



Dear Volunteers:

Second Harvest Food Bank of Santa Clara and San Mateo Counties relies heavily on our volunteers to fulfill our mission to ensure that anyone who needs a healthy meal can get one. Volunteers assist with food distribution at field sites, food sorting and packing, administrative support, and more. The Food Bank values and appreciates each and every one of our volunteers.

In fiscal year 2017, we provided more than 1.2 million meals every week of the year to the 1 in 10 of our neighbors who struggle with hunger. Nearly one-half of that food was touched by volunteers! Volunteers contributed over **338 THOUSAND** hours of their time to Second Harvest last year. We literally could not do what we do without your help.

**We are grateful and are proud to support our volunteers who need hours for their school commitment or for court ordered community service. Volunteers needing court ordered hours must be pre-screened and volunteer at an approved time and location. In turn, we promise that a staff member will be available to sign off on a Second Harvest time card for documentation at the end of your shift. Staff are unable to sign third party documents for proof of service.**

At the end of the time period required to fulfill your commitment, **we will provide you a copy of that signed time card as proof of your volunteerism. We ask that you are careful with that copy as we are unable to issue additional copies after the fact, write letters, electronically confirm hours on a third party platform, or otherwise “recreate” documentation.**

Please understand that as a Charity Navigator Four Star rated nonprofit, we are committed to maintaining that 95 cents out of every dollar is spent on client programs. This means that staffing is lean; we also lack a database with the ability to access this type of data easily. It's just not possible for staff to be able to dig through the amount of documentation (again - over 338,000 hours annually!) as much as we would like to help.

We appreciate your commitment to Second Harvest and are absolutely thrilled that you have chosen to volunteer with our organization! Together, we can build a hunger free community.

Kind Regards,

Diane Zapata  
Director of Volunteer Services

CYPRESS CENTER

4001 North First Street  
San Jose, CA 95134  
408-266-8866

CURTNER CENTER

750 Curtner Avenue  
San Jose, CA 95125  
408-266-8866

BING CENTER

1051 Bing Street  
San Carlos, CA 94070  
650-610-0800

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