



Youth Group Volunteering & Shift Reservation

Second Harvest Foodbank welcomes youth with adult chaperones to volunteer in our Food Sort/Repack Shifts. Adult chaperones must always be present with their youth volunteers during their shift and assist Second Harvest Foodbank in creating a safe and welcoming volunteer experience for all volunteers and staff.

Please review this important information before reserving a youth group volunteer shift.

Youth Volunteer Eligibility:

- Volunteers must be **12 years or older**.
- Volunteers between the ages of **12-15** must be accompanied by an adult chaperone (21+) for the duration of their shift.
- Volunteers 16 or older do not require a chaperone.
- Every youth volunteer (12-17 years old) **must have their parent or legal guardian complete and sign a SHF youth waiver** in order to volunteer at Second Harvest Foodbank. **Important:** If they do not have a completed waiver, they cannot volunteer.
 - **For volunteers under the age of 13**, the parent or legal guardian must approve the site's required COPPA (Children's Online Privacy Protection Policy) form in order to access the SHF Volunteer Portal. Once approved, the parent or legal guardian must then complete Second Harvest's youth waiver.

Adult Chaperone Requirements

- For every 5 youth, **1 adult** should plan to volunteer with the group.
- All youth groups must be accompanied and supervised at all times by an adult chaperone (21+).
- An adult chaperone must arrive ahead of the youth volunteers to assist with the sign-in process at the beginning of the volunteer shift.
- An adult chaperone must remain on-site with their youth until all youth have left the facility at the end of the volunteer shift. Please coordinate transportation accordingly to ensure that youth volunteers arrive and leave at the appropriate times.

Adult Chaperone Expectations

- Be present with their youth volunteers during the entire duration of the volunteer shift.
- Assist youth with their volunteer activities following the instructions shared by staff.
- Ensure everyone in the group acts safely and respectfully, following our safety guidelines shared at the beginning of the volunteer shift.
- We encourage you to engage in conversation about the importance of the food being sorted to deepen your and your youth's volunteer experience!

---See Next Page for "How to Schedule A Volunteer Shift with Youth"---

HOW TO SCHEDULE A VOLUNTEER SHIFT WITH YOUTH

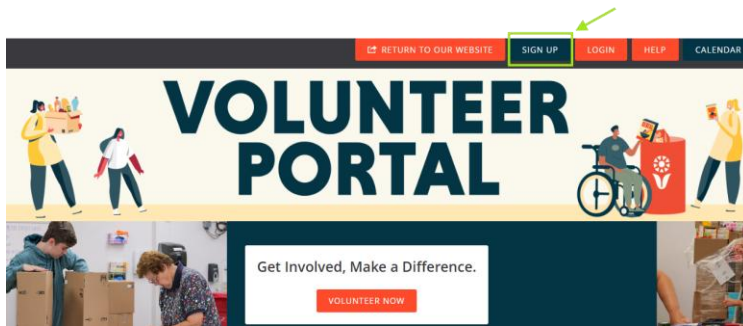
STEP 1: View Available Shifts

- Go to secondharvestsw.org
- Hover over "Get Involved" and click "Volunteer"
- Click "[Food Sort/Repack](#)"

STEP 2: Create Your Account – OR – Log In if you already have one

Once you have an account, you can register your group

- Click "Sign Up" (dark blue box) on the top right bar



- Create your account and verify your email. Then, complete the information required for Steps 1-4

Create Your Account	Verify Your Email
<div data-bbox="175 968 634 1545"><p>getconnected by Galaxy Digital</p><p>Create your account Already have an account? Sign In</p><p>First name * <input type="text"/></p><p>Last name * <input type="text"/></p><p>Email address * <input type="text" value="volunteers@secondharvestsw.org"/></p><p>Postal code * <input type="text" value="e.g., 12345 or A1A 1A1"/></p><p>Password * <input type="password" value="*****"/> <input type="checkbox"/></p><p>Confirm Password * <input type="password"/></p><p><input type="button" value="Create account"/></p><p>Signup with _____</p><p>© 2026 Galaxy Digital. All rights reserved.</p></div>	<div data-bbox="898 968 1373 1524"><p>getconnected by Galaxy Digital</p><p>Verify Your Email</p><p>We have sent a verification code to your email address: briellam@shfbmadison.org. Please enter the code below to verify your account. If you did not receive the email, you can request a new code.</p><p>Note: If you do not see the email, please check your junk or spam folder.</p><p>Enter code <input type="text"/></p><p><input type="button" value="Verify Email"/></p><p><input type="button" value="Resend verification code"/></p><p>© 2026 Galaxy Digital. All rights reserved.</p></div>

Step 1

Step 1 of 4: Create an Account

Welcome to our volunteer portal! We look forward to working with you.

Phone (Required) Address

Ext

Address Line 2 City

Select a State 53718

United States

Date of Birth (Required) Emergency Contact Name (Required)

Emergency Contact Phone (Required)

We use email to keep you informed of important confirmations, updates, changes, and reminders for your opportunity responses. Make sure you get these messages by selecting yes to receive emails from this site. Update your communication preferences in your profile at any time!

Yes No

I have read and agree to [Privacy Policy](#)*

[CONTINUE TO NEXT STEP](#)

Step 2

Step 2 of 4: Additional Questions

Pronouns

Are you volunteering on behalf of a business, school, church, or service group?

Business
 School
 Church
 Service Group
 None of the above

What business/school/church/service group are you with?

How did you hear about us?
 Employer
 Friend or Family
 Second Harvest Communication
 Second Harvest Website

T-Shirt Size? (Select your size preference to receive a t-shirt when you reach 50 hours of volunteer time!)

S
 M
 L
 XL
 2XL
 3XL
 4XL

[CONTINUE TO NEXT STEP](#)

Step 3

Step 3 of 4: Select Skills

What interests, talents, and skills do you have?

<input type="checkbox"/> Foreign Language Translation	<input type="checkbox"/> Administrative Support	<input type="checkbox"/> Survey Design & Evaluation	<input type="checkbox"/> Spreadsheet / File Management
<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Foreign Language Interpretation	<input type="checkbox"/> Hands-On Support	<input type="checkbox"/> Social Media
<input type="checkbox"/> Data Analysis	<input type="checkbox"/> Fundraising Support	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Graphic Design
<input type="checkbox"/> Photography	<input type="checkbox"/> Handyperson	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Driving

[CONTINUE TO NEXT STEP](#)

Step 4

Step 4 of 4: Qualifications

Please review and sign Second Harvest Foodbank's Volunteer Agreement and Waiver of Liability *

[Click to sign: SHF Volunteer Waiver](#)

[CONTINUE TO NEXT STEP](#)

- You will be brought back to your main volunteer profile portal- Click the blue "Food Sort and Repack (Individual & Group Opportunity!)" banner to find available shifts

RETURN TO OUR WEBSITE MANAGER CALENDAR BM HELP

VOLUNTEER PORTAL

Welcome back, Briella! Here's your volunteer snapshot for April 21, 2026 OPEN SNAPSHOT

[Food Sort and Repack \(Individual & Group Opportunity!\)](#) Help us prepare food for our community! [CLICK HERE TO GET STARTED!](#)

STEP 3: Register (Youth) Volunteer Group

- Select "Respond as a Group"

Shifts

BEGINS	DURATION	OPEN SPOTS	RESPOND
Mon Jun 1, 2026 @ 8:30am to 11:30am	3.00 hours	24 of 25	<input type="button" value="RESPOND INDIVIDUALLY"/> <input type="button" value="RESPOND AS GROUP"/>
Mon Jun 1, 2026 @ 12:30pm to 3:30pm	3.00 hours	25 of 25	<input type="button" value="RESPOND INDIVIDUALLY"/> <input type="button" value="RESPOND AS GROUP"/>
Tue Jun 2, 2026 @ 8:30am to 11:30am	3.00 hours	25 of 25	<input type="button" value="RESPOND INDIVIDUALLY"/> <input type="button" value="RESPOND AS GROUP"/>

- Choose "Create a New Group" (include "Youth" in the Group Name), – OR – Select "Use One of my Groups"
 - Click "Add me"
 - Select "Leader" by using the check-box next to person's name
 - Enter group size in "Reserve Additional Slots" box
 - Click "Continue"

Build Your Group
Want guidance? [Read how to create a group](#)

Group Name *

How big is my group now? 1
How big can my group be for this opportunity? 25
How many shifts are available for this group size? 6

Add new group members.
Check by a name to select one or more group leaders.

LEADER	FIRST NAME	LAST NAME	EMAIL	REMOVE
<input checked="" type="checkbox"/>	Briella	McNett	Briella.mcnett@secondharvestsw.org	<input type="button" value="X"/>

SHOWING 1 TO 1 OF 1 ENTRIES PREVIOUS 1 NEXT

Reserve Additional Slots

Next you will select when you will volunteer.

STEP 4: Click checkbox next to the shift time they want

- Click "Finish"

Select when you want to volunteer

Respond to All Shifts on Page

How big is my group now? 4
How big can my group be for this opportunity? 25
How many shifts are available for this group size? 6

SHIFT BEGINS	SHIFT ENDS	REMAINING SLOTS	RESPONSES
<input checked="" type="checkbox"/> Mon Jun 1, 2026 @ 8:30am	Mon Jun 1, 2026 @ 11:30am	24	1
<input type="checkbox"/> Mon Jun 1, 2026 @ 12:30pm	Mon Jun 1, 2026 @ 3:30pm	25	0
<input type="checkbox"/> Tue Jun 2, 2026 @ 8:30am	Tue Jun 2, 2026 @ 11:30am	25	0
<input type="checkbox"/> Tue Jun 2, 2026 @ 12:30pm	Tue Jun 2, 2026 @ 3:30pm	25	0
<input type="checkbox"/> Wed Jun 3, 2026 @ 8:30am	Wed Jun 3, 2026 @ 11:30am	25	0
<input type="checkbox"/> Wed Jun 3, 2026 @ 12:30pm	Wed Jun 3, 2026 @ 3:30pm	25	0

SHOWING 1 TO 6 OF 6 ENTRIES PREVIOUS NEXT

Watch our "[*Youth Group Volunteering & Shift Reservation*](#)" video for this step

If you have any questions or need further assistance, please email us at volunteers@secondharvestsw.org or call (608)-216-7214