

Serving The EAST SIDE—Thank you!!!

PICKING UP FROM THE OLIVE BRANCH--2000 N. McDonald St. Suite 100B

- (7) regular food crates (one for each pantry)
- (14) loaves of bread (2 for each pantry)
- (7) cartons of eggs (1 for each pantry)
- Produce as available (distribute to all 7 pantries)

PANTRY LOCATIONS

<u>Davis St</u>	<u>110 E Davis St</u>
<u>The Art House</u>	<u>502 N Kentucky St</u>
<u>Heard St</u>	<u>513 Heard St</u>
<u>Rike St</u>	<u>604 Rike St</u>
<u>Holy Family Church</u>	<u>404 Lincoln St</u>
<u>1st Presbyterian</u>	<u>2000 W. White Ave.</u>
<u>College St.</u>	<u>404 N. College St.</u>

WHAT TO DO WHEN YOU ARRIVE AT EACH PANTRY

1. Follow the Checklist for each pantry.
2. Are there items in the pantry that require refrigeration?
 - if YES please through away! Even if they are still cold!
3. Is any of the produce in the pantry spoiled?
 - If YES, please through away. Leave all good produce in the pantry!
4. Are there any Boxes of individually wrapped items?
 - If YES, please bring the boxes/packages back to the Olive Branch.
5. Balance the pantry sees the table below.
 - Bring back excess food.
6. Any items that need to be discarded can go in the dumpster at the Olive Branch

SMALL PANTRY CHECK LIST	Departure Qty not to exceed	SMALL PANTRY CHECK LIST	Departure Qty not to exceed
Canned Vegetables	6	Oatmeal – indiv. envelopes	6
Canned & bagged beans	6	Oatmeal - container or bag	2
Soup	6	Mac & Cheese	4
Canned Meals	6	Pasta	2
Peanut Butter	2	Canned tomatoes/pasta sauce	4
Jelly	2	Individually wrapped snacks/fruit cups	15
Canned fruit	6	Drinks	6
Canned Meat	4	Cornmeal	2
Rice	2	Ramen/Cup O 'Noodle	6

Thank you for Volunteering. If you have any questions or see any damage with the pantries, please take pictures and text / call Kim Sanchez at 214-714-0630