

Pantry Happenings Newsletter



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PARADE WALKERS

Please let Judy know if you are interested in walking with the float in the Fun Days parade. Adults and children are welcome. Walkers will be passing out flyers about the pantry.

Do You Have Your ID Today?

Please check IDs when families complete the initial paperwork or if families report that they have moved.

New Families

On the "Family Record" there is an "office" section that needs to be completed by the volunteer when a family comes to the pantry the first time. This involves three steps.

- 1) Please check off the "TEFAP form" space as long as the family completed the form.
- 2) Please check off "ID Shown" if the family has shown an ID when they completed their forms with an address that matches the address they put on the record.
- 3) Please write the "date" the family completed the forms.

If the family is "homeless" then they can receive sacked food. We would consider a family homeless if they do not have a residence or if they are doubling up with another family. Families who are homeless may not have anything with an address on it to verify. Please note this in the computer.

If a family does not have an ID when they complete the "Family Record" please follow the following guidelines so families receive consistent responses from volunteers. Anytime you talk with the family about their ID remember to put a note in the computer with your initials and the date at the end of the note so the next volunteer knows the requests that have been made in the past.

First visit – Provide sacked food and ask the family to bring an ID the next time they come (an ID can be a driver's license, state ID, or a piece of mail with their name and address)

Second visit – Provide sacked food and let the family know they need to bring an ID to the pantry the next time they come or they will not be able to receive food.

Third visit – Let the family know they will not be able to receive food until they bring an ID.

Families Who Have Moved

In the last few weeks we have had multiple families state that they have moved into North Liberty when their "Family Record" has an address that is somewhere else in Johnson County. Please be sure to request an ID from these families prior to having them shop. When they show ID you can change their address in the computer and change the "Shopping" field to "Yes" instead of "No." If families have not shown ID then they can receive sacked food as long as they are in Johnson County.

Computer Notes

As always, please be sure to check the computer for notes before proceeding with a family. Please leave notes in the computer when you have had a discussion with a specific family that other volunteers will need to know about. Please leave your initials and date after the note so the next volunteer will know when the conversation takes place.

If you resolve a concern in the computer notes i.e. "Needs to Show ID", please erase the note so the next volunteer does not need to address the note in the future.

In-Service: Managing Children in the Pantry

Our next in-service will take place on June 12, 2006 in the morning (10-11:30am). This in-service will be presented by pantry volunteers. Please bring your questions and ideas.

Gifts from a Jar

We will be making these fundraisers on Thursday, June 1st starting at 9am. Please let Tina know if you will be able to join us at the church. We will be having fun adding all of the ingredients to the jars and making them look attractive to sell at Fun Days.

Help Needed

We are going to be getting a box of vegetables each week from ZJ Farms and need someone in North Liberty to receive the food and take it to the pantry. It will be delivered every Friday in the late after noon or evening. Please call Judy (430-9881) if you can help with this.

New Grant

We wanted to let everyone know that we did receive the Compassion Iowa grant that we applied for. It is a small grant but will help us add some administrative equipment and get some much needed training and consulting help.

Up-coming Meetings/Trainings

06/01/06 – (6:00 pm) Operations Team Meeting
06/05/06 – (5:45 pm) Recipe Group Meeting
06/05/06 – (6:30 pm) Volunteer Support Team Meeting
06/12/06 – (10:00-11:30 am) **In-Service Training – Managing Children in the Pantry**
06/13/06 – (7:00 pm) Connections Team Meeting
06/14/06 – (7:00 pm) Administration Team Meeting
07/11/06 – (7:00-8:30 pm) **In-Service Training – A Day in the Life (What volunteers do.)**
08/06 – **In-Service Training - Volunteer Feedback/Local Foods Connection**

Judy McRoberts
Coordinator
North Liberty Community Food and Clothing Pantry
(319)430-9881
judymcroberts@mchsi.com

An outreach ministry of the North Liberty First United Methodist Church