

## Food Pantry Process

Below is a suggested process list for churches planning to launch an in-school Food Pantry for a public school. It's helpful to start initial planning two or three months before the launch date of the Food Pantry to allow time for volunteer recruiting, procurement and setup.

1. Work through the Be|Undivided "Prelaunch Planning" page (see Strategic Planning).
2. Meet with school contacts, working with them to find out their needs and how your resources and vision line up with theirs.
3. Start to fill key volunteer roles, beginning with the Food Pantry Director. The volunteer recruiting and training process will be an ongoing one parallel with all other steps.
4. Meet with church, Procurement Team (see *Strategic Planning for Volunteer Organization* document) and volunteers to develop a plan for stocking the Food Pantry.
5. Determine what resources will be required for shelving, refrigerating and otherwise storing food.
6. Develop partnerships with third parties for any desired donations, volunteers, connections, etc.
7. Begin resource procurement.
8. Set up the Food Pantry location.
9. Meet with school contacts again, finalizing rules and any referral requirements, and determine how communication with students about the Food Pantry will be established.
10. Open the Food Pantry with a limited referral scope for two or three weeks, in order to work out any potential problems.
11. After the timespan allotted for Step 10, communicate Food Pantry hours to the broader student community.
12. Open for business!
13. Maintain a clear communication cycle with the school about availability, hours, problems, student referrals, etc.