

TX FOOD BANK

Summer Feeding Program

1.FIND THE ROOM THEN LOAD THE BAGS

- Enter at the **back door of CTLC** (click for picture)
- Proceed to **small room at back of facility** (click for picture)
- Each "deliverer" **load one shelf of bags (should be 50 bags) into vehicle AND a plastic clipboard**

2.PREPARE & ASSEMBLE

- **Place 17 boxes of milk on cabinet** behind plastic bag stand (click for picture). Once this batch of milk is bagged, place another 17 boxes of milk on cabinet to be bagged. You know you're finished when you've finished off 2 batches of 17 boxes of milk.
- **Man your station(s)!** (click for picture)
 - a. Milk and bagging station (2 milk/bag)
 - b. Tuna Salad - (1/bag)
 - c. Chunk Chicken - (1/bag)
 - d. Mixed Vegie Cup - (1/bag)
 - e. Sweet Corn Cup - (1/bag)
 - f. Diced Pear Cup - (1/bag)
 - g. Mixed Fruit Cup - (1/bag)
 - h. Multigrain O's - (1/bag)
 - i. Cinnamon Bear Grahams - (1/bag)
 - j. Chicken Salad - (1/bag)
 - k. Bag tying and storing (at end of table or on table outside door, if room)
- **Assembled bags go on nine shelves: 50 bags/shelf** (click for picture)

4.DISTRIBUTION

There will be tables set up for the bags at each location, inside or outside.

As a distributor you may encounter...

1. Someone who **pre-registered** and turned their form into the office
2. Someone who **brought their registration form** with them to turn in
 - a. store their form in the plastic clipboard
3. Someone who **needs a registration form**
 - a. there are blank ones in the plastic clipboard in English and Spanish

Once distribution is complete (all 50 bags have been handed out) **return clipboard with all the forms to CTLC.**

If you run out of bags prematurely or have extra leftover to bring back, **notify us** and we'll let **Gill Hollie, Feeding Program Administrator**, know to adjust that location's quantity.

2A.NOTES/FYI'S

- When tabletop bins are emptied, they can be replenished from boxes of food items stacked in the room
- The boxes need to be broken down then placed in cart to be taken to collection point elsewhere.
 - box cutters are located in the room - **only adults around box cutters please**
- All other trash can go in trash can
- When all bagging is complete, replenish all bins for next team

3.DELIVERY

Each deliverer proceed to one of the eight locations with your 50 bags

*** unless you've been pre-assigned a location, everyone pick whatever location you want ***

1. **Lamar Middle School** - 2011 North 3rd St. Temple, TX 76501
2. **Scott Elementary** - 2301 W. Ave. P. Temple, TX 76504
3. **Thornton Elementary** - 2825 Cottonwood Ln. Temple, TX 76502
4. **Raye Allen Elementary** - 5015 S. 5th St. Temple, TX 76502
5. **Temple High School** - 415 N. 31st St. Temple, TX 76504
6. **Temple Public Library** - 100 W. Adams Ave. Temple, TX 76501
7. **Wilson Park Rec Center** - 205 Curtis B. Elliott Dr. Temple, TX 76501
8. **Ralph Wilson Youth Club** - 1515 S. 25th St. Temple, TX 76504

GILL HOLLIE, FEEDING PROGRAM ADMINISTRATOR
254-721-7474 | GILLHOLLIE@TISD.ORG

If he doesn't answer your call, please leave a voicemail