

# The Pantry Project

## How To Guide for Participants:

### At the beginning

*Thank you for making a difference in Greater Franklin County! Your support of this effort to feed the area's hungry is very much appreciated.*

- When you have chosen which month you'll be donating to The Pantry Project, fill in the information on the enclosed flyer, copy, and get the word out! Hang your flyers in the break room, on the back of the doors in the bathrooms stalls, anywhere that you think people might notice. Use the enclosed e-mail message, and the press release. Feel free to focus on one food item, or heart-healthy products, or whatever is on sale that week at the stores. Maybe you want to create competition between departments? Remind people several times over the month that The Pantry Project is at your company or organization.

### Shelves

- The Pantry Project shelves arrive partially assembled. They go together very easily. Please refer to the colored photo in this manual to make sure you have the shelves in the right order.

### Boxes

- The cardboard boxes are all labeled and ready to use. These are for carrying food to the food pantry. When the shelves start to get full, pack the food into the boxes. You can stack the boxes three high in a decorative way, to show how much food you've gathered. Have your volunteers drive the boxes to the food pantry of your choice, or arrange with the United Way or RSVP for pick up. (As food pantries are often very busy places at certain times of the day, please communicate with the food pantry representative BEFORE dropping off items to determine a good time.)

### Counting

- Please keep track of your boxes and let Lisa Laflin ([lisa@uwtva.org](mailto:lisa@uwtva.org)) know how many boxes you've gathered, so she can celebrate your good work! While contents do vary, each box usually holds enough food for three meals a day for a parent and two kids, for three days.

### At the End

- Congratulate yourselves, then take the shelves apart, and deliver these, the boxes, and any signage to the United Way of the Tri-Valley Area, or arrange for pick up. And finally, make sure you thank all the donors (and your volunteers) and let them know how much food you've gathered for the community!

Questions? Please contact Lisa Laflin at the United Way of The Tri-Valley Area: [lisa@uwtva.org](mailto:lisa@uwtva.org), 778-5048; or Linda Rood, HealthReach RSVP; [Linda.Rood@MaineGeneral.org](mailto:Linda.Rood@MaineGeneral.org), 778-0427.