Thank you for volunteering to work at the Pantry@Tunxis!

There are a few things you need to know before you begin…
1. Location

- The Pantry is located in room 1-161 in the 200 building. You may enter using the ramp on the right. You can retrieve the key to open the Pantry from the Welcome Desk in the 100 building before your volunteer session begins.
- When you are done, we ask that you make sure the door is locked and return the key to the Welcome Desk.
2. Forms

As a volunteer, you must sign a Confidentiality Form and place it in the folder inside the Pantry.
2. Forms (continued)

Students who come to use the Pantry must fill out two forms: **Intake Form** and **Hold Harmless Agreement**. These should be stapled and placed in the folder marked, “Member Forms” inside the Pantry.
3. Procedure for New Members

I. When a person comes to the Pantry, ask for their **Student ID** to verify that they are a Tunxis student. Have them fill out the two **required** forms. Write the date of their visit on the back of the form.

II. Show them what is available for them to take. Pull out plastic bins on bottom shelf which hold items not on the shelves.

III. Give them a reusable bag, and inform them that they may take **up to 20** items per month. Let them choose what they need on their own.

IV. Inform them that they may use the Pantry as many times as they choose throughout the month, however, the total number of items taken can’t exceed the 20-item limit.
4. Procedure for Repeat Customers

I. If a student has been to the Pantry before, pull their forms and note the date of the visit on the back.

II. Pantry visitors can visit the pantry as many times as they choose throughout the month, however, the total number of items taken can’t exceed the 20-item limit for the month.

III. Follow same procedure as for new members.
While you wait for visitors…

You may sort through the items on the shelves for expiring products.

If you find items that are past their expiration date, please dispose of them.

Straighten the shelves as needed.
Thank you for viewing!

Have questions? Contact:

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