



FOOD BANK POLICY

ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, THIS FOOD BANK POLICY WAS ADOPTED BY THE BOARD OF DIRECTORS OF SHAMROCK CO-OP:

Date passed by the Board of Directors: June 14, 2010
Date confirmed by Members: November 21, 2010
Date amended by the Board of Directors: April 14, 2014
Date confirmed by Members: April 27, 2014

Preamble:

Shamrock Co-op runs a small Food Bank program for our Members. This program is meant for emergencies only. Because it is a small program we have to limit the service so that we can provide this service to all who are in need. All Members are invited to donate goods to our Food Bank. Shamrock will do its best to provide nutritious food items and other basics.

Procedures

To receive assistance from the Food Bank any member of the household has to be a Member "in good standing" ie no arrears in HC nor Greenbacks. All assistance is kept strictly confidential. All requests are handled by the Office manager. A request for assistance has to be submitted during office hours Monday to Thursday. Turnaround time is 48 hours.

Service is limited to 6 times ***per household*** per calendar year, meaning once every two months. Only in exceptional circumstances will a Member be allowed to use their 6 visits in 6 months.

The member has to fill out a sheet indicating the items needed. In some cases a grocery store gift certificate (up to a maximum of \$25.00) may be given to the Member for food purchases. In such a case the Member has to return the receipt to the Office as well as any cash back. If the Member does not return the receipt and cash back if applicable, the Member will no longer be allowed to use the Shamrock Food Bank.

We reserve the right to limit the maximum of items to give out if our supplies are low.