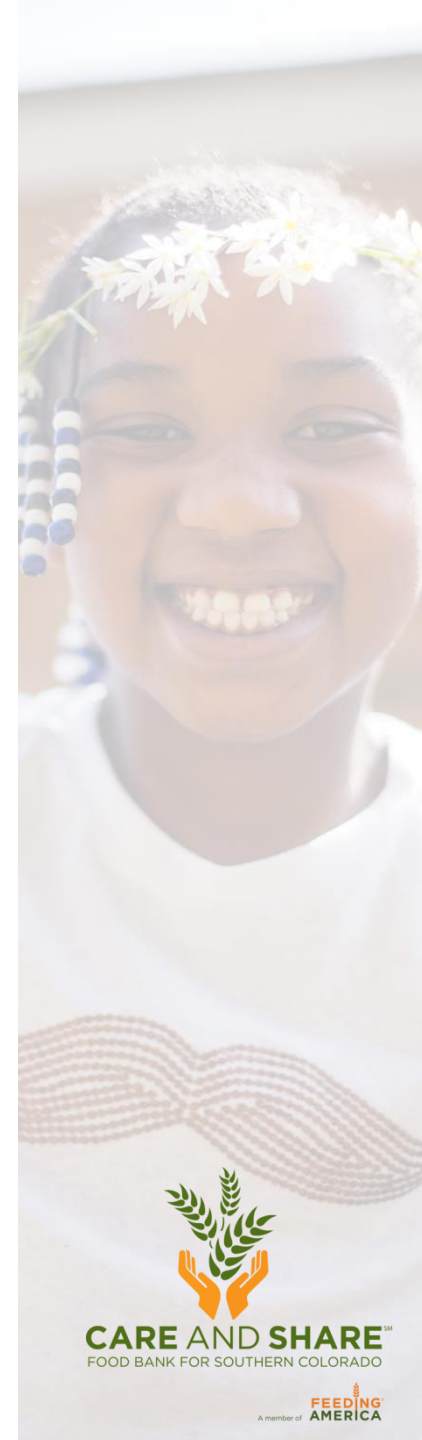


# MOBILE FOOD PANTRY TRAINING



**CARE AND SHARE**  
FOOD BANK FOR SOUTHERN COLORADO

A member of  
**FEEDING AMERICA**

# You Will Learn...

- Preparing in Advance
- Mobile Food Pantry Distribution Steps
- Food Safety Requirements
- Care and Share Support
- Sponsoring Organization's Responsibilities
- Care and Share Food
- Serve The Hungry
- Cancellation Policy
- Care and Share Contact Information
- MFP Monthly Report Example - COVID
- MFP Monthly Report Example
- MFP Monthly Report Example – TM

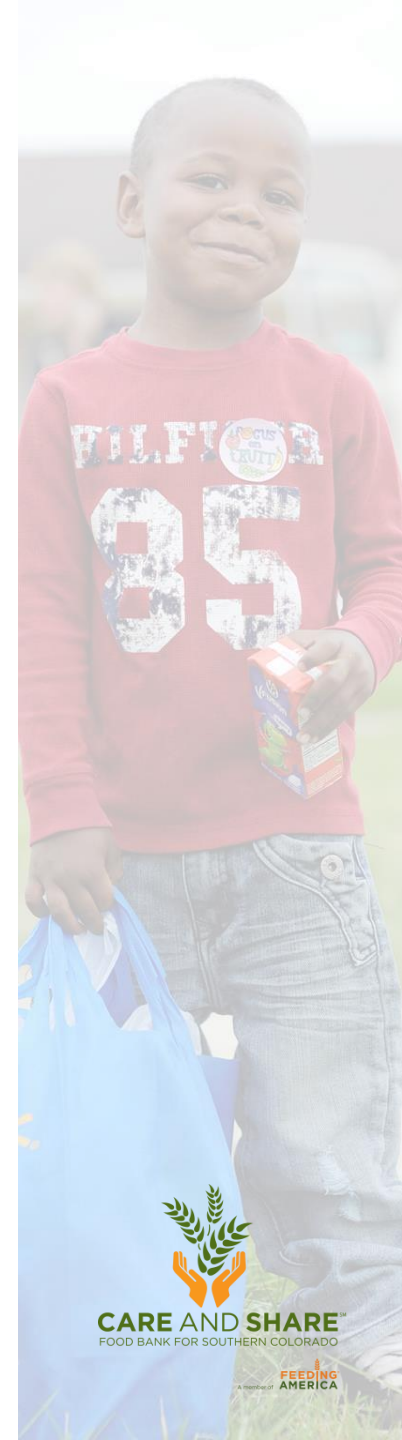
(Reporting by Trade Mitigation MFPs only)



# Step 1: Prepare in Advance

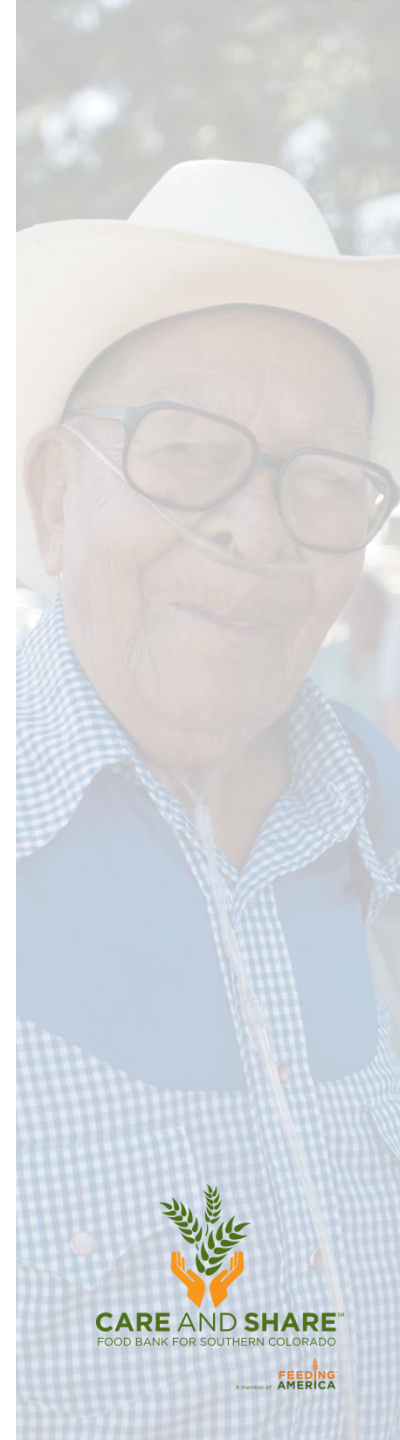
A few days prior to distribution, you will need to gather all of the supplies for the Mobile Food Pantry event:

- Volunteer and neighbor sign-in sheets
- List of volunteers assisting in the event
- Pens
- Plastic shopping bags
- Disposable gloves
- Tables



## Step 2: Meet With the Volunteers

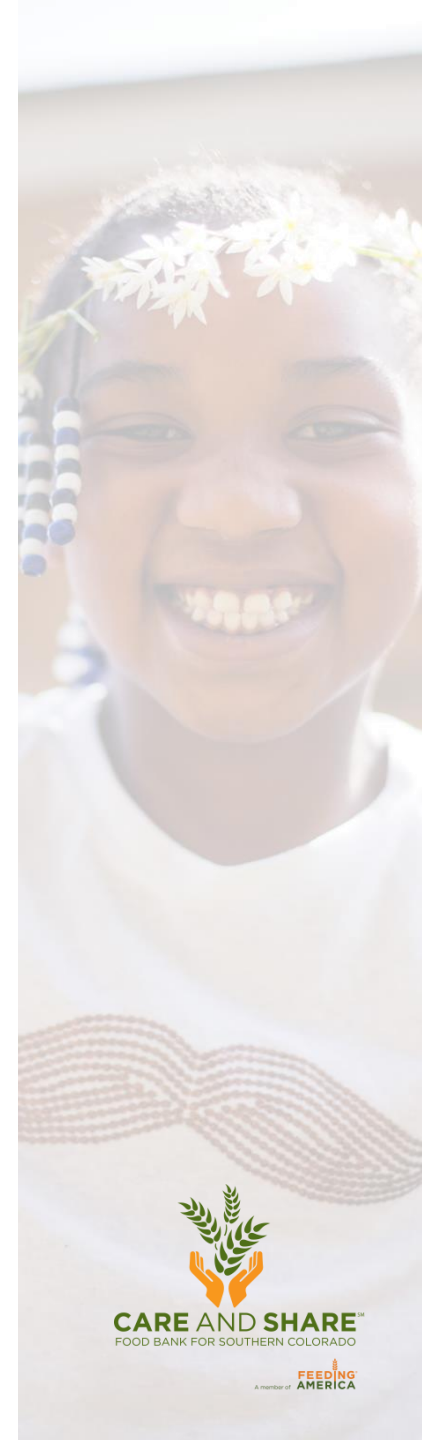
- Welcome all volunteers and explain the mission of the pantry distribution. Use the Volunteer Meeting Points flier if needed.
- Explain the Mobile Food Pantry distribution process.
- Have the volunteers sign in on the form provided by Care and Share Food Bank.
- Assign tasks to the volunteers.
  - 1-2 volunteers assisting individuals sign in
  - 1-2 volunteers to hand out each type of food and replenish food on tables
  - Additional volunteers to assist individuals in transporting food to vehicles as needed
- Talk to the volunteers about food safety expectations.
- Thank the volunteers for their hard work!





## Step 3: When The Truck Arrives

- Care and Share truck arrives 30 minutes prior to the distribution. The truck will be loaded with a variety of food products with an emphasis on fresh produce. It may also contain snack foods, beverages, or bakery items.
- The truck will park and the driver will offload pallets of product in a designated area.  
**Volunteers or site staff will not be allowed on or in the driver's truck at any time.**
- Once all pallets have been unloaded, the site coordinator will check the invoice to ensure no food is missing or added to the invoice and sign.
- The driver will depart the site allowing for the host site to finish setting up for distribution.



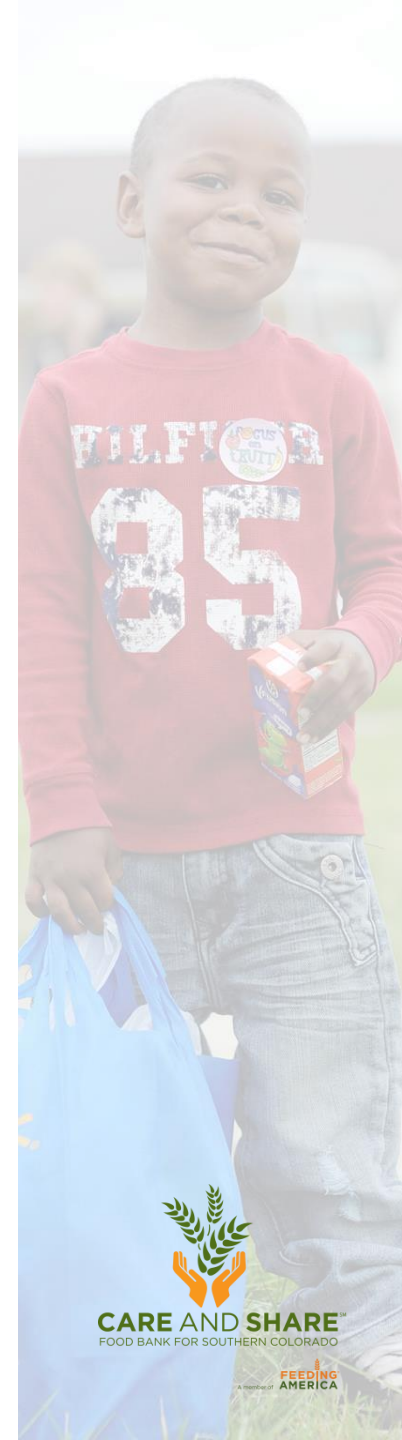
## Step 4: Set Up For the Mobile Food Pantry

- The site coordinator will review the food received and determine how much food to distribute to each household based on anticipated event participation.
- Product can be pre-bagged by volunteers (this makes the line move faster).
- Product is placed on the tables, where individuals can choose product as they move through the line.
- Volunteers/staff are stationed behind the pallets or tables to restock items, answer questions and inform participants of any products that have limits.



## Step 5: Distribution

- Once everyone has gone through line, neighbors in need and volunteers may go back through line a second time. CSFB wants to ensure that product does not go to waste and the individuals and families receive equitable amounts of food.
- There should **NOT** be any remaining product at the end of the distribution.
- If there is food left over after the distribution, contact the Agency Relations Manager at Care and Share Food Bank immediately to determine the best option available.



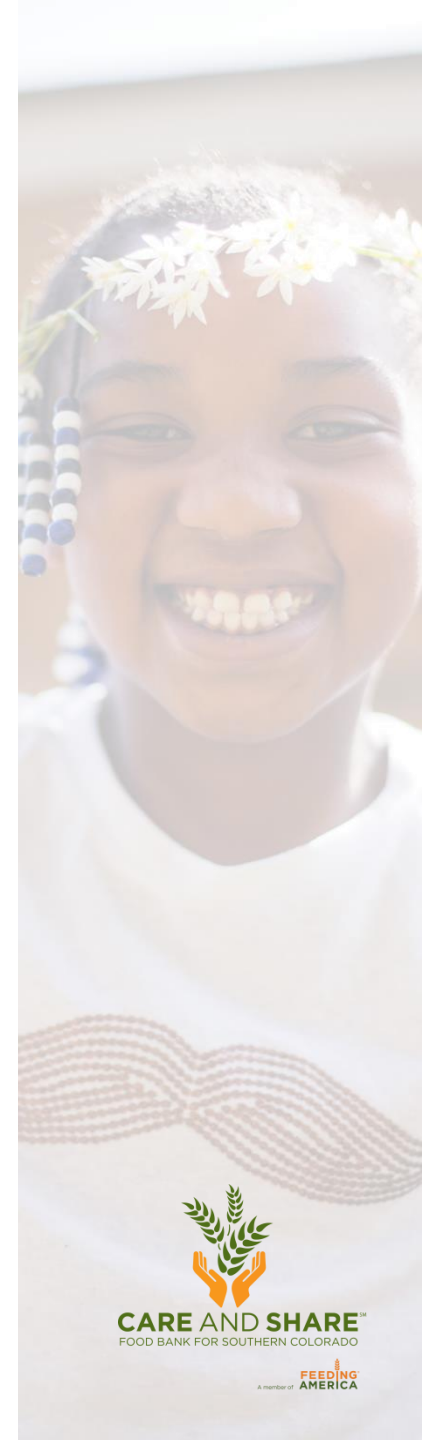
# Safety Requirements

- Ensure neighbors in need do not use boxes or bags that show signs of contamination.
- Require volunteers to wash hands thoroughly before handling food and wear disposable gloves if handling produce.
- Inspect and collect any damaged or compromised product and properly dispose of it.
- Ensure volunteers are wearing close-toed shoes.



# Care and Share Support

- Provide a selection of products that will allow each participant to get an equitable share.
- Provide sign in sheets for volunteers and neighbors in need for the site coordinator to print for the distribution.
- If necessary, remove all pallets, totes, and cardboard from the prior month's distribution.
- Provide Care and Share staff to help with the first distribution if necessary.



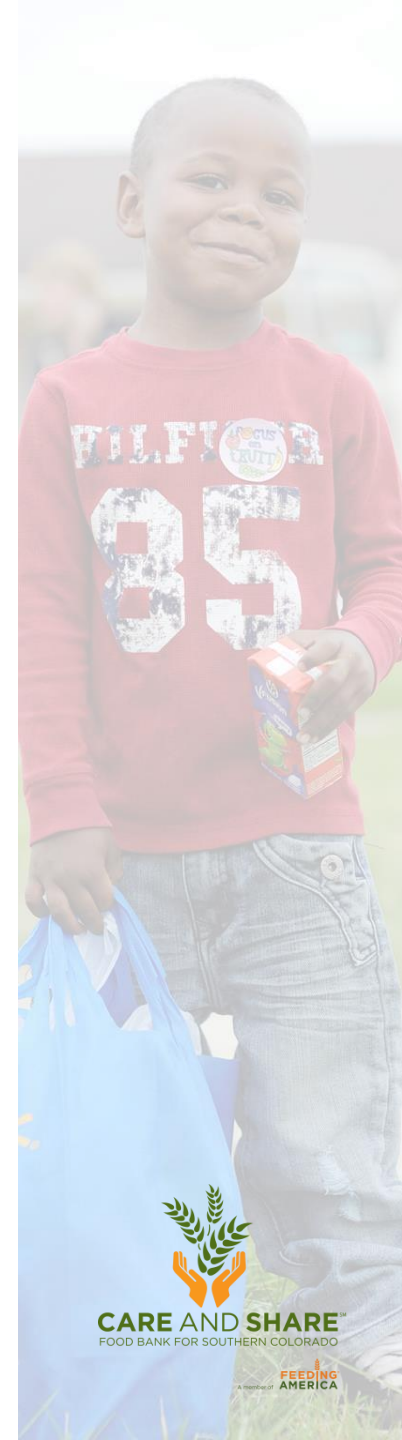
# Sponsoring Organization's Responsibility

- Identify a site coordinator who will oversee distribution, supervise volunteers, and serve as CSFB primary contact.
- Provide volunteers to assist with unloading, set-up, and food distribution.
- Promote distributions by posting and distributing fliers to the community.
- Complete sign-in sheets during distributions and email/fax to CSFB within 3 days of distribution.
- Provide folding tables, plastic bags and disposable gloves for the distribution.
- Ensure the safe and proper handling of food, which conforms to all local, state and federal regulations.
- Abide by the policies, procedures, and record keeping requirements of Care and Share.



# Care and Share Food

- Food will be distributed free of charge.
- Food will not be transferred for money, property, or services.
- Food will be distributed on a first-come, first-serve basis.
- Volunteers in need may go through the line, but must sign for the food.
- Participants may go through the line a second time if all neighbors in need have gone through the line once.
- Donated food is not allowed to be consumed by volunteers during the distribution.

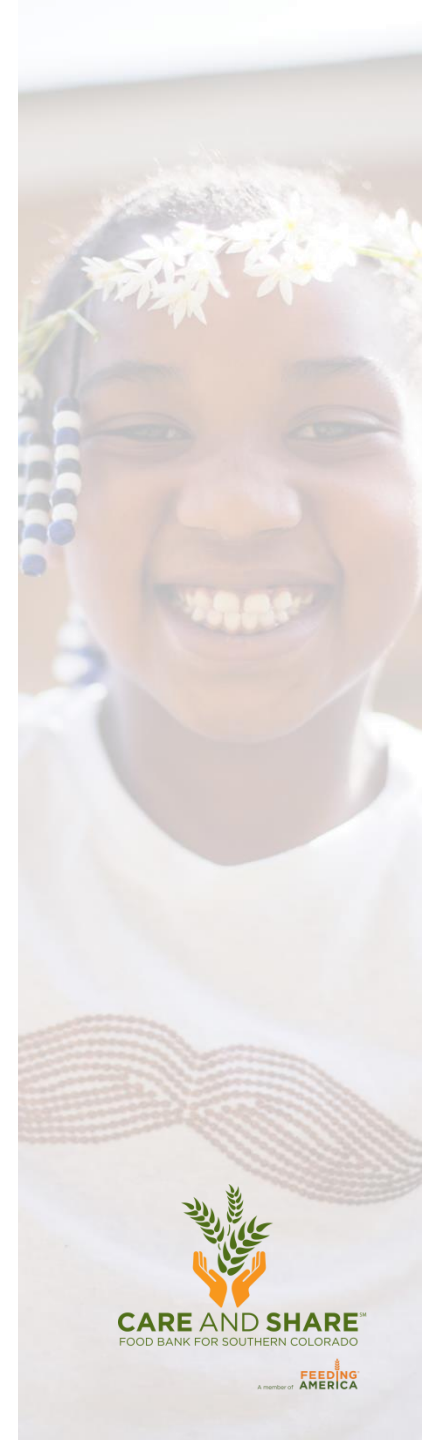


# Serve the Hungry

- To adhere with donor expectations, communal prayer is not allowed. Voluntary private prayer with volunteers prior to distribution is permitted.
- Homebound individuals and families – A person who cannot attend regularly due to disability or age is considered homebound. Individuals (proxies) picking up for a homebound individuals and families must provide a signed letter from the homebound neighbor authorizing the pick-up of food for him/her.
- Staff or volunteers helping with the distribution will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran.

# Cancellation Policy

- CSFB will contact the primary coordinator of a cancellation with as much notice as possible.
- CSFB may cancel a mobile distribution due to bad weather or other circumstances.
- Site coordinators may cancel a distribution if weather conditions endanger the safety of attendees.
- If the site coordinator decides to cancel the distribution, the coordinator must call the Agency Relations Manager before 7:30 a.m. on the day of the distribution. (When possible give 24 hours notice). The site coordinator must notify attendees and volunteers of the cancellation by—at a minimum—posting signage at the site.
- **Cancelled distributions cannot be re-scheduled for a later date.**





# MFP Monthly Report Example - COVID

Reports are due 3 days after your distribution.

Submit to [agencies@careandshare.org](mailto:agencies@careandshare.org)

**Effective Immediately until further notice**

**Collect this Data**



## Mobile Food Pantry Monthly Report

Month: June Year: 2020  
 Agency Name: Neighborhood MFP

### Persons Served:

1. Total # of Adults Served:

14

2. Total # of Children Served:

13

3. Total # of Seniors Served:

9

Total of above

Total Persons Served:

36

Households Served (How many people signed the log):

11

First Time Visit Households Served (Total in "Yes" column):

7

First Time Visitors (Total number in Household):

26

Households answering YES to "Is your need for food due to COVID-19?"

8

MFP Agency Name: Neighborhood MFP Date of Distribution: 6-15-2020



### Mobile Food Pantry Distribution Log

	Name - please print	Adults	Children	Seniors	First visit since January 1 <sup>st</sup>		Client Signature	Firma del cliente	Is your need for food due to COVID-19?
		(18-59)	(0-17)	(60+)	Yes	# in HH			
1	Abby Zenith	1	3	1	✓	5			Y
2	Bah Vonker			2					N
3	Charles Xalta	2	0	0	✓	2			Y
4	Darlene West	2	2	-					N
5	Eve Victoria	1	4		✓	5			Y
6	Frederick Orsula	4	-	1	✓	5			Y
7	Grant Taylor	1	1						Y
8	Hannah Smith	2		1	✓	3			Y
9	Isaac River	-	-	2					N
10	Jane Quervera	-	-	1	✓	1			Y
11	Karen Packer	1	3	1	✓	5			Y
12									
13									
14									
15									
Put Totals Here →→→		14	13	9	7	26	We believe that no one should go hungry. Creemos que nadie debe pasar hambre		

8

# MFP Monthly Report Example

Reports are due 3 days after your distribution.  
Submit to [agencies@careandshare.org](mailto:agencies@careandshare.org)



## Mobile Food Pantry Monthly Report

Month: June Year: 2020  
Agency Name: Neighbors MFP

### Persons Served:

- 1. Total # of Adults Served:
- 2. Total # of Children Served:
- 3. Total # of Seniors Served:

Total of above

Total Persons Served:

6
10
5
21

Households Served (How many people signed the log):

First Time Visit Households Served (Total in "Yes" column):

First Time Visitors (Total number in Household):

7
4
11

MFP Agency Name: Neighbors MFP

Date of Distribution: 6/10/2020



### Mobile Food Pantry Distribution Log

	Name - please print	Adults	Children	Seniors	First visit since January 1 <sup>st</sup>		Client Signature	Firma del cliente
		(18-59)	(0-17)	(60+)	Yes	# in HR		
1	John Doe			2	✓	2	<i>John Doe</i>	
2	Mary Smith	1	3				<i>M Smith</i>	✓
3	Cindal Rose	1		1	✓	2	<i>Cindal Rose</i>	
4	Jack Lane	1	1			2	<i>Jack Lane</i>	
5	Missy True	2	2				<i>M True</i>	✓
6	Brenda Jones	1	4		✓	5	<i>B Jones</i>	
7	Hazel Jones			2			<i>H Jones</i>	✓
9								
10								
11								
12								
13								
14								
15								
Put Totals Here →→→		6	10	5	4	11	We believe that no one should go hungry. Creemos que nadie debe pasar hambre	

# MFP Monthly Report Example – TM

## Reporting by Trade Mitigation MFPs only

Reports are due 3 days after your distribution.  
 Submit to [agencies@careandshare.org](mailto:agencies@careandshare.org)



### Mobile Food Pantry Monthly Report - TM

Month: June Year: 2020

Agency Name: Neighbor's MFP

**Persons Served:**

1. Total # of Adults Served:

22

2. Total # of Children Served:

24

Total of above

Total Persons Served:

46

Households Served (How many people signed the log):

11

### TEFAP Surplus Product Distribution ONLY



Distributing Agency Name Neighbor's MFP

I CERTIFY WITH MY SIGNATURE that I am a resident of the service area of this agency and all household members meet current eligibility guidelines. I UNDERSTAND that I may be prosecuted under current laws for accepting food for which I am not eligible and the food I receive may not be sold, exchanged, or otherwise diverted from my household's use.

Household Size		Recipient Name Print and Sign	Street Address, City and Zip	Phone #	Date	Certification		
Adult	Child					Approved	PA	AI
2	2	John Doe John Doe	123 Main St Anytown, ST 12345	-	6/3/20	✓		
1	4	Maurten Jones Maurten Jones	444 1st Ave Anytown, ST 12345	-	}	✓		
1	0	Tina Marie Tina Marie	100 B Ave Anytown, ST 12345	719-555-0001		✓		
4	2	Joseph Moore Joseph Moore	908 Smith Rd Anytown, ST 12345	-	}	✓		
2	1	Bertha Towne Bertha Towne	4694 Co Rd 6 Anytown, CO 12345	-		✓		
3	3	Holly Jackson Holly Jackson	1876 Lemon Ln Anytown, ST 12345	-	}	✓		
1	1	Cynthia Monroe Cynthia Monroe	40 2nd St Apt 6 Anytown, ST 12345	-		✓		
2	4	Greg Center Greg Center	808 3rd Blvd Anytown, ST 12345	719-555-6219	}	✓		
1	3	Hillary Stone Hillary Stone	214 9th St. Anytown, CO 12345	-		✓		
3	4	Scott Tonka Scott Tonka	489 Tree Ln Anytown ST 12345	-	}	✓		
2	0	Mary Greene Mary Greene	1086 Left Rd Anytown, ST 12345	-		✓		

11  
22 24

# Questions?

If you have any questions about the Mobile Food Pantry Program, please contact:

## **Clare Nowalk**

Mobile Food Pantry Coordinator

Care and Share Food Bank | 2605 Preamble Point, Colorado Springs, CO 80915

Direct/Fax (: 719-434-4679 | Cell (: 574-952-0145 [Clare@careandshare.org](mailto:Clare@careandshare.org))

## **Steven Williams**

*Direct Services Manager*

Care and Share Food Bank | 2605 Preamble Point, Colorado Springs, 80915

Office (: 719-528-1247 | Direct/Fax (: 719-937-4933 [StevenW@careandshare.org](mailto:StevenW@careandshare.org))

