



ATTENTION:

Due to Safety Regulations, Agency Partners are NOT allowed inside the Warehouse during pickups except when physically loading orders.



While waiting, please remain in the the Agency Waiting Room or outside the Bay Doors.

Monthly Reporting Link

It is important that you report your numbers to us monthly, **even if it is ZERO**. These numbers keep us USDA compliant as well as help us to secure grants! Reports should be submitted using the link found on our website's Agency Zone or

CLICK HERE!

111 out of 228 Agencies reported for February 2024



WAREHOUSE...THEIR HOUSE

Just a note on how we keep our Warehouse Operations running smoothly, and how your Agency can help!

With over 200 agencies, we understand the importance of optimal warehouse pick-up times. **Please make every effort to arrive on time for your scheduled appointment.** These time slots are designed to ensure that our Warehouse Staff can provide your agency with the attention it deserves. Being excessively early or late may disrupt another group's schedule.

We recommend scheduling pick-ups two weeks in advance to secure your preferred time slot. We recognize that unforeseen circumstances may arise, and you might need special accommodations. In such cases, kindly contact the warehouse where your appointment is scheduled and speak with the warehouse staff. (256) 746-6099

Product Availability. We are grateful to be supported by our Store Partners and Donation Drives; however, this this also means we have limited control over the items accessible to our Agencies. Our Warehouse Staff works diligently to fulfill community needs through the Agency Pickups. Please be understanding that inventory is dependent on what, and in what quantities, has been donated to us. We understand it can be frustrating when desired items are not always available when you arrive, **but all items are on a "first come, first served" basis.**

The Warehouse is closed from 12pm-1pm Daily for Lunch and Reset.

CHANGES IN REQUIRED LOGS & REPORTS!

First, if you are NON-USDA:

You are no longer required to keep 2 years of invoices. Our latest Feeding America contract update states that you only need to keep 1 year of invoices on hand! **Hurrah!**

IMPORTANT For Everyone:

You might have observed a recent change in the online reporting forms during the past month (unless you're a Pantry, in which case yours remained unchanged). The update requested additional demographic details to be provided. For this month, it was voluntary as we transitioned to the new forms and prepared for their full implementation. The same will apply to your March reports. However, come May (for the April submissions), **these details will become mandatory.**

Please don't be upset; there is a valid reason for this adjustment. As mentioned consistently each month, these reports serve various purposes. One primary function is to assist in securing funding by presenting quantitative data to city officials and grant organizations.

Moreover, the demographic information helps us pinpoint specific needs, such as identifying large communities with children who could benefit from TANF boxes, summer feeding sites, senior boxes, or other programs tailored to particular groups if the opportunity arises.

Every agency has its own method of gathering information. If you're looking for an easy way to collect data, consider having neighbors self-report when they arrive for distribution. **You don't have to gather names (unless required by USDA);** simply provide a tally sheet for them to fill in. If you need a user-friendly form, you can find one uploaded on the Agency Website ([CLICK HERE](#)).

We acknowledge that this may entail additional effort on your part. Our aim is to ensure that paperwork does not hinder the distribution of food in the community. We would not request these reports if they were not crucial.

Your understanding is valued, and we sincerely appreciate your dedication.

AGENCY NEWSLETTER

Food Safety Orientation



Food Safety Orientations are VITAL to you as an Agency as the Agency Representatives that attend are the only people approved to place orders and pick up food from the Food Bank.

Here are some important things to remember:

- Anyone authorized as having attended Food Safety Orientation can Pick Up
- You must have at least ONE verified Representative at the Pick Up but can bring volunteers to assist.
- Representatives remain Active in our system until the Agency notifies us otherwise.

**Need to confirm who is on your list of Current Active Representatives or Orient someone new?
Email Amanda or Kelly!**

Orientation sessions last for one hour and take place via Zoom every 4th Monday of the month, unless otherwise specified.



Next Orientation is April 22 at 10am



The Spotlight Series Lifepoint Church

Nestled in Marshall County, Lifepoint Church exemplifies what a strong partnership is all about! Their collaboration with Publix underscores the power of community support. Thanks to these partnerships and the Food Bank's assistance, Regina McClain and Christy Bonds have witnessed their pantry flourish. They not only aid families in need but also extend their generosity to shelters and group homes.

Lifepoint has emerged as a symbol of hope for those in need of food assistance in their community. They've taken it a step further and have initiated Sunday community meals, welcoming anyone in need, and offer another night specifically for students, feeding 150 kids last! When asked about her involvement, Regina simply stated, "It's not about us [the food pantry], it's about the community."



If you would like to be part of our Spotlight Series, email Abbey Rothfeldt at arothfeldt@fbfna.org

AGENCIES HELPING AGENCIES

- A Pallet Jack
- A Box Truck or Other Large Vehicle
- Able Bodied Volunteers



Have a way to help?

Contact Amanda at communityrelations@fbfna.org to coordinate!