

# 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

- 

### Staffing & Volunteers

- 

- 

### Distribution Process

- 



### ABOUT THIS PROGRAM

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