

LOS ANGELES REGIONAL



Fighting Hunger. Giving Hope.

33rd Annual ALL AGENCIES CONFERENCE

United for Every Season: Facing Challenges, Feeding Hope



Welcome & Introduction

Presenters

- **Bryan Gonzalez**

Conference Theme:

**United for Every Season: Facing
Challenges, Feeding Hope**

Session Name

**Best Practices At Food Pantry
Distributions**

Agenda

- Topics
 - Distribution Setup
 - Volunteerism
 - Storage Capacity & Organization
 - Paperwork & Documentation
- We will discuss the most common challenges presented by these topics that we have encountered at agency sites and provide best practices for overcoming these challenges.

Objectives

1. Provide recommendations to partner agencies on how these practices can be implemented
2. Gain knowledge and insight on how other partner agencies maintain their distributions

These best practices are most useful at pantry distributions but may be altered to fit the needs of other types of organization and partners of the Los Angeles Regional Food Bank

Distribution Setup Challenges

What are some of the challenges you have faced when setting up your distributions?

- Creating A Welcoming Environment
- Volunteers
- Weather
- Capacity



Distribution Setup Recommendations

- **Creating A Welcoming Environment:**

- Clean and organized
- Table Cloths
- Signage visible in the distribution area
 - “Free Food”
 - Welcome Table
 - Flyers or Social Media posts

- **Committed Volunteers**

- Job tasks
- Greeters
 - Friendly, receptive, happy people



- **Utilizing Space**

- Parking lot
- Auditorium or event space
- Alley access for drive thru method



Volunteerism Challenges

What are some of the challenges you have faced with Volunteers?

- Volunteer Burnout
- Retention
- Training
- Availability



Volunteer Recommendations

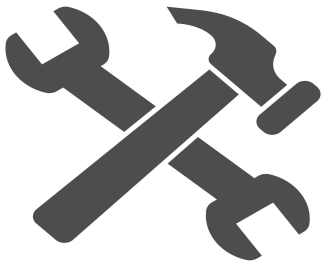
- Reaching out to schools
- Revolving job titles to prevent volunteer fatigue; Volunteer training development
- Recognition and Appreciation
- Fostering a Positive Environment



Storage Capacity & Organization Challenges

What are some of the challenges you have faced with storage capacity & organization?

- Renting out a location
- Not enough space
- Maintenance
- Supplies e.g. storage racks, pallets



Storage Capacity & Organization Recommendations

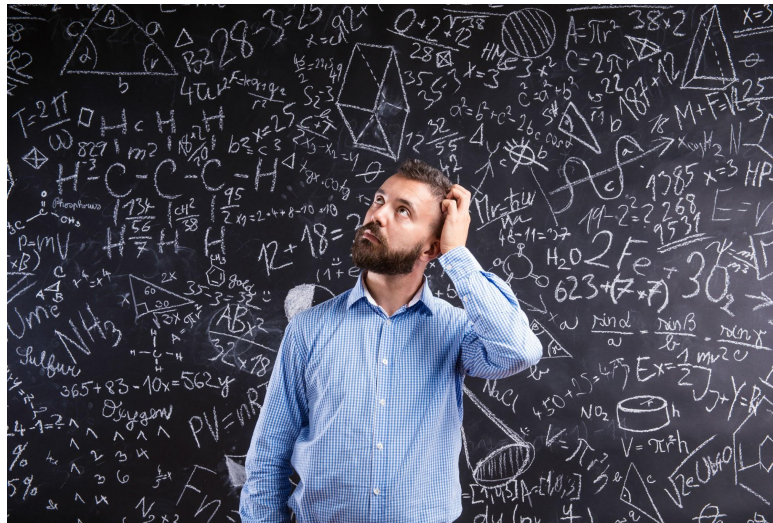
- Labeling system
- No overstocking of items
- FIFO (first in, first out)
- Regularly scheduled Inventory inspections
- Efficient layout space



Paperwork & Documentation Challenges

What are some of the challenges you have faced with paperwork & documentation?

- Incorrect information
- Limited access to documentation storage
- Limited computer skills
- Disorganized files



Paperwork & Documentation Recommendations

- Maintaining accurate paperwork for 4 years (3 previous years, plus current year e.g. 2022-2025)
- Color Coding
 - Assigning different colors for different documents
- Immediate access to files
 - Storing files in a cabinet on site
- Scheduling periodic internal audits



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Thank you for your Partnership