



# Food Banking 101

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# Values and Organizational Culture

- ▶ Why are you there?
- ▶ What are your program's values?
- ▶ What do you care most about?
- ▶ What need(s) are you addressing?
  - ▶ These will help you craft your mission and programmatic goals.

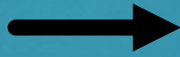
# Physical Space

- ▶ Fundamentals

- ▶ Compliance with Department of Health regulations, accessibility for customers, transportation to and from your location, signage outside.

- ▶ Bigger Picture

- ▶ How does your space look?
  - ▶ How does It make clients and volunteers feel?
  - ▶ How will your space impact the way you serve your customers?
    - ▶ Will you need to be open more often or unique hours, how much food can you provide per visit, etc. What do you need to make the space align with your values?







# Distribution

- ▶ Operating Hours and Frequency
  - ▶ Really think about how this impacts the people you want to serve and design these around the needs of your community and not the ease of volunteers.
  - ▶ Display your signage and hours all the time, not just on open days.





# Distribution

- ▶ Client eligibility and service area
- ▶ Intake Procedures
  - ▶ How will this make clients feel?
- ▶ How much food and what types of food are you going to distribute per person
  - ▶ What are the needs in your area?





# Food Distribution Model

- ▶ What type of system do you want to use?
  - ▶ The answer should be clear!
  - ▶ Pre-box, Client Choice, Shopping Model

**Pre-box Model**



# Food Distribution Model



**Client Choice Model**





# Food Distribution Model



Shopping Model



Want more resources on this, ask us!



# Volunteers and Staff

- ▶ It is a privilege and not a right to work at the food bank.
- ▶ Treat everyone equally.





# Policies and Forms

- ▶ You need to have some!
  - ▶ Volunteer bag policy
  - ▶ Intake form
  - ▶ Open hours posted
  - ▶ Grievance procedure
  - ▶ Hand washing signs
  - ▶ Emergency signs and phone numbers/address posted
  - ▶ Fire and exit signs

# Food Sourcing and Fundraising

- ▶ Food Sourcing
- ▶ Community Outreach
- ▶ Fundraising
- ▶ Donors
  - ▶ Find ones that align with your values
  - ▶ Good Samaritan Law
- ▶ Other resources
  - ▶ Grants, Events, Schools, Food Drives





# Moving Beyond Food

- What kind of program do you want to be? What is your vision?



# Resources

- ▶ There are so many!
  - ▶ Providers (Northwest Harvest, Second Harvest, Food Lifeline)
  - ▶ Washington Food Coalition (Food Banking 101 Manual)
  - ▶ Regional Food Bank Coalitions
  - ▶ WSU extension
  - ▶ The Stop and Community Food Centres Canada
  - ▶ From Hunger to Health Blog