



Concerned about the time it will take to enter all those neighbors?

IDEAS TO SPEED UP THE FIRST INTAKE:

1. Communicate changes well in advance

- Let your neighbors know change is coming, and that the first distribution might be slower, at least a month in advance.
- Put up posters or hand out flyers about upcoming changes.
- Communicate changes on your website, by text or by email.

2. Register on paper

- Print and hand out forms at the first distribution to avoid a slow down.
- Paper data makes great practice for volunteers to get used to the system at their own pace.

3. Start with a “Soft Launch”

- Provide paper intake forms at a distribution and ask neighbors to bring them back next time.
- After 1-2 distributions, do a “Hard Launch” that requires data from everybody.

4. Start early

- If you have neighbors lining up before your distribution, have staff or volunteers walk down the line and collect info 30 min to 2 hours before distribution starts (depending on how many people you’re serving).

5. Ask for help

- Let Care and Share know when your first distribution will be, and we may be able to come help out!