

Pantry Happenings Newsletter

To engage our community in feeding and clothing our neighbors

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EXTRA! EXTRA! Read all about it...

This weekly newsletter is the main form of communication for the pantry. Please be sure to take a look at the updates, new ideas, upcoming dates, help wanted, etc.

Have You Updated Your Record Yet?

You will be seeing a new field on the Family Form in the computer – a big red **UPDATE**. This means that the record needs to be updated the next time the family comes to the pantry. When we are done with the mass updates (10/14), we will update the records for the families we have seen. If you still see **UPDATE** in the record after that, please have the family fill out a TEFAP and a Family Form. They must show an ID or piece of mail with their name and current address. Families who do not have an ID can take sacked food but cannot shop (the “Shop” field on their record will be marked “No”). If a family from North Liberty or a rural area does bring in an ID, please change the “Shop” field to “Yes” and delete the comment about showing an ID (if the comment is there).

“Please Take What You Need”

This is the answer to families’ questions about how much food they can take. So far this is working well for us, and the only exception is 2 meats (1 canned and 1 frozen), 2 toiletries, and 1 loaf of bread – if we are short on bread.

Shhhhhh!

Just a reminder, family information (including names) is confidential. As we have more families coming, it is important to ask them for their first and last name. Also, try not to leave names out where they can be seen (in the visit folder, on the computer screen, on post-its, etc.). And of course, do not talk about families outside the pantry in any way that might identify them.

Family Form Changes

We have made a modification to the Family Form that families fill out the first time they come to the pantry. We added some instructions to the bottom box that volunteers complete. Be sure to fill in the TEFAP and ID boxes if they complete the TEFAP and show an ID. Also, please record their first visit info on the Family Form, so the folks who are entering the family information can also add the first visit. (Completed Family Forms go in the “Family records to be entered” folder in the tan file cabinet.)

What is DVIP?

A family last week listed their address as DVIP with no street or city. That's OK. DVIP is the Domestic Violence Intervention Shelter. Its location is confidential, so families can not give us the address. It is in Iowa City, so they should receive sacked food, but do not worry about a street address or an ID with the address.

Reimbursement Requests

If you have made a purchase for the pantry, reimbursement forms are located in the front of the bottom drawer of the tan file cabinet. You can fill them out and return them to the folder just in front of the one with the forms, and Bev B. will send you a check.

Help Wanted

"Form Copier" We need someone to check the forms at the pantry on a regular basis (at least once a month) to be sure there are still copies. The forms would include the Family Record, TEFAP form, slips of paper for shopping, Current Visit Record, Volunteer Time Sheet, etc. Please let Tina D. know if you would be able to complete this task.

Up-coming Meetings/Trainings

10/11/06 – (6:30 pm) Administration Team Meeting
10/17/06 – (7:00 pm) Connections Team Meeting
10/23/06 – (6:30 pm) New Volunteer Pantry Orientation
10/--/06 – Stocking Training
11/02/06 – (6:00 pm) Operations Team Meeting
11/--/06 – (AM) **In-Service Training – Review of Other Pantries**
11/13/06 – (7:00 pm) Volunteer Support Team Meeting
12/05/06 – (6:30 pm) New Volunteer Pantry Orientation

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