

NOVEMBER VOLUNTEER NEWSLETTER



Our Clients are thankful for each of you as Volunteers and Food Closet supporters. Here are a few of their words of thanks:

“I am so thankful for the Food Closet and every one that works there. You guys are a huge blessing. 😊”

“You guys are always so friendly and respectful. I am so grateful for you!”

“They are very kind people who always treat me with respect.”

You guys are so awesome! I appreciate all you do.”

Very generous & well-run Food Closet. Caring and efficient people.”

“Everyone is really helpful and friendly.”

“I think your staff is so polite & sensational. I appreciate your service more than you could ever know!”

“The service is wonderful, efficient, everyone smiles & is kind. Thank you.”

“You guys rock!”

The Food Closet Staff and Board of Directors agree!!

Training Opportunities: *Please take the time to read through these reminders.*

>**TEFAP/Civil Rights Required Training:** If you did not receive the email link in October for the online training with the Food Bank of Northern Nevada or was not able to complete it in October, please contact Denise to make sure that you complete the annual training before the end of December.

>**Voucher Processing Area:** We have begun marking vouchers for Holiday Food pickups. Ask each person with a Food Closet voucher (NOT a TEFAP only voucher) if they would like to receive Thanksgiving and/or Christmas food. If yes, place a “T” and/or “C” on the top, right corner of their Food Closet voucher and give them a printed Save-the-Date card.

No signatures required for TEFAP daily sign-in sheets through December 2020. All other protocol remains the same.

>**Front Lobby:** Project Santa Signup has begun in the Kitchen/Learning Center. P.S. volunteers will have an A-frame sign out front with information for clients who need their services. Their new process should only take a few minutes to complete. Anyone picking up food from the Food Closet will still take a number as they enter the Lobby even if they are also signing up for Project Santa. Those coming to sign up for Project Santa and NOT pick up food will not need to take a number.

Where should Lobby Host position themselves in the Lobby? We ask that you are located near the front door providing a welcoming environment for each person who enters the Lobby. You are also managing the number of people that are in the Lobby at a time, monitoring the 6’ distancing line waiting to enter the building and available to assist with any need that arises. Like all other Stations the slow time of the day is used to disinfect, clean and maintain the Lobby area.

>**End-of-the-Day Reminder for Warehouse/Distribution Support:**

Please use the clipboard checklist at the end of each day. It’s easy to miss items so take an extra minute to grab one of the checklists located at Volunteer Entrance or Warehouse East & West Entrances, erase any marks and initial each item as completed. It’s the little things that make a difference. You may delegate items on the list to other Volunteers. If a Warehouse/Distribution Support person is not present: Volunteers may take the clipboard and share the end-of-the-day responsibilities.

(Continued on the next page)

>Warehouse Refrigerator/Freezer Procedures:

Please help us eliminate food waste by using the “In/Out” or “Date/Use by” dry-erase tags and labels on each group of products when placed in either of the cold storage units. This will make sure that the 12:00-4:00 shift knows what and how much to distribute each day to prevent it from being overlooked in storage and end up being tossed. The supplies are located near the Warehouse scales. (See Ted or Don for more instruction)

Volunteer Opportunities

(Contact us to sign up or get more info for any of these Opportunities)

>Race Packet Pickup for Turkey Trot

Hang out in the Kitchen/Learning Center to hand out Race bibs and swag bags.

Need 1 person per day per time slot. Dates: Nov. 16th 12:00–4:00; 17th 12:00-4:00; 23rd 12:00-4:00, 24th 12:00-4:00 and 4:00-6:00.

>Thanksgiving Food Distribution: Thursday, November 19

In order to accommodate as many Food Closet Volunteers and other Organizations that want to help and maintain 6’ distancing, we will be scheduling specific time slots. 8:30-10:00; 10:00-1:00; 1:00-4:00 **Reserve your spot soon!**

>Christmas Parade of Lights: We are looking for a couple people to take over the project of the Food Closet entry. Creative with lights? DIY enthusiast? Love parades? Self-starter? **Contact us by Nov 9th**

>Channel 2 Food Drive at Carson Valley Inn: Friday, December 11

This is a 12-hour, outdoor, fun event that you do not want to miss! In order to accommodate as many Food Closet Volunteers and other Organizations that want to help and maintain 6’ distancing, we will be scheduling specific time slots and tasks. 6:00 AM -6:00 PM **Reserve your spot soon!**

Celebrating You:

November Birthdays (Let us know if you have a November Birthday and are not listed)

- | | | | | |
|------------|-------------|----------|---------|------------|
| Chuck V, | Don M, | Gwynn G, | Judy C, | Kate G, |
| Kathy K, | Kristina B, | Kyle B, | Mina M, | Phyllis T, |
| Vincent C, | Sarah S, | Denise B | | |

(Continued on the next page)

Volunteer “Anniversaries” November (Years at the Food Closet)

1 year: Linda B

2 years: Scott S

18 years: Bill H

Save-the-Date

> **Thanksgiving Food Distribution: Thursday, November 19**

> **Channel 2 Christmas Food Drive: Friday, December 11 @ CVI**

> **Christmas Food Distribution: Thursday, December 17**

> **Turkey Trot Virtual Race: Visit our website for more info thefoodcloset.org**

> **Dates Closed: November 11th, 26th, 27th**

