



**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.

We distribute healthy food, including more fresh produce than almost any other food bank in the country, through a network of 310 nonprofit partners at 1,000 sites. Nearly half of the food we distribute is dependent on volunteers! Last year, volunteers contributed more than 222,000 hours of service, the equivalent of 107 full-time employees. 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.**

At the end of the time period required to fulfill your commitment, **we can provide you a copy of that signed time card 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 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; 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.

*Diane Zapata*

Diane Zapata  
Director of Volunteer Services