Volunteer Training
Thank you for volunteering to work at the Pantry@Tunxis!

There are a few things you need to know before you begin…
1. Location

- The Pantry is located in the rear of Founder’s Hall. A member of the Counseling staff will open the Pantry for you before your volunteer session begins.
- When you are done, we ask that you lock the doors.
2. Forms

As a volunteer, you must sign a **Confidentiality Form** and place it in the folder inside the Pantry.
2. Forms (continued)

Students who come to use the Pantry must fill out two forms: **Intake Form** and **Hold Harmless Agreement**. These should be stapled and placed in the folder marked, “Member Forms” inside the Pantry.
3. Procedure for New Members

I. When a person comes to the Pantry, ask for their **Student ID** to verify that they are a Tunxis student. Have them fill out the two **required** forms. Write the date of their visit on the back of the form.

II. Show them what is available for them to take. Pull out plastic bins on bottom shelf which hold items not on the shelves.

III. Give them a reusable bag, and inform them that they may take **up to 10** items. Let them choose what they need on their own.

IV. Inform them that they may use the Pantry **twice** a month.
4. Procedure for Repeat Customers

I. If a student has been to the Pantry before, pull their forms and note the date of the visit on the back.

II. Follow same procedure as for new members.
While you wait for visitors…

You may sort through the items on the shelves for expiring products.

If you find items that are past their expiration date, please dispose of them.

Straighten the shelves as needed.
Thank you for viewing!

Have questions? Contact:

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