



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 November, 2022.

APPLICATION GUIDELINES AND 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.
- Lagos Food Bank Initiative Policy strictly limits reference issuance to volunteering experiences and Impact. Kindly remember that Volunteering with Lagos food bank is not equivalent to being an employee of Lagos Food Bank. Therefore, references would not be issued beyond volunteering experiences and impact.
- Please note that after two references, you would be required to complete at least 20 hours of volunteering to make another recommendation request
- 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 Outreach preparation activity equals **6hours** of community service
- 1 Community inspection activity equals **5hours** of community service.
- 1 EDUFOOD participation equals **4hours** of community service
- 1 TEFAP outreach attendance equals **4hours** 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 **4months** in addition to completion of a minimum of **80hours** of community service.
- Below is a breakdown of the attendances required to enable you to qualify for a reference
 - ☐ 7 Preparation activity (42 hours)
 - ☐ 5 EDUFOOD outreaches (20 hours)
 - ☐ 2 community Inspection (10hours)
 - ☐ 2 TEFAP outreach (8 hours)
- To request a reference, [Click here](#) to fill out the application form and send an email to contactus@lagosfoodbank.org

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CERTIFICATE ISSUANCE REQUIREMENTS (VOLUNTEERS AVAILABLE MOSTLY ON WEEKDAYS)

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

- Membership for at least **7months** in addition to completion of a minimum of **120hours** of community service.
- Below is a breakdown of the attendances required to enable you to qualify for a certificate
 - ☐ 10 Preparation activities (60 hours)
 - ☐ 8 EDUFOOD outreaches (32 hours)
 - ☐ 4 community Inspection (20 hours)
 - ☐ 2 TEFAP outreaches (8 hours)
- To request a certificate [Click Here](#) to fill out the application form and send an email to contactus@lagosfoodbank.org

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FINAL RECOMMENDATION/ REFERENCE LETTER REQUIREMENT

Upon completion of your required hours (80hrs), you will be required to write a 250 words essays as a final step to be eligible for a recommendation/reference letter in the manner below:

In not less than 250 words write an essay on:

Your Volunteering journey from onboarding to the point of completion of your required volunteering hours (80hrs)

Your journey may contain the following:

- A) Memorable volunteering moments,
- B) Beneficiaries' stories that you were directly involved in as a volunteer &
- C) How you have achieved the shared goal of zero hunger through the Lagos Food Bank

Please note: Essays would be submitted attached to your email. .

Send a copy of your essay to Contactus@lagosfoodbank.org and copy lagosfoodbank@gmail.com

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FINAL CERTIFICATE COLLECTION REQUIREMENT:

Upon completion of your required hours (120hrs), you will be required to write a 500 words essays as a final step to be eligible for a certificate collection in the manner below:

In not less than 250 words write an essay on:

Your Volunteering journey from onboarding to the point of completion of your required volunteering hours (120hrs)

Your journey may contain the following:

- A. Memorable volunteering moments,
- B. Beneficiaries' stories that you were directly involved in as a volunteer &
- C. How you have achieved the shared goal of zero hunger through the Lagos Food Bank

In not less than 250 words:

- 1.) List 10 points that explain what you gained by donating your time to volunteer with the Lagos Food Bank
- 2.) Suggest 10 recommendations that can help the food bank improve its impact activities reach and delivery

Please note: Essays will be submitted together in two separate documents attached to your email.

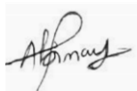
Send a copy of your essay to Contactus@lagosfoodbank.org and copy lagosfoodbank@gmail.com

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



Oluwadamilola Nkwa

Policy and Advocacy Officer.

For Lagos Food Bank Initiative