

POLICY

The Poverello Center Inc. does believe that volunteers are at the heart of what we do. Many of our volunteers have devoted their time and service to the daily operations of this facility. To ensure that volunteer clients' needs are met the following procedures are listed below.

PROCEDURE

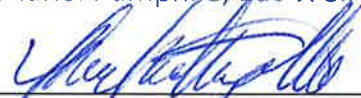
- I. Any volunteer client or volunteer community client can pick up their menu items and any community items at the end of their shift or on their day off. This also includes the items placed in the Food Pantry Lobby, which should be taken in reasonable amounts. This then in turn has to be signed and approved by a Food Pantry Management staff or the Receiving Inventory Coordinator.
- II. Ryan White clients are allowed to pick up after their shift or day off from volunteering. Any packing for that client's menu needs to be done by the designated packer and the proper procedures for client pantry pickup need to be followed.
- III. Poverello cooking class clients are allowed to leave the facility with only the residual items from the cooking class. Any client that may need to pick up pantry items on that day may do so after their cooking class session and can only access our donated canned goods during the time of distribution in the pantry by a designated volunteer on the designated day.
- IV. Donated canned goods are distributed weekly depending the availability of donations. A designated volunteer will be assigned to distribute 5 items per client* on the distribution day, with the exception of the major holidays when 10 canned items are distributed. Items are increased during holidays because of the influx of donations.

*At management discretion the amount of goods distributed may increase or decrease depending on the availability of goods donated.

Approvals:

Signature: _____ Date: _____

Shanel Pamphile, Eat Well Center Manager

Signature:  Date: 0/25/19

Thomas S. Pietrogallo, CEO

BOD Approved: N/A; Date Established: 06.25.19; Date Revised/Reviewed: 06.27.19