



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 23rd September, 2025.

HOW TO CALCULATE YOUR VOLUNTEERING HOURS

- Preparation activities are measured by the number of hours you spend working in the Food Bank warehouse
- 1 Community inspection activity equals **5 hours** of community service.
- 1 EDUFOOD participation equals **4 hours** of community service
- 1 TEFAP outreach attendance equals **4 hours** of community service.
- 1 Family Farming outreach attendance equals **4 hours** of community service
- 1 Family Farming **M&E** attendance equals **5 hours** of community service
- 1 NUMEPLAN outreach attendance equals **4 hours** of community service

APPLICATION GUIDELINES AND DURATION

- We kindly ask for a minimum of one weeks' notice for processing reference or certificate requests. This time frame allows us to ensure that your documents are prepared accurately and on time.
- Please be aware that requests with less than two weeks' notice may not receive expedited treatment and we cannot guarantee meeting any tight schedules resulting from short notice.
- We would like to emphasize that our policy restricts reference issuance to volunteering experiences and the impacts you've had with Lagos food bank Initiative. .
- It is important to remember that volunteering with us does not equate to being an employee of Lagos Food bank, and therefore references will only be provided based on your volunteering experiences and impact you've made.
- Additionally, please note that after receiving two references, we kindly request that you complete a minimum of 20 hours of volunteering before making another recommendation request. This helps us maintain the quality and accuracy of our references.

If you are not sure if you have met the conditions stated in this document kindly call **07062330446**, **09060291044**, **07061722099** or **012918754** to ascertain your status regarding your eligibility for a reference or certificate of community service.

REFERENCE ISSUANCE REQUIREMENTS

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

- A minimum of **80 hours** community service.
- Below is a breakdown of the attendances required to enable you to qualify for a reference
 - ▯ Preparation activity (42 hours)
 - ▯ 5 EDUFOOD outreaches (20 hours)
 - ▯ 2 Community Inspection or Family Farming **M&E** (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

CERTIFICATE ISSUANCE REQUIREMENTS

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

- A minimum of **120 hours** of community service.
- Below is a breakdown of the attendances required to enable you to qualify for a certificate ▯
 - Preparation activities (60 hours)
 - ▯ 2 EDUFOOD outreaches (8 hours)
 - ▯ 4 Community Inspection or Family Farming **M&E** (20 hours)
 - ▯ 8 TEFAP outreaches (32 hours)
- To request a certificate [click here](#) to fill out the application form and send an email to contactus@lagosfoodbank.org

FINAL RECOMMENDATION/ REFERENCE LETTER REQUIREMENT

Upon completion of your required hours (80hrs), you will be required to write a 250 word 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 26th day of September, 2025.



Bolanle Abisoye

Volunteer Management Officer.

For Lagos Food Bank Initiative