



Volunteer Groups: Registering as a Team Leader

Overview

Millions of meals are distributed through our Partner Agencies and feeding programs thanks to our distribution center and volunteers.

Register a group and bring your friends, family, or coworkers to our distribution center for a pack and box shift!

Together, we can work to close the hunger gap across North Texas by providing access to nutritious food.



Create Your NTFB Volunteer Account

If you are volunteering with us for the first time, go to our website at ntfb.org/volunteer and click the green “Sign Up” box in the upper righthand corner.

If you have previously volunteered with us in the past, go ahead and proceed with selecting “Login.”



Create Your NTFB Volunteer Account

If you have not already electronically signed our NTFB Waiver of Liability, the system will take you through 6 steps to create and complete your account.

Step 1 of 6: Create an Account

[Already have an account? Click here](#)

SSO LOGIN HERE

f SIGN UP WITH FACEBOOK

OR

Sign up with your email address

First Name (Required)	Last Name (Required)
Email (Required)	Phone (Required) Ext
Address (Required)	Address Line 2
City (Required)	Select a State (Required)
Zip Code (Required)	County
Distance Willing to Travel?	Birthday (Required)
Select a Favorite Program	

Password (Required)

Confirm Password (Required)

CREATE YOUR ACCOUNT

Step 3 of 3: Qualifications

Please e-sign our waiver of liability *

Click to sign: NTFB Waiver of Liability

CONTINUE TO NEXT STEP

Registering a Team Step 1:

To get started, go to our website at ntfb.org/volunteer.

For opportunities at our Distribution Center, click “View Calendar.”



Distribution Center

Millions of meals are distributed through our Partner Agencies and feeding programs thanks to our distribution center volunteers. Sort and pack at our facility in Plano. Due to COVID-19, we have made some changes to our policies and encourage you to read thoroughly. We appreciate your flexibility.

Ages

Perfect for individuals who are 12 and over (12-15 with guardian)

Days

Tuesday - Saturday

Times

9:00 - 11:30 am and 1:00 - 3:30 pm

 [VIEW CALENDAR](#)



Jan's Garden

Volunteer or tour Jan's Garden, our sustainable, small-scale learning garden in honor of our late CEO, Jan Pruitt. Jan's Garden offers tours and programming for all local community groups who desire to learn first-hand about the impact that healthful food choices can make.

Ages

Perfect for individuals and groups of all ages

Days

Upon request

Times

Upon request

[LEARN MORE](#)

Registering a Team Step 2:

Click “View Details” on Pack and Box opportunities.

AM Shift: 9:00am- 11:30am

PM Shift: 1:00pm 3:30pm



Registering a Team Step 3:

Scroll to the bottom of the page for dates and availability. The calendar will post two months at a time.

Once you have found the best time for your group, select “Respond as Team” on the lefthand side.

Shifts			
BEGINS	DURATION	OPEN SPOTS	RESPOND
Wed Jan 19, 2022 @ 9:00am to 11:30am	2.50 hours	16 of 75	RESPOND INDIVIDUALLY RESPOND AS TEAM
Thu Jan 20, 2022 @ 9:00am to 11:30am	2.50 hours	81 of 100	RESPOND INDIVIDUALLY RESPOND AS TEAM
Fri Jan 21, 2022 @ 9:00am to 11:30am	2.50 hours	65 of 100	RESPOND INDIVIDUALLY RESPOND AS TEAM
Sat Jan 22, 2022 @ 9:00am to 11:30am	2.50 hours	3 of 104	RESPOND INDIVIDUALLY RESPOND AS TEAM
Tue Jan 25, 2022 @ 9:00am to 11:30am	2.50 hours	50 of 75	RESPOND INDIVIDUALLY RESPOND AS TEAM
Thu Jan 27, 2022 @ 9:00am to 11:30am	2.50 hours	36 of 100	RESPOND INDIVIDUALLY RESPOND AS TEAM
Wed Feb 2, 2022 @ 9:00am to 11:30am	2.50 hours	41 of 100	RESPOND INDIVIDUALLY RESPOND AS TEAM
Thu Feb 3, 2022 @ 9:00am to 11:30am	2.50 hours	88 of 100	RESPOND INDIVIDUALLY RESPOND AS TEAM
Fri Feb 4, 2022 @ 9:00am to 11:30am	2.50 hours	86 of 100	RESPOND INDIVIDUALLY RESPOND AS TEAM
Tue Feb 8, 2022 @ 9:00am to 11:30am	2.50 hours	58 of 75	RESPOND INDIVIDUALLY RESPOND AS TEAM

SHOWING 1 TO 10 OF 19 ENTRIES

[PREVIOUS](#) [NEXT](#)

Registering a Team Step 4:

Enter your team's name, and select "Add Me." This will then allow you to select yourself as the team's leader.

Hit "Continue" and then "Finish" on the following page.

Build Your Team
Want guidance? [Read how to create a team](#)

Team Name *

How big is my team now? 1
How big can my team be for this opportunity? 95
How many shifts are available for this team size? 19

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

LEADER	FIRST NAME	LAST NAME	EMAIL	REMOVE
<input checked="" type="checkbox"/>	Colbi	White	colbi.white@ntfb.org	<input type="button" value="X"/>

SHOWING 1 TO 1 OF 1 ENTRIES

Next you will select when you will volunteer.

Registering a Team Step 5:

Once you have created your team, select “Manage Team” under options.

My Teams

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES OPPORTUNITY RESPONSES **MY TEAMS** QUALIFICATIONS

INBOX

Colbi's Awesome Te

Table Filter

TEAM NAME	OPPORTUNITY TITLE	SHIFT BEGINS	MEMBERS	LEADER	RESUME	OPTIONS
<input type="text" value="Search Team Nam"/>	<input type="text" value="Search Opportuni"/>	<input type="text" value="Search Shift B"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>		
Colbi's Awesome Team	AM Pack and Box	Feb 8, 2022 9:00am	1	Yes	VIEW RESUME	Manage Team

SHOWING 1 TO 1 OF 1 ENTRIES

PREVIOUS NEXT

Registering a Team Step 6:

From here, you can choose the number of reserved slots for your group, email members that have registered, and share the team's group page by clicking "copy join link."

Opportunities > AM Pack and Box > Team Response

Team Response

Team Members
Opportunity: AM Pack and Box
Team: Colbi's Awesome Team - Feb 8, 2022 9:00am

Reserved Slots: UPDATE

ADD TEAM MEMBER

+ ADD DEFAULT HOURS EMAIL MEMBERS COPY JOIN LINK COPY RESUME LINK

Table Filter

<input type="checkbox"/>	EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/>	colbi.white@ntfb.org		1-469-343-5416	Colbi	White		<input checked="" type="checkbox"/>

UNREGISTER TEAM

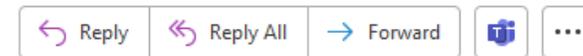
Registering a Team: Completed

Once completed, you will receive the below email as confirmation that your group reservation has been made. This will also be the email your group members will receive upon their completed registration for the volunteer shift.

Welcome to the Team



no-reply@galaxydigital.com
To: Colbi White



Mon 1/17/2022 2:53 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Colbi,

Thank you for being a part of our community's volunteer efforts. Your team, Colbi's Awesome Team, has successfully responded to NTFB Distribution Center's need, "AM Pack and Box (Feb 8, 2022 9:00am)."

As a team member, you can contact your team leader, Colbi White, at colbi.white@ntfb.org with further questions.

If you are the team leader, you can go to http://volunteer.ntfb.org/need/detail/?need_id=640279 to manage your team. As the team leader, please copy the link to join the team and send to your members to register. We ask that each person registers themselves for the event so they can acknowledge our volunteer waiver. Please note that your members will have until Monday at 3:00 PM the week of your volunteer event to register for your shift. After 3 PM that Monday any open spots on your reservation will be released to the public to register.

Thank you for volunteering!
North Texas Food Bank

Group Scheduling Guidelines for Distribution Center

These guidelines are for groups (corporate, school, faith-based, nonprofit entities, etc.) who wish to schedule a volunteer shift at the North Texas Food Bank. If you are a corporate donor, please reach out to your Major Gift Officer to discuss your benefits.

All groups can have up to 25 people per Distribution Center shift

- Multiple teams of 25 are not permitted in a single shift.*
- Additional team of 25 can be reserved, depending upon schedule, either same day/different shift or an alternate day during the month.
- Any reservations exceeding 2 shifts of 25 in one month (30 days) will be cancelled.

*Millions of meals are distributed through our programs and Feeding Network thanks to our distribution center volunteers. Sorting and packing shifts are run Tuesday through Saturday most weeks. The morning shift is 9 to 11:30 a.m. and the afternoon shift is 1 to 3:30 p.m.

Release Date

- North Texas Food Bank will release a group's reserved slots not registered 10 actual days prior to the volunteer date.

Donation for Private Volunteer Shifts

- One private shift of up to 100 people: \$5,000 per shift.
- Entire Day of Volunteering (Includes 2 private shifts of up to 100 people each shift): \$10,000.
- [Click here](#) to reserve the full shift.

FAQs

Can I add volunteer names when I am building my team? Because each individual will need to electronically sign the volunteer waiver and register their account, we recommend that you copy, paste, and send the link for them to sign-up for the shift.

Is it possible for one person to be the team leader for multiple teams? Yes. All teams will be listed on your NTFB Volunteer dashboard under Opportunity Responses, and then My Teams.