

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 **15th day** of each month.

1. The Food Bank storage is located in the Outlook Town Office building. Application forms are available from the pamphlet hanger in the main lobby of the building.
2. The forms are to be filled in by the family or the 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 **6:00 – 6:30 pm** or IF NECESSARY Thursday during Town Office hours (8:30 – 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 867-8676 ext. 415 and should be able to provide the name of a referring person.

2017 Packing Dates

January 18

February 15

March 22

April 19

May 24

June 21

July 19

August 23

September 20

October 18

November 22

December 20

****Pick up time is 6 – 6:30****