☐

If yes, when/location: _____

How did you hear about Northern Illinois Food Bank: _____

A letter verifying your hours may be provided upon request. You must contact Barb Lochmann at blochmann@northernilfoodbank.org or 630.443.6910 ext. 110 to receive a letter. Letters are **ONLY** sent out when requested by the CCI participant.

You MUST provide at least THREE business days to receive a letter.

Please provide the information below if you need a letter sent directly to someone **other than yourself.**

Name of Recipient of Court Letter: _____

Mailing Address or Fax Number for Court Letter: _____

Additional Information (Required)
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Are you able to lift up to 30 pounds: ☐ Yes ☐ No

Do you have any physical limitations which might limit your ability to perform certain types of work: ☐ Yes ☐ No

If yes, please describe: _____

***All Court Compelled Individuals are required to complete brief safety training on the first scheduled shift.**

In case of emergency, please contact:

Name: _____ Primary Phone: _____
PLEASE PRINT

Relationship: _____ Secondary Phone: _____
PLEASE PRINT



Safety Waiver and Liability Release

Safety is our first priority for your volunteer experience. Thank you for reading this waiver in its entirety and signing before volunteering.

In consideration of participating in activities as a volunteer at Northern Illinois Food Bank centers or in Food Bank activities conducted off-site, I understand that I am expressly assuming all risk, including but not limited to, injury associated with my volunteer participation at Northern Illinois Food Bank. I hereby agree to release and discharge from liability arising from negligence Northern Illinois Food Bank.

I hereby voluntarily release, and agree to indemnify and hold harmless Northern Illinois Food Bank and any and all leaders supervising such activity, from any and all claims, demands, or causes of action which are in any way connected with my participation in this volunteer activity, or my use of their equipment or facilities, arising from negligence. This release does not apply to claims arising from intentional conduct.

As a volunteer of the Food Bank, I also agree to the following:

1. I acknowledge that participating in **indoor and/or outdoor volunteer activities involves** known and unanticipated risks which could result in physical or emotional injury, paralysis or permanent disability, death, and property damage. Risks include, but are not limited to, broken bones, torn ligaments or other injuries as a result of falls or contact with other participants; medical conditions resulting from physical activity; and damaged clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity.
2. **I expressly accept and assume all of the risks inherent in this purely volunteer activity or that might be caused by my participation in this activity.** I elect to volunteer despite the risks. In addition, if at any time I believe that event conditions are unsafe or that I am unable to participate due to physical or medical conditions, then I will immediately discontinue participation.
3. I represent that I have no medical or physical condition which could interfere with my safety in this activity, or else I am willing to assume all risks that may be created, directly or indirectly, by any such condition.

All volunteers must adhere to safety protocols as expressed in the volunteer orientation and/or safety trainings in order to volunteer with Northern Illinois Food Bank. Any person who does not comply with established protocols as directed by Food Bank staff and Volunteer Supervisors will be asked to leave the volunteer shift.

I hereby acknowledge that I have been given reasonable opportunity to read this safety waiver and liability release of claims and that I have read and fully understand its contents.

Court Compelled Individual Signature/ Parent or Guardian if under 18
Date

Northern Illinois Food Bank

Court-Compelled Individual (CCI) Guidelines

Northern Illinois Food Bank provides the opportunity for individuals to complete their mandated community service hours at our facilities. Northern Illinois Food Bank has the right to preclude you from completing hours at our site if you do not comply with the following guidelines.

1. Requirements:

- You must meet the following three requirements to complete hours at the Food Bank:
 - i. Be 16 years of age or older.
 - ii. Be able to complete physical tasks, including but not limited to: standing on your feet in excess of four hours and/or lifting boxes of up to 30 pounds.
 - iii. Be completing hours for an accepted offense. Per our program policy, **we do not allow individuals to complete hours at our sites for offenses related to theft or those of a violent or sexual nature.**

2. Scheduling:

- a. **You MUST schedule your hours with the CCI Coordinator.** You cannot schedule shifts online. **It is not acceptable to show up unannounced and expect to work that day.** You will need to set up your schedule by calling or emailing the CCI Coordinator to arrange a schedule. You cannot schedule shifts with another person (friend, spouse, parent).
- b. **Two “No Call - No Show” days automatically precludes you from completing your mandated hours at Northern Illinois Food Bank. Repeated changes to your schedule or cancelling of shifts will also preclude you from completing your mandated hours.**
- c. **If you need to cancel a shift or are running late, you must confirm with or leave a message for the CCI Coordinator.** In the event that the CCI Coordinator is not in the office, call the main number and leave a message with the receptionist to ensure your supervisor is aware of the change.
- d. **You MUST sign IN and OUT on the computer. If the computer is down, please see a staff member to record your hours.**
- e. **In the case of inclement weather,** you may access our emergency/weather advisory extension by calling our main headquarters at 630/443-6910 ext. 183. A message will then advise you of the Food Bank’s operational status. Unless the Food Bank is closed for the day, you must call the CCI Coordinator to cancel your scheduled shift.

3. On-site guidelines:

- **No matter your project, your supervisor must know where you are at ALL times while you are completing your mandated hours at Northern Illinois Food Bank.**
- If you are observed by any Food Bank employee loitering, not working on the task assigned to you, taking excessive breaks, or simply wasting time, you will be asked to leave the Food Bank and will not be permitted to return to complete your mandated hours. Your community service supervisor will be notified accordingly.

4. Breaks

- Shifts are arranged in three to four hour increments. **You are allowed one 15-minute break per 4 hours of work.**
 - Break times are scheduled halfway through your shifts and are to be taken in the break room or the smoking area outside.
 - No additional smoke breaks are allowed.

- **Individuals working a full day are required to take a mandatory thirty-minute lunch.** You may either take your lunch in our break room or leave the building during this time. It is your responsibility to report to your supervisor **before and after** each break or lunch.

5. Dress Code

- You must wear appropriate attire, including closed, rubber soled shoes, while performing community service hours pursuant to our dress code requirement.

Requirements include:

- No sandals, flip-flops, heels, slippers, or opened-toe shoes.
- No clothing with obscene slogans/logos or controversial messages.
- No excessively baggy/loose clothing or dangling jewelry.
- No visible undergarments.
- Shorts are permitted, but should be mid-length to the knees. Short shorts are not allowed.

Our warehouses are not temperature controlled. Please be sure to dress comfortably and appropriately for the current weather conditions. Please bring a sweater in the event that you work in the cooler.

Individuals who do not adhere to this policy will not be allowed to complete service hours that day. Continued failure to adhere to this policy will result in dismissal from the worksite.

6. Warehouse Safety Guidelines:

- a. **There is absolutely NO SMOKING in the building at anytime.**
 - b. **Absolutely no food and/or other products are to be taken from the Food Bank for your personal consumption or use.**
 - c. **Absolutely no food and/or beverages are allowed in the warehouse.** These items can only be consumed in designated areas during your designated break/lunch.
 - d. **No iPods, or devices using headphones or ear buds** are permitted to be used during the work day.
 - e. **Cell phone use is only permitted during break time or during the lunch hour.** Cell phones are to be turned off during the work shift and are not allowed in the warehouse or any work areas.
7. There is **ABSOLUTELY NO** use of any alcoholic or non-prescription substances on Northern Illinois Food Bank premises. If you are suspected of being under the influence of a substance, you will be asked to leave the premise and will not be permitted to return to any Northern Illinois Food Bank location.
 8. **Any illegal acts are subject to being reported to the appropriate authorities.** Theft will not be tolerated. If you are suspected of taking any products from the warehouse, office area, or Food Bank vehicles, you will be asked to leave the premise and not be permitted to return to any Northern Illinois Food Bank location.
 9. Participation in any type of offensive or harassing behavior will prohibit you from completing your mandated hours at our sites. Northern Illinois Food Bank is committed to providing an environment that is free from harassment based upon a person's status (ie: gender, sexual orientation, race, religion, age, disability, and additional categories protected under law.) Offensive, harassing, argumentative or combative behavior toward other volunteers or staff will not be tolerated.

I have read the guidelines to fulfill my hours at Northern Illinois Food Bank. I agree to adhere to all guidelines as stated. **I understand that I will not be allowed to complete my mandated hours at Northern Illinois Food Bank if I fail to comply with any of these guidelines.**

Court-Compelled Individual

Date

Parent or Guardian signature if under 18 years old

Date

Safety Guidelines

While working at any of the Food Bank Centers, please be aware of your surroundings:

- * *Avoid areas when equipment is being used by staff*
- * **Do NOT run** in the Warehouse

To ensure safety please DO NOT:

- * *Step on wooden pallets*
- * *Lean into an empty tote (large box)*
- * *Balance a tote on its side*
- * *Perform a task you have not been trained on by staff*
- * *Attempt to operate any machinery*

The Food Bank wants to make your time with us as safe as possible.

Please use extreme caution while performing all tasks! Northern Illinois Food Bank DOES NOT ASSUME ANY RESPONSIBILITY IF YOU ARE INJURED at any time during your completion of your court mandated hours.