

# Pantry Happenings Newsletter

---

Vol. 1 No. 23  
July 25, 2006



## **LOW ON FOOD – PLEASE CALL**

### **Please call Jon (The Inventory Guy)**

at work if the pantry runs entirely out of a category of food (carbs, boxed dinners, soup, etc.).

He will try to pick-up additional food and drop it off during the shift. His number is on the attached team list.

The team list is also in the Volunteer Log at the pantry.

## **Neighborhood Challenge Food Drive**

Mark your calendar – September 9, 2006. We are beginning planning for our major food drive of the year. This is a great opportunity for many of our occasional volunteers. Some of the specific volunteer activities will be: Neighborhood coordinators, Flyer distribution, Pick-up people (any youth helping need to be 4<sup>th</sup> grade or older), and people at the pantry Sorting & Shelving the food. Please let Judy know if you are interested in any of these tasks.

## **Pantry Shift Lead**

We will be noting a “Shift Lead” person on the schedule for each shift. This person will be someone who has a fair amount of experience at the pantry. We ask that the Shift Lead verifies that the “Opening” and “Closing” activities are completed at the pantry each shift. These include writing in the log, locking up the records, and turning off the computer. The shift lead should also note our stock levels and they should be the person to call Jon if we are low on a category of food. Please let Tina know if you do not want to be designated as Shift Lead on the schedule.

## **August In-Service: Day in the Life of Pantry Teams**

We all know it takes a lot to keep the pantry running. Did you know that four teams work to oversee different aspects of the pantry? Attend the August in-service on Wednesday, August 16<sup>th</sup> at 7 PM to learn more about how the Administration, Operations, Connections, and Volunteer Support teams play integral roles in supporting the pantry. We will also hear about the role of pantry coordinator and practicum students. Prizes will be awarded. Be sure to join us!

## **Thanks to Local Foods Connection and Recipe Group**

Our in-service on Monday was interesting and well attending. Thanks to everyone who contributed and attended. We have additional great in-services coming up over the next couple of months please feel free to join us. Please let Tina know if you have any in-service ideas or topics you would like to present for our volunteers.

## **You're Invited**

Please let Judy know if you are interested in joining a pantry team.

Administration team manages records, coordinates, and supervises the activities of the pantry. The team keeps track of funding, expenditures, and usage of the pantry, as well as overseeing inventory. It leads planning efforts and sets policy. It assists in scheduling activities and updates of records.

Connections team helps link the pantry to the church and community. It plans and implements food drives and fundraising activities. It solicits funds and writes grant proposals. It generates publicity for the pantry. It contacts other churches, businesses, and organizations to increase knowledge of the pantry and encourage collaboration.

Operations team completes day-to-day work of the pantry and support tasks. The team suggests changes to pantry activities and assists in developing policies. It coordinates collection of food and clothing, as well as processing and storage. It assists with special activities, such as food drives and major cleanings.

Volunteer support team provides recruiting, training, scheduling, and support for pantry volunteers. The team schedules and implements orientation and in-service trainings. It compiles information on volunteers and acknowledges life events of individual volunteers. It solicits volunteer feedback and provides recognition for volunteers.

## **Up-coming Meetings/Trainings**

08/01/06 – (4:00 pm) Recipe Group Meeting  
08/03/06 – (6:00 pm) Operations Team Meeting  
08/07/06 – (6:30 pm) Volunteer Support Team Meeting  
08/09/06 – (7:00 pm) Administration Team Meeting  
08/15/06 – (7:00 pm) Connections Team Meeting  
08/16/06 – (7:00-8:30 pm) **In-Service Training – Day in the Life of Pantry Teams**  
08/24/06 – (6:30 pm) New Volunteer Pantry Orientation  
09/--/06 – (AM) **In-Service Training – Volunteer Feedback**  
10/--/06 – (PM) **In-Service Training – Review of Other Pantries**  
11/--/06 – (AM) **In-Service Training –**

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*