

Pantry Happenings Newsletter

To engage our community in feeding and clothing our neighbors

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Please Note:

The weather policy for volunteers will be in the volunteer cabinet so you may pick up a copy.

Busy, Busy, Busy

We have had a lot more visits to the pantry in the last few weeks than we had in the same period last year. It is getting common to have 25-35 visits on Tuesday, and Thursday is often over 20. Even Saturdays are regularly getting 10-15 visits and sometime more. Tuesday morning is not busy yet, but it will probably get busier as people know about it.

Congratulations to volunteers on doing a really good job of handling the increase! As we see more families there are several things we can do to make things run smoothly, such as: If you are working a shift that is not busy or coming in to the pantry when it is not open and have time, please look to see if the shelves need stocking. If we stock when we are not busy, it will make things so much easier for those working when there are many families.

If you have are working a shift when there is a rush, feel free to point out (gently) to families that there are times when we aren't as busy (Tuesday AM, Tuesday and Thursday after 5). It is an advantage for them as well as us to come when things are more relaxed.

Also if it is very busy, you can suggest that families fill sacks as they go. Then they only need to weigh the sacks rather than transfer things from baskets to sacks. They will probably want to double sack if they are taking heavy items. (Thanks to Lorie L. for this suggestion.)

Are We Open? The answer is...

Natie W. came up with a simple solution to letting people know when we are open. We will be getting a magnetic "OPEN" sign to go on the door when the pantry is open. Good thinking, Natie!

Coming Soon: New Time Sheets

Starting in January we are going to revise our timesheet process. Instead of having to put your name down each time you volunteer, we will have a book in which each volunteer has a page. You can just flip to your page and record your hours. This will be less work for you and for the administrative assistants who record the time sheets in the computer.

Thanks to...

Marilyn A. reorganized the Volunteer Cabinet. It looks great!

Speaking Spanish?

Sarah K. will be placing a Spanish Phrase Book in the pantry to be used if you encounter a family that does not speak any English.

Above and Beyond

This week's award goes to Bev B. Her nomination reads:

"Bev not only take care of the checkbook, drives for HACAP, and does her shifts, she pinch hits in emergencies. What a gal!"

Help Wanted (yes, these are repeats for positions not yet filled)

Please let Tina D. know if you would be able to complete any of these tasks.

"Administrative Assistant" We need one more person who is willing to enter family records and volunteer time sheets. We have 3 now and with one more each person will only need to do this once a month. Time commitment: 1-2 hours per month.

"Inventory Assistant" Jon needs someone to assist him with inventory. This involves counting and reporting quantities of food in the pantry and recording information on the computer. Time commitment: about 1 hour a week.

"Shoe Lady" (or man) Someone to sort, match, and label shoes (materials provided). Time commitment: about 1 hour a week.

"Publicity Assistant" Someone to write short items for the church newsletters. Time commitment: about 1 hour a week.

"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, etc. Time commitment: about 1 hour a month.

Up-coming Meetings/Trainings

12/13/06 – (6:30 pm) Administration Team Meeting

12/18/06 – (7:00 pm) Connections Team Meeting

01/04/06 – (6:00 pm) Operations Team Meeting

01/08/06 – (7:00 pm) Volunteer Support Team Meeting

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An outreach ministry of the North Liberty First United Methodist Church