**Donations**

**Food** -–All food donations are accepted at the side door. **Do not accept any perishable food including bread**. You may suggest donors take perishable donations to the Salvation Army or the Samaritan Inn. Please have donors enter their information on the laptop located by the backdoor, or if they are not comfortable doing so, you may enter the information for them. All food should be placed in the wooden carts (soft packaging, plastic and glass) and plastic crates (cans) and all cart lids closed when leaving the pantry for the day.

**If the system is not available use paper donation forms.**

\*\*\*\*Because of health department regulations, we are not allowed to distribute any food that has been left outside for any length of time regardless of its condition. If you find food that has been left by any door, please place all cans, and glass in the red plastic crates, and all soft packaging in the black plastic trash can by the sorting table in the back room. If perishable food has been left, place in plastic garbage bag and then put in trash can outside.

**Community Service –-**Donations for community service are ONLY accepted if donors have a **SIGNED** form from the judge or their probation officer. We ONLY accept **powdered milk** for community service donations! 1, 3 & 8 quart sizes are acceptable in addition to boxes that contain 1 qt. individual packages. Do not accept any other sizes and do not accept baby formula. Check to see if the receipt matches what is being donated. After entering community service donation information in the system, complete the bottom of the community service form and return form to client.

**If the system is not available, complete the community service form, copy it, return original to client and place copy in the community service folder on the shelf behind the desk.**

**\*It is critical that this information is accurately recorded in the system for the director’s use in communication with the court.**

**Monetary**—The receipt book is located on the shelf behind the desk, and special envelopes for cash and check donations are clipped to the book. Cash or check donations should be placed in one of these envelopes and all information on the face of the envelope should be completed. Place the envelope in the mailbox located on the outside wall of the pantry at the close of the day. For those donors who wish to have a receipt for their donation, make out a receipt following the directions on the cover of the receipt book. **\* Monetary donations are not recorded on system.**