

Cougar Cupboard Volunteer Training

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Welcome

This is the volunteer training for the Cougar Cupboard. Everyone who volunteers in the cupboard must take this course prior to their first shift. Thanks for volunteering at the Cougar Cupboard!



Introduction

What is the Cougar Cupboard?

The Cougar Cupboard is run entirely on donations, and is open to active students, faculty and staff. The university wants the campus community and students to be entirely focused on achieving academic achievement, not on finding food or other essential hygienic items.

Location: The Cougar Cupboard is located on the second floor of the MUC, directly across from the International Room and the Women's Restroom.

Cougar Cupboard Website:

Email: cougarcupboard@siue.edu

Instagram: @siuecougarcupboard



Cupboard Hours for This Semester

Hours available to Shop:

Monday 5:00-7:00 pm

Tuesday 10:00-11:00 am, 11:30 am -1:30 pm

Thursday 5:00-7:00pm

Friday 11:00-1:00pm

Hours available to Volunteer:

Monday 4:00pm-7:00 pm

Tuesday 10:30-12:30 pm, 12:30pm-1:30 pm, (restock only 4:00-5:30pm)

Wednesday 10:00-11:00 am

Thursday 4:00-7:00 pm

Friday restock (9:00-11:00am), 11:30m-1:00pm (restock only 1:00- 3:00 pm)



Instructions

1. We do not accept non-perishable food (cheese, eggs, fresh fruit, vegetables, homemade baked goods, refrigerated milk, and expired or opened food).
2. We accept unopened nonperishable goods for example (rice, canned goods, pasta sauce, pasta, beans, applesauce, toothpaste, peanut butter, trash bags, detergent pods).
3. Three clients can shop at one time.
4. Marketing photos
5. Please contact the Cougar Cupboard or Lealia if you are not able to make your shift (please let me know at least an hour before your shift)
6. If you miss more than 3 shifts and/or are late without communication, you will be at risk of being removed from the program.



Confidentiality: A Quick Overview

Confidentiality is super important to the program and to clients in order to create dignified and safe space for clients in need. Some of what you should NOT be doing include

1. Talk about who you see shopping in the cupboard.
2. Share any personal information
3. Review files
4. Make copies of data or personal information
5. Remove confidential information
6. Identify a client outside the cupboard

If you oversee any of these happening, please inform the supervisor immediately! If you have any questions regarding the confidentiality agreement or what it means before signing it, email cougarcupboard@siue.edu



Confidentiality Agreement

Before working in the Cougar Cupboard, you must sign the confidentiality agreement. This agreement can be found [here](#):



If you would prefer a printout copy, please email cougarcupboard@siue.edu



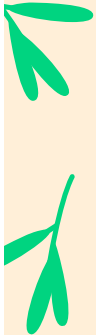
Expectations

1. Respect clients, supervisor, and other volunteers
2. Treat the Cupboard and it's property with respect
3. Follow the Confidentiality Agreement
4. Follow Instructions
5. Do not access clients' information



Student requirements:

1. Communicate with us 24 hours before any event for which you are going to be absent or late.
2. Please be on time and do not leave early (unless agreed upon with the Site Leader prior to arrival to the site).
3. Do not violate any university conduct policies or agency site policies.



Attendance Agreement Policy

Important: The Community Engagement Team has the right to refuse access to the service experiences it sponsors.*

- Below outlines the Community Engagement Attendance Agreement Policy. If a student has violated these policies twice within either the Spring or Fall semester (both occurrences falling within one semester) the Supervisor reserves the right to block any future attempts by the student to volunteer for Cougar Cupboard shifts, as it will have been determined it is a detriment to the program. When the semester's restart January 1st and/or August 1st the student may again start to engage in volunteer opportunities in the Cupboard once again.



Client Form Shopping and Check Out List

800 Number: _____

Date: _____

Cougar Cupboard Fill List	Household Size	Actual Total
Items based on availability	1-2 People	
Canned Vegetables	6	
Canned Fruit	4	
Beans	2	
Soups	2	
Macaroni and Cheese	2	
Can Tomatoes/Tomato Sauce	1	
Peanut Butter	1	
Breakfast Items	1	
Canned Meats	1	
Snacks	1	
Pasta	1	
Rice	1	
Ramen	1	
Toiletries	2	
Paper Products	1	
Freebies	1	

*As Household size increases by 2, total items increase by 1-2 items.

Client Form Shopping & Check Out List

Here is the form that the client will use for shopping.



Quiz

Access quiz [here](#)



Wrap Up

Thanks for completing the training if you have any questions about the Cougar Cupboard, please email me : leawill@siue.edu



Next Steps to Volunteer

1. Sign your confidentiality agreement

2. Sign up for volunteer shifts through Sign Up Genius

<https://www.signupgenius.com/go/10C0E44A9AA2DABF8C61-cougar#/>

3. Read your monthly emails! Also watch for additional emails for special volunteer opportunities (food drives, large donations, etc.)

4. Show up to your shift on time and ask for the day's assignment



The background is a light orange color with decorative elements. There are four orange dots: one in the top-left, one in the top-right, one in the bottom-left, and one in the bottom-right. There are also green decorative lines: a curved line in the top-right, and a more complex, overlapping line pattern in the bottom-left. The text is centered in the middle of the page.

Congratulations! You completed Volunteer Training !