

Food Pantry Program

The True Sunshine Episcopal Church began a food pantry in June 2009 and would like to share the experience of starting a food pantry program. Here are step-by-step guidelines:

- 1 Contact and or visit the local food bank for information.
- 2 Form a food pantry committee for planning and working.
- 3 Attend the food bank orientation to understand their system and policy.
- 4 Find a food bank representative to assist you for opening a pantry program.
- 5 Allow the food bank representative to inspect your pantry site.
- 6 To maintain the food bank requirements always.
- 7 To meet the qualifications of becoming a food pantry agent.
- 8 Consult the food bank representative at anytime with any question.
- 9 Food Pantry Committee visits other pantry sites for program study.
- 10 Evaluate collected information and work on details to begin the program.
- 11 Consult with the food bank to schedule the day and time to run the program.
- 12 Plan to begin with the minimum required number of food recipients for trial.
- 13 Set the grand opening date of the food pantry agreed by the food bank.
- 14 Submit the application of a new food pantry program to the food bank.
- 15 Find funds for program operation while waiting for the application approval.
- 16 Set plans to raise funds for the ongoing program operation expenses.
- 17 Send out fliers for the opening of a new food pantry program. (see sample)
- 18 Assign and schedule “shoppers” to purchase food at the food bank.
- 19 Recruit volunteers from the congregation and the neighborhood community.
- 20 Invite the food bank representative to come, together to train the volunteers.
- 21 It needs 10 to 15 volunteers to serve 100 food recipients.
- 22 Set up guidelines and rules for food recipients and volunteers. (see sample)
- 23 Keep up healthy and safety awareness for food recipients and volunteers.
- 24 To manage the line of food recipients for check-in is a high priority.
- 25 Always be respectful and friendly to the food recipients.
- 26 Allow enough time for food truck loading, food distribution set up / clean up.
- 27 Order extra compost bins for the unexpected spoiled produce.
- 28 Find a cardboard-picker to truck the big pile of cardboard to recycling center.