

Dear Food Bank Recipient:

PROCEDURE

Please review the following policies and procedures to be followed for application to the Outlook & District Food Bank.

Please note that incomplete applications could be refused at the discretion of the Food Bank Board of Directors. Thank you for your cooperation.

OUTLOOK & DISTRICT FOOD BANK INC. POLICY

1. The Food Bank is available to those in the Outlook and surrounding areas who require food supplies.
2. Accessing a Food Bank does not affect or reduce any other benefits or assistance now being received.
3. The application must be signed by clergy or other professional who can speak on the applicant's behalf. All information is held under strict confidence.
4. Every application must be completely filled out and signed by the referring person.
5. Applications for a food basket **must** be returned by the **10th day** of month.

1. The Food Bank storage is located in the Outlook Town Office building. Application forms are available from the pamphlet hamper in the main lobby of the building.
2. The forms are to be filled in by the family or individual requesting food supplies and **must** be taken to a referring person for approval. The referring person **must** be able to speak on behalf of the applicant if requested.
3. Baskets are packed on the **2nd last Wednesday of each month.**
4. Baskets are to be picked up on Wednesday evenings between 5:30 -6:30 pm or IF NECESSARY Thursday during Town Office hours (9:00-12:00, 1:00-5:00).
5. **VERBAL AND/OR PHYSICAL ABUSE WILL NOT BE TOLERATED ON THE PREMISES.**
6. All applicants must reapply for each basket they request.
7. Emergency baskets can be filled in special circumstances. Applicants can call Volunteer Services at 306-867-8676 Ext 415 and should be able to provide the name of a referring person.

2019 PACKING DATES

JANUARY	23
FEBRUARY	20
MARCH	20
APRIL	17
MAY	22
JUNE	19
JULY	24
AUGUST	21
SEPTEMBER	18
OCTOBER	23
NOVEMBER	20
DECEMBER	18

****PICK UP TIME 5:30 TO 6:30 PM****