



ELIGIBILITY CRITERIA FOR REFERENCE/RECOMMENDATION AND CERTIFICATE ISSUANCE

It is always a pleasure to reference your volunteering experience with us or issue you a certificate for your kind act of community service. However, there are important points to note to make the process as seamless as possible. The updated eligibility criteria for certificate and reference issuance became effective from 1st January, 2022.

APPLICATION DURATION

- A minimum of two weeks' notice is required to process either a reference or certificate request as this is the average time it takes for these documents to be ready.
- Requests with notices less than two weeks will not be treated with any form of urgency and we are not liable for any deadlines missed as a result of a short notice.
- If you are not sure if you have met the conditions stated in this document kindly call **09060291044** or **07061722099** or **012918754** to ascertain your status regarding your eligibility for a reference or certificate of community service.

HOW TO CALCULATE YOUR VOLUNTEERING HOURS

- 1 EDUFOOD participation equals 4hours of community service
- 1 Outreach preparation activity equals 6hours of community service
- 1 TEFAP outreach attendance equals 6hours of community service.
- 1 Community inspection activity equals 6hours of community service.

REFERENCE ISSUANCE REQUIREMENTS (VOLUNTEERS AVAILABLE MOSTLY ON WEEKDAYS)

No reference will be issued if the following conditions are not met.

- Membership for at least 3months in addition to completion of a minimum of 60hours of community service.
- Below is a breakdown of the attendances required to enable you to qualify for a reference
 - ✓ 11 EDUFOOD outreaches
 - ✓ 1 TEFAP outreach
 - ✓ 1 Preparation activity
 - ✓ 1 community Inspection
- To request a reference, [click here](#) to fill out the application form and send a mail to contactus@lagosfoodbank.org

REFERENCE ISSUANCE REQUIREMENTS (VOLUNTEERS AVAILABLE MOSTLY ON WEEKENDS)

No reference will be issued if the following conditions are not met.

- Membership for at least 3months in addition to completion of a minimum of 60hours of community service.
- Below is a breakdown of the attendances required to enable you to qualify for a reference
 - ✓ 8 TEFAP outreaches
 - ✓ 1 EDUFOOD outreach
 - ✓ 1 Preparation activity
 - ✓ 1 community Inspection
- To request a reference, [click here](#) to fill out the application form and send a mail to contactus@lagosfoodbank.org

CERTIFICATE ISSUANCE REQUIREMENTS (VOLUNTEERS AVAILABLE MOSTLY ON WEEKDAYS)

No certificate will be issued if the following conditions are not met.

- Membership for at least 6months in addition to completion of a minimum of 100hours of community service.
- Below is a breakdown of the attendances required to enable you to qualify for a certificate
 - ✓ 1 TEFAP outreach
 - ✓ 19 EDUFOOD outreaches
 - ✓ 2 Preparation activities
 - ✓ 1 community Inspection
- To request a certificate, [click here](#) to fill out the application form and send a mail to contactus@lagosfoodbank.org

CERTIFICATE ISSUANCE REQUIREMENTS (VOLUNTEERS AVAILABLE MOSTLY ON WEEKENDS)

No certificate will be issued if the following conditions are not met.

- Membership for at least 6months in addition to completion of a minimum of 100hours of community service.
- Below is a breakdown of the attendances required to enable you to qualify for a certificate
 - ✓ 13 TEFAP outreaches
 - ✓ 1 EDUFOOD outreach
 - ✓ 1 Preparation activity
 - ✓ 2 community Inspections
- To request a certificate, [click here](#) to fill out the application form and send a mail to contactus@lagosfoodbank.org

Signed, sealed and delivered this 1st day of January 2022.



Zainab Alonge.

Policy and Advocacy Officer.

For Lagos Food Bank Initiative.