

Dear Food Pantry Guests,

Name of Agency is open:

Tuesdays and Fridays from 9:00 - 10:45 am

Wednesdays from 5:00 - 6:30 pm

We serve residents of the **XXX** neighborhood.

All guests can use the food pantry **weekly**.

Please Note:

Volunteers help us unload orders and help stock our shelves.

Volunteers may also be guests of the food closet - however they shall not receive any special treatment and will only get the same amount and choices as all other guests.

**5 Guiding Principles of
Agency:**

1. We do our best to ensure a fair food distribution program by using a Choice Shopping system and providing limits based on household size.
2. We nurture a safe environment for both our guests and volunteers.
3. Our guests and volunteers may not arrive under the influence of drugs or alcohol. If there is suspicion of this, guests or volunteers may be asked to come back another time.
4. We treat one another with respect. We use respectful language and respect the hard work of our staff and volunteers. We respect the cultural diversity of our neighborhood.
5. We respect the physical building both outside and inside by keeping it clean.

We are open to questions and feedback from our guests about how this program is working.

Please speak to **WHOM at **PHONE NUMBER** if you have suggestions, are interested in volunteering or have any feedback to provide.**

*Thank you for helping to make the **Agency Name** Food Pantry
a welcoming place and a safe haven for our neighbors.*