



**ALIVE! Volunteer Handbook and Guidance
May 2025**

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WELCOME AND INTRODUCTIONS

A group of individuals from congregations in Alexandria established ALIVE! in 1969 after they were inspired by Martin Luther King's March on Poverty. They decided that they could do something together to address increasing need in Alexandria. Today, ALIVE! strives to be a place that welcomes everyone from our community to contribute to helping neighbors in need and everyone who needs support. As a volunteer, you help bring our values and mission to life through because you bring the creativity and vitality necessary for the growth of our organization to service the needs of our community.

Whether you are beginning your journey as an ALIVE! volunteer or if you've been volunteering for a decade or more, we ask that you lean into our shared values and welcome everyone with whom you interact.

Compassion, empathy, collaboration, and kindness set the tone for how to treat others, creating spaces where all people feel welcomed and valued.

Treat fellow volunteers and our clients with dignity and respect. We want to strive to provide a judgement free environment. Try not to make assumptions as we do not know anyone's circumstances. Think about how we would like to be treated.

ALIVE!'s Values

Accountability: We approach all interactions with honesty and integrity and provide transparency in how we operate.

Listening: We are active listeners and use what we learn from conversations in planning for the future and acting in a way that is responsive.

Inclusive: We strive for fairness and understanding in all our efforts.

Valuing: We are continually building relationships based on respect, appreciation, and trust.

Empowering: We rely on and nurture each other's skills and expertise to achieve the best possible results through taking an action oriented, proactive approach.

! Joy and Comfort: We come together in common purpose, driven by our faith, love for others, and enthusiasm for ALIVE!'s mission, to bring comfort, relief, and joy to those in need in our community.

Volunteering your time will likely make a dramatic difference in the lives of others.

ALIVE! 101

The vision and mission of ALIVE! asks that we work through faith and love to help others reach their goals. ALIVE!'s vision and values demonstrate that it is our responsibility to strive to create a community where no one faces food, housing and other basic needs insecurities. Volunteers and staff are called to support ALIVE! for many different personal reasons, among them are compassion for others, religion, civic duty, and a sense of shared responsibility.

ALIVE! currently provides support to Alexandrians who are facing food security issues and economic inequities. Each month, we help Alexandrians secure supplemental basic food, provide financial assistance, and other basic needs such as housing and furniture. ALIVE! also operates a small transitional shelter for women and their children where they may reside for up to 24 months. ALIVE! relies on volunteers like you in all its programs and in fundraising and governance activities.

Vision Statement

To alleviate the suffering caused by poverty and to dramatically improve the lives of those in need in the city of Alexandria.

Mission Statement

Through faith and love, to help people faced with emergencies or long-term needs become capable of assuming self-reliant roles in the community.

Concepts and Terminology

Our clients are at the center of our work. Conceptually, this means that our volunteers should embrace and work with staff and other volunteers to create an inclusive, equitable, value-centered, respectful environment for all people. Here are some common terminologies that may help.

ALICE population: Asset Limited Income Constrained Employed: represents the growing number of families who cannot afford necessities such as housing, childcare, food, transportation, health care, and technology. People who fit the ALICE description often struggle to meet their monthly budgets without periodic assistance, even though they are working full time, have homes and family support. You can learn more at: <https://www.unitedforalice.org/>.

Food Security Insecurity: the condition of not having access to sufficient food to meet one's basic needs, or unsure where their next meal would come from at some point over the last 12 months. According to Capital Area Food Bank, the percentage of Alexandria residents experiencing food

security challenges increased 36% in 2024, this is up from 31% in 2022 and 2023. The report also revealed that 7% of Alexandria youth, about 2,000 children, experience food insecurity.

Unconscious bias: Be aware that everyone carries with them some unconscious bias that may impact the way you interact or are perceived by others. Raising your own awareness of your thoughts and examining your beliefs can help you identify the assumptions you currently hold. For example, consider the unconscious attitudes and stereotypes that may affect your understanding, actions, and decisions. https://content.sph.harvard.edu/wwwhsph/sites/2597/2022/06/Types-of-Bias-Ways-to-Manage-Bias_HANDOUT-1.pdf.

Inclusion: Communicating and behaving in a way that is welcoming, respectful, and judgement free, especially those who have been historically marginalized. Be aware that everyone has the opportunity to participate in acts of service to others and that our programs are open to all residents of the City of Alexandria.

Nutrition & Food Supplemental Food: Food provided by ALIVE! meets USDA standards for a healthy portion and amount of food and is usually given out once a month and should last a family of four, 4-5 days. At some distribution points people can choose their groceries based on what is available as long as they meet the minimum nutritional standard or choose not to take something. Also, at some locations the amount given out is determined by household size. Essentially, all people will receive shelf stable vegetables, protein, starch, fruit as well as fresh eggs, produce and meat. We also try to stock medically tailored foods including food for people with dietary restrictions, such as low sugar, low sodium, and lactose and gluten free items. Because ALIVE! depends on donations for much of its inventory, what we have available and what we want to have available are not always aligned. To help, we offer cooking demonstrations and recipes for those who may be unfamiliar with some of the items we have donated.

Culturally & Medically Appropriate Foods: In addition to having nutritional standards, ALIVE! always encourages donation and tries to keep a supply of food that is culturally relevant. Food may vary by location as we try to stock food based on client feedback. We also work to help people understand how to cook unfamiliar foods and provide recipes when possible. It is also important to acknowledge and keep certain food separate for religious reasons. For example, we offer some halal foods upon request, but do not put them in the same refrigerator as pork products. Nor do we wish to give something to someone who cannot eat it- usually, staff will help guide volunteers on what alternatives there are. When we source food either from donations or purchases, we try to meet the needs of the community we are serving as best we are able.

Area Median Income (AMI): We have a high cost of living in our area with the Median income for a one-person household at \$109,000 and \$140,000 for a two-person household. People spending more than 30% of their income on housing are considered housing cost burdened. Often high housing costs are the main reason clients seek food and financial assistance. To learn more about AMI and what is considered affordable housing visit: <https://www.housingalexandria.org/all-about-ami/>

SNAP/Food Stamps: Some of our clients qualify for government assistance programs like SNAP. As costs continue to rise these programs can fail to meet needs and support structures like ALIVE! become increasingly important. [Supplemental Nutrition Assistance Program \(SNAP\) - Virginia Department of Social Services](#)

Working with Clients without Judgement: There are many reasons people come ALIVE! It's important to recognize that not everyone may have access to the simple things they need for daily life and/or may have had recent changes to their life. Please do not judge clients if they smell bad, behave differently, are frustrated, or even if they drive a nicer car than you. Some people may be experiencing a temporary crisis or job loss. Many people may also appear healthy and capable but may have serious invisible health or mental health diagnoses that prevent them from leaving their home or functioning in ways we expect. And people facing frustration often have to repeat their stories and are experiencing some state of trauma. Staff are available to guide you if needed and happy to talk with caseworkers as may be needed from time to time to navigate clients to places where they can access additional services. <https://www.mentalhealthfirstaid.org/>

VOLUNTEER RESPONSIBILITIES

Volunteers enjoy certain benefits when they donate their time. Volunteers also have specific responsibilities to the volunteer station where they work and ALIVE!. You represent a vital volunteer organization in our community of which you can be proud. As a volunteer, you are free to set your work schedule, because we rely on your assistance, we expect you to honor your volunteer commitment.

All ALIVE! clients must be treated with dignity and respect. For example providing clients with some level of choice on what they choose to eat may add dignity. ALIVE! reserves the right to ask any volunteer to leave an assignment for disruptive behavior. We ask all ALIVE volunteers and clients to follow the ALIVE code of conduct.

- Be Respectful: No hostile, aggressive, violent, threatening, or vulgar behavior.
- Be Kind: No fighting, foul language or intoxication.
- Be Fair: No saving spots in line. All food will be distributed on a first come first served basis.

Also-

*Please be dependable, reliable, and professional.

*Please notify the program staff if you are unable to meet your commitment or complete your assignment as scheduled. You can also sign on to volgistics to cancel or reschedule any shift.

*If a concern of any sort may arise. Be sure to ask staff or site leads if you are unsure of a task or need clarification. You can ask as many questions as you need to ask.

*Cooperation with staff and other volunteers and listening to instruction is imperative for your safety and those around you.

- *Please always be aware of your surroundings, heavy machinery and vehicles maybe in use.
- *Please be courteous to all staff, volunteers, and clients.
- *Please dress appropriately for your assigned volunteer role.
- * If you ever feel uncomfortable or unsafe, please report it to a staff or volunteer site lead and/or if necessary, call law enforcement, then notify staff.

GENERAL GUIDELINES

ALIVE! values all volunteers and the following guidelines provide a framework for working with ALIVE! for the benefit of the residents of the City of Alexandria we serve:

Depending on which program you volunteer with, children under 15 must always be supervised by an adult over 18. Some roles are not appropriate for minors under 18. Please check the listing carefully, as not all programs are suitable for minors.

Personal property is the responsibility of the owner and should not be left unattended.

Clothing should be appropriate for outdoor weather, warehouse conditions, or office attire depending on the role. Many ALIVE! activities are conducted outdoors. Closed-toe shoes with closed heels are mandatory. (No Crocs or sandals)

Some ALIVE! events require a fair amount of physical movement, lifting, standing for long periods, and bending. Know your limits; do not lift heavy items that are beyond your capability.

All volunteer driving roles must submit a photocopy of their driver's license and proof of insurance to the volunteer manager prior to driving ALIVE! vehicles.

Anyone driving an ALIVE! vehicle should review the truck safety training video and be aware of all emergency equipment on board and where to find information in the event of an accident.

You may only take photos of your group and are welcome to post on social media. Please tag us Facebook @alive4alexandria, Twitter @Alive4AlexVA, Instagram @alive4alexandria, LinkedIn @ALIVE! **Please do not take pictures of clients.**

Enjoy your volunteer activity and know that you are an integral part of ALIVE!'s mission!

AGE REQUIREMENTS

Adults accompanying minors must sign a waiver for each minor. Participation of minors may vary program, so please check the listing carefully.

Minors ages 12 and under must be accompanied by an adult for the duration of general volunteer activities

Minors ages 15-17 must be accompanied by an adult for the duration of volunteer activities at sites with heavy equipment. Injuries can be serious, as ALIVE always strives to put safety first. Please ensure that everyone who comes to volunteer wears closed-toed shoes, no sandals or crocs.

Adults ages 18 and above may volunteer at food distribution sites.

In some situations, volunteers may be required to undergo a background check, especially if they are entering sensitive data or working directly with clients through a program.

Requesting Service Verification Letters and Tracking Service Hours

If you are completing required hours for school, court or other reasons and need a letter from ALIVE! To verify the total number of hours you completed, please contact the Volunteer Coordinator at volunteermg@alive-inc.org. Please include the date when you will need the letter and any program requirements.

PROGRAMS & SERVICES

ALIVE! provides several essential services for residents in the City of Alexandria. Our programs include:

Family Assistance - With a referral from a qualified organization, Alexandria Residents may receive financial assistance for a limited period to help pay for utilities, rent or medical expenses. This program also manages delivery of food to people who cannot leave to get groceries, referral is also required for this program.

Food Distribution - Distribute essential groceries to people facing food security issues. Open to anyone who lives in the City of Alexandria.

ALIVE! House - ALIVE! House provides up to 24 months of temporary housing and support for women and their families in transitional situations. We assist our residents in achieving their goals of housing and stability. Referrals are accepted on a case-by-case basis.

Furniture Program – Collects donated furniture and delivers items to clients in need. This program is by referral.

Housewares Program – Collects donated household items and provides basic housewares for clients in need. This program is by referral.

JOB DESCRIPTIONS AND VOLUNTEER ROLES

West End Food Hub Assistant- Assist clients by greeting, registering, and introducing them to the food selection process, translating as well as organizing groceries and light cleaning. Especially good for people who are flexible, comfortable working with and serving others, speak languages other than English (Spanish, Dari, Pashto, Amharic, Arabic), and are excited about helping people find food and other resources.

Del Ray Food Hub Assistant- Assist clients by greeting, registering, and introducing them to the food selection process, translating as well as organizing groceries and light cleaning. Especially good for people who are flexible, comfortable working with and serving others, speak Spanish, and are excited about helping people find food and other resources.

Delivery Truck Driver - Drive 16' box truck from ALIVE!'s warehouse to the distribution site or along the collection and delivery route for the Furniture Program. Must be 21 years old or older with a valid driver's license and proof of insurance. A commercial license is not required.

Food Distributor - Assist with on-site food handling and drive-through or walk-up distributions.

Traffic Marshall - Ensure volunteers and clients' safety when cars are moving and provide wayfinding in indoor events.

Warehouse Assistant - Checks expiration dates on food donations, sort donations, and pack donated food to be distributed to ALIVE!'s community partners.

Housewares Program Volunteer - Deliver donated home goods to client homes, Data Entry, Sort and Pack Boxes.

Furniture Program Scheduler - A virtual activity that involves responding to furniture program emails, reviewing the list of furniture donations, matching donated items with furniture requests, and creating the routes for the Saturday furniture delivery truck.

Furniture Program Volunteer - Assist picking up donated furniture in an ALIVE! Truck and delivering collected items to families referred to ALIVE! By community partners.

Translators - Assist with language interpretation at food distribution events or food hubs.

Family Assistance Home Delivery Packer - Pack groceries for home delivery clients.

Family Assistance Home Delivery Driver - Deliver groceries to homes of clients.

Family Assistance Desk Assistant - process, delivery, and financial requests for Family Assistance program.

Program Committees - Housewares, Family Assistance, ALIVE! House, Food and Furniture. These are committees that both manage the work for this program and provide advisory services.

Governing Committee and Fundraising - There are leadership and committee roles in other committees that support ALIVE's work. Most are advisory, but some committees also do some work. These include elected or appointed board positions, governance committee, audit committee, finance committee, development and event committees, communication advisory group, strategic planning advisory group, client services advisory group, volunteer advisory group, and congregation's representatives committee. Some meet periodically, and others are tasked with a specific job for a short period of time, while others meet at regular intervals.

Please check Volgistics as sometimes job descriptions and needs change.

Special Requests for Group Activities

We want to encourage all groups to volunteer where our greatest need is so that volunteers can experience the greatest impact.

For small groups 6-10: Ladrey Senior High Rise (300 Wythe St) and Hammond (4646 Seminary Rd) are both great options, for a group of 20 our Hammond Location could be an option if you are willing to split the shift. Hammond needs 10 volunteers from 2-4 for bagging groceries, then 10 volunteers from 4-6 for the distribution, so this can be done together with 10, or split up with a group of 20 volunteers!

For Larger Groups 10-30 per site: (we have 2 locations-so possibly a group of 60 can be divided by each location) Our Last Saturday Distribution is ALIVE!'s greatest need for volunteers! Each distribution needs roughly 30-40 volunteers and we recommend that you book shifts in advance at least a month in advance to ensure your entire group can participate. If your group has any volunteers with language skills, there is always an additional room for language interpretation at both sites.

If these highly needed activities do not fit your group's availability, we have a limited number of special projects that we can work with you to schedule. This could include Care Days where volunteers assist with cleaning and organizing the Food Hubs or warehouse spaces, wash ALIVE! Delivery trucks, and package special items for distributions (ex: personal hygiene kits). We ask that you contact us at least two months in advance to plan this special group activity.

VOLUNTEER SAFETY RESPONSIBILITIES

ALIVE! Strives to provide a safe environment for clients and volunteers. Thank you for your time and effort. We look forward to working with you!

Your safety is important, please keep the following in mind when you volunteer for ALIVE!

If you feel uncomfortable or unsafe, notify staff or the site lead immediately.

Clean up spills, sweep or mop up anything that can be a safety hazard.

Aisles and exits need to always have a clear pathway.

All electrical breakers, controls, and switches must not be blocked, easy to access and used safely.

Everyone who comes to volunteer must wear closed-toed shoes, no sandals or crocs.

Driving – Volunteers who sign up to drive the ALIVE! truck must be at least 21 years old, must have a valid Driver's License, and provide proof insurance please see safety video and make sure you understand how to operate equipment. <https://www.youtube.com/watch?v=SMyg1lgJTNY>

Understand what to do in an accident and make sure forms are on the trucks for reporting.

INJURY REPORTING

Any injury or suspected injury or accident must be reported immediately and adequately recorded. The injured volunteer may be asked to participate in the investigation or contacted by ALIVE! insurance agency. These can be reported to the Program Staff leading your task, or directly to the Executive Director at 703-837-9320 or execdir@alive-inc.org.

EMERGENCY GUIDELINES

Volunteers should review the following guidelines to prepare for an emergency.

Emergency numbers (fire/police/ambulance/911).

Internal emergency number – Text or **Call Jennifer Ayers, Executive Director, (703) 837-9320**. Please leave a detailed message if there is no answer and call back number.

Do not hesitate to call or alert others if you believe that an emergency is occurring.

Know where all emergency exits are.

First aid supplies are always available, and emergency equipment is for authorized and properly trained staff.

If an accident occurs while driving an ALIVE! vehicle, please get to safety first, then stop immediately and contact the number on the laminated card inside the truck. Each truck also has an accident form in the clear bag on board, please first be safe, then fill out the form. This will be used to file a claim and report any injuries or damage. All trucks should also have a fire extinguisher and first aid kit, reflective triangles, jumper cables and safety vests. Check these on your truck before you leave your site.

Evacuation- Volunteers will be notified of a fire alarm either by the fire alarm system or by a paged announcement.

Volunteers should immediately evacuate the job site without delay.

All doors should be closed as the last person exits through. The use of elevators is prohibited during fire alarm situations.

Volunteers and Staff should ask new volunteers if they have any mobility, visual, hearing, or other conditions that may hinder them from becoming aware of an emergency or evacuation and should request special assistance from staff or site leads. Upon exiting the building, all personnel should report for a headcount.

It's important for volunteers to sign in, so know who is on-site at any given time.

If any volunteer is missing, an immediate report should be made to staff or site lead, and if necessary, emergency personnel.

Volunteers should stay together in a group so that periodic updates on the situation can be issued.

In inclement weather, staff or site leaders will decide when to relocate to shelter.

Site leads should be aware of how many people are on-site and have the number to reach the volunteer manager or staff to verify identification of volunteers if needed. A list of volunteers is maintained as the sign-in/out sheet at all sites.

FIRE SAFETY

Volunteers should alert all people in the immediate hazard area and follow fire extinguisher instructions.

P=Pull the safety pin

A=Aim the nozzle at the base of the fire

S=Squeeze the operating lever

S=Sweep side to side covering the base of the fire

CLIENT CONFIDENTIALITY

We expect our volunteers to exercise discretion in protecting and respecting the privacy of our clients.

Photos of our clients may not be taken without consent from the ALIVE! Executive Director.

Our clients' identities and their personal information must be kept private and confidential at all times.

Should you encounter someone you know, please respect that the client may or may not want to be recognized.

If you feel a client is in danger, please confidentially inform a staff member.

If you asked for client information from a law enforcement agent, you may not give it any information, but can direct queries to the ALIVE! Executive Directors, execdir@alive-inc.org or 703-837-9320.

VOLUNTEER RELEASE AND WAIVER OF LIABILITY

To begin volunteering with ALIVE you must complete the waiver below or submit electronically through the volgistics website.

VOLUNTEER RELEASE AND WAIVER OF LIABILITY

This VOLUNTEER RELEASE AND WAIVER OF LIABILITY (this "**Release**") is executed as of _____, 2025 by _____ ("**I**" or "**me**") for ALIVE! Inc., a Virginia nonprofit corporation, and its members, trustees, directors, officers, employees, volunteers, and agents (collectively, the "**Organization**").

In order to volunteer with Organization, I am entering knowingly and voluntarily into this release and waiver related to its volunteer activities (the "**Activities**"). I also understand that as a volunteer I will receive no compensation or remuneration for my services, will not be eligible for any employee benefits, and acknowledge that I am not an employee. I understand that the Activities may include, but are not limited to:

Activities in support of ALIVE!

In exchange for being allowed to participate in the Activities as a volunteer and for other good and valuable consideration, the receipt and sufficiency of which I acknowledge, I hereby freely, voluntarily, and without duress execute this Release and agree to the following terms:

1. General Assumption of Risk. I am aware and understand that the Activities may be inherently dangerous and may expose me to a variety of foreseen and unforeseen hazards and risks. I acknowledge that I am voluntarily participating in the Activities and have considered those risks. I hereby expressly and specifically assume such risks, including any and all risk of injury, harm, or loss that I may incur as a result of my participation in the Activities.

2. Communicable Disease Risks. By signing this agreement, I acknowledge the contagious nature of COVID-19 and that while Organization takes reasonable precautions I may be exposed to or infected by COVID-19 by attending events at or volunteering with the Organization and by participating in related activities, and that such exposure or infection may result in personal injury, illness, temporary or permanent disability, and death. I understand the risk of exposure or infection may result from the

actions, omissions, or negligence of myself and others, including, but not limited to Organization employees, volunteers, and program participants and their families.

3. Medical Treatment. I hereby give consent and authority to the Organization to obtain medical treatment on my behalf if I am injured or require medical attention during my participation in the Activities. I understand and agree that I am solely responsible for all costs related to such medical treatment, medical transportation, or evacuation. I hereby release, forever discharge, and hold harmless the Organization from any claim whatsoever in connection with such treatment or other medical services.

4. Release and Waiver. I hereby fully and forever release and discharge the Organization from, and expressly waive, any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, that may arise from my participation in the Activities. I agree not to make or bring any such claim or demand against the Organization, and fully and forever release and discharge the Organization from liability under such claims or demands.

I UNDERSTAND THAT THIS RELEASE DISCHARGES THE ORGANIZATION FROM ANY LIABILITY OR CLAIM THAT I MAY HAVE AGAINST THE ORGANIZATION WITH RESPECT TO ANY BODILY INJURY, PERSONAL INJURY, ILLNESS, DEATH, PROPERTY DAMAGE, OR PROPERTY LOSS THAT MAY RESULT FROM THE ACTIVITIES, WHETHER CAUSED BY THE NEGLIGENCE OF THE ORGANIZATION OR OTHERWISE.

5. Insurance. I UNDERSTAND THAT, EXCEPT AS AGREED TO BY THE ORGANIZATION IN WRITING,] THE ORGANIZATION DOES NOT ASSUME ANY RESPONSIBILITY FOR OR OBLIGATION TO PROVIDE FINANCIAL ASSISTANCE OR OTHER ASSISTANCE, INCLUDING BUT NOT LIMITED TO MEDICAL, HEALTH, OR DISABILITY INSURANCE OF ANY NATURE IN THE EVENT OF MY INJURY, ILLNESS, OR DEATH, OR DAMAGE TO OR LOSS OF MY PROPERTY.

I also understand that workers' compensation insurance is not available to volunteers and that the Organization does not provide workers' compensation insurance for volunteers. I expressly waive any claim for compensation or liability on the part of the Organization in the event of any injury or medical expense.

6. Indemnification. I hereby agree to indemnify, defend, and hold harmless the Organization from any and all liability, losses, damages, judgments, or expenses, including attorneys' fees, that it may incur or sustain as a result of my negligence, recklessness, or willful misconduct in connection with my participation in the Activities, arising out of any third-party claim.

7. Photographic Release. I understand and agree that during the Activities, I may be photographed or videotaped by the Organization for internal or promotional use. I hereby grant and convey to the Organization all right, title, and interest, including but not limited to, any royalties, proceeds, or other benefits, in any and all such photographs or recordings, and consent to the Organization's use of my name, image, likeness, and voice in perpetuity, in any medium or format, for any publicity without further compensation or permission.

8. Confidentiality. I understand that it is the policy of the Organization that volunteers will not disclose confidential information belonging to or obtained through their affiliation with the Organization to any person, including their relatives, friends, and business and professional associates,

unless the Organization has authorized disclosure. Volunteers are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information, which may include the identities of individuals in the Organization's programs as observed by or known to me. I understand that this policy is not intended to prevent disclosure where disclosure is required by law. My failure to adhere to this policy may result in me being removed from volunteer Activities. Requests for information from government agencies, media, or other outside parties should be referred to the Organization, which will determine what disclosure is authorized.

9. Miscellaneous. I hereby agree that this Release and Waiver represents the full understanding between the Organization and me and supersedes all other prior agreements, understandings, representations, and warranties, both written and oral, between us, with respect to the subject matter hereof. If any term or provision of this Release shall be held to be invalid by any court of competent jurisdiction, that term or provision shall be deemed modified so as to be valid and enforceable to the full extent permitted. The invalidity of any such term or provision shall not otherwise affect the validity or enforceability of the remaining terms and provisions. This Release is binding on and inures to the benefit of the Organization and me and our respective heirs, executors, administrators, legal representatives, successors, and permitted assigns. Section headings are for convenience of reference only and shall not define, modify, expand, or limit any of the terms herein.

10. Governing Law. I hereby agree that this Release is intended to be as broad and inclusive as permitted, and that this Release shall be governed by and interpreted in accordance with the laws of the Commonwealth of Virginia, without reference to any choice of law doctrine.

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS RELEASE AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE ORGANIZATION.

Signature of Volunteer: _____

Name of Volunteer (please print): _____

Address: _____

Date: _____

If the volunteer is under 18 years of age, a parent or legal guardian must also sign.

I am the parent or legal guardian of the minor named above. I have the legal right to consent to and, by signing below, I hereby consent in all respects to the terms of this Release. I authorize the Organization to obtain medical treatment for such minor and release it from liability in accordance with Section 3 of this Release.

Signature of Parent or Legal Guardian: _____

Name of Parent or Legal Guardian (please print): _____

Address: _____

Date: _____

To sign up for Volunteer Roles and Tasks Please go to
<https://www.alive-inc.org/we-need-volunteers-alexandria-va/>

CONTACT INFORMATION

Main Office
(703) 837-9300
info@alive-inc.org

Food Program
(703) 518-5152

Family Assistance
(703) 549-3692
familyassistance@alive-inc.org

Volunteer Manager
(703) 548-9255
volunteermg@alive-inc.org

In case of emergency
Jennifer Ayers, Executive Director
(703) 837-9320

OUR LOCATIONS

Administrative Office
2723 King Street, Alexandria, VA 22302
Mondays – Fridays 9 am – 3 pm
Food Assistance services are not available at this location

Old Town Warehouse
801 S. Payne Street, Alexandria, VA 22314
Mondays, Tuesdays, Wednesdays, Thursday, Fridays: 9 am – 4 pm
Saturdays: 9 am – 12 pm
Food Assistance services are not available at this location

West End Food Hub

510-F South Van Dorn St, Alexandria, VA 22304

Tuesdays 11 am – 6 pm (Closed 2 pm – 3 pm)

Wednesdays 11 am – 6 pm (Closed 2 pm – 3 pm)

Thursdays 11 am – 6 pm (Closed 2 pm – 3 pm)

Saturdays 10 am – 2 pm

Del Ray Food Hub

2601 Mount Vernon Ave, Alexandria, VA 22301

Tuesdays 12 pm – 6 pm (Closed 2 pm – 3 pm)

Wednesdays 12 pm – 6 pm (Closed 2 pm – 3 pm)

Thursdays 12 pm – 6 pm (Closed 2 pm – 3 pm)

Saturdays 10 am – 2 pm

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