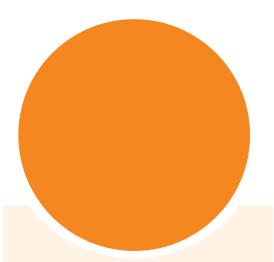
# **Donated Program Guide**

# Site Responsibilities

# **Client Identification**

- Client Intake:
  - If distributing *unprepared* food, sign-in sheets must be used to collect client's name, zip code and # of persons in household.
  - If *preparing* and distributing congregate meals, site does not need to collect client information but must total #'s of meals served per distribution.

## **Reporting & Compliance**



#### **ABOUT THIS PROGRAM**

St. Mary's Food Bank's Donated Program includes product received from generous individuals, community groups, stores, farmers, and manufacturers

#### **Staffing & Volunteers**

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### **Distribution Process**