



SECOND HARVEST
of SILICON VALLEY



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

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

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

shfb.org

Dear Volunteers,

Second Harvest of Silicon Valley 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. Second Harvest values and appreciates each and every one of our volunteers.

Last year, we provided more than 57 million meals to our neighbors in need with over half of the food distributed being fresh produce. Nearly one-half of that food was touched by volunteers! Volunteers contributed more than 314,000 hours of service, almost doubling the size of our staff. 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 timecard for documentation at the end of your shift.

At the end of the time period required to fulfill your commitment, **we can provide you a copy of that signed timecard as proof of your volunteerism upon request. 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 Five 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; it's just not possible for staff to be able to dig through documentation as much as we would like to help. We are thrilled to now provide a self-service option to access your own volunteer history with your personal information page available from our new database.

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