Initiative Name: Family

Program Name – Starting A Food Pantry

Website address - http://www.yeshuacogicfoodpantry.com/
http://secondharvestmidtn.org/wp-content/uploads/2011/08/Starting-a-Food-Pantry.pdf
http://www.wikihow.com/Start-a-Food-Bank
http://money.howstuffworks.com/how-to-start-food-pantry.htm

Description of program

A Food Pantry is a community outreach dedicated to aiding those less fortunate. Food is given out on a basis of need. Food for the pantry can be donated from local stores, bought from the local Food Bank at a minimal cost (example: 19 cents a pound) or get FREE food by joining the USDA program at the local food bank.

Benefits of program

With so many people unemployed or under employed, there is a desperate and sometimes hidden need in the community. As a community outreach program, a Food Pantry assists less fortunate families with food so that money can go towards household needs such as rent, utilities, medical, etc. It also provides resources (information as to where they can obtain help) to those families for other needs, such as help with: utility bills, medical, dental, free wood, free fans to seniors, etc.

Implementation Steps:

1. Obtain a 501c3 and EIN
2. Obtain a space for storage/distribution
3. Enlist volunteers to work in pantry
4. Create a Budget
5. Create means of financing (donations, fundraising, etc.)
6. Purchase shelving, refrigerator/freezer, tables, chairs, computer, printer, copier, filing cabinet.
7. Obtain the method of food pickup – van or truck, etc.
8. Establish the days and times and boundaries, if any (zip codes) of the Food Pantry and method of distribution
9. Submit application to local Food Bank for regular food and USDA (government issued food)
10. Setup training schedule from Food Bank
11. Establish relationship with manager of local stores for donations
12. Create Web Page/Social Media
13. Create Flyers
14. Register the food pantry on local internet sites that list food pantries to the public.
15. Go to local social services and distribute flyers and information about food pantry.
16. Create sign in sheets/client information sheets.
17. Take a grant writing class. You will want to apply for grants in the near future.
18. The week of distribution: prepare food for distribution – bag food and/or set up shopping area
19. Day of distribution – have clients sign in on sign in sheet.
20. Have clients fill out Client Information card for your records. (Name, address, telephone number, race, list of household members with ages, date of birth, relationship, employed or not) This is done only on their first visit. (You will need this information for grant purposes later)
21. If you are distributing USDA food, determine eligibility.

22. Distribute food.
23. Clean up.

Please direct your questions to your COGIC Urban Initiatives Jurisdictional Coordinator.

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