



UNLV Cares Food Pantry Policy and Procedures Manual



Welcome to the UNLV Cares Food Pantry.
Thank you for your interest in this valuable
campus resource.

We are pleased that you are taking this opportunity to participate in strengthening this student organization through your efforts.

Your contribution of energies will make a difference in the lives of the UNLV community. Through coordinated actions, the pantry can serve as a discrete, dignified food resource. To ensure the maintenance of these standards we have adopted the policies and procedures outlined in this manual.

UNLV Cares Food Pantry: Mission

The mission of this organization is to ensure the food-security of the UNLV community through supplemental assistance in the form of donated and purchased foods for faculty, students, and staff. We seek to eliminate the unnecessary concern of missed meals through a coordinated effort of mutual sacrifice.

UNLV Cares Food Pantry: Vision

Recognize and respect the pantry's formation, while supporting efforts to eliminate its need to exist.
To carry out the UNLV Cares Food Pantry operation in a professional, courteous, and discrete manner.
Maintain a high regard with our clients as to our reputation, operations, and collaborations.

General Information

UNLV Cares Food Pantry collects gifts and donations from the UNLV community to assist students and staff during these tough economic times. The idea is to provide some mode of support for members of the UNLV community struggling to afford food through a discreet system that allows Rebels to help one another. This takes place through generous food and monetary donations from various sources including on-campus food collection, fundraising, payroll deduction, and partnering with on and off-campus parties.

Current UNLV Cares Food Pantry Board

Dr. Maria Casas
Michael Hammer
Megan Crooks
Samantha Bivens
Joseph Nickelson

How to reach us

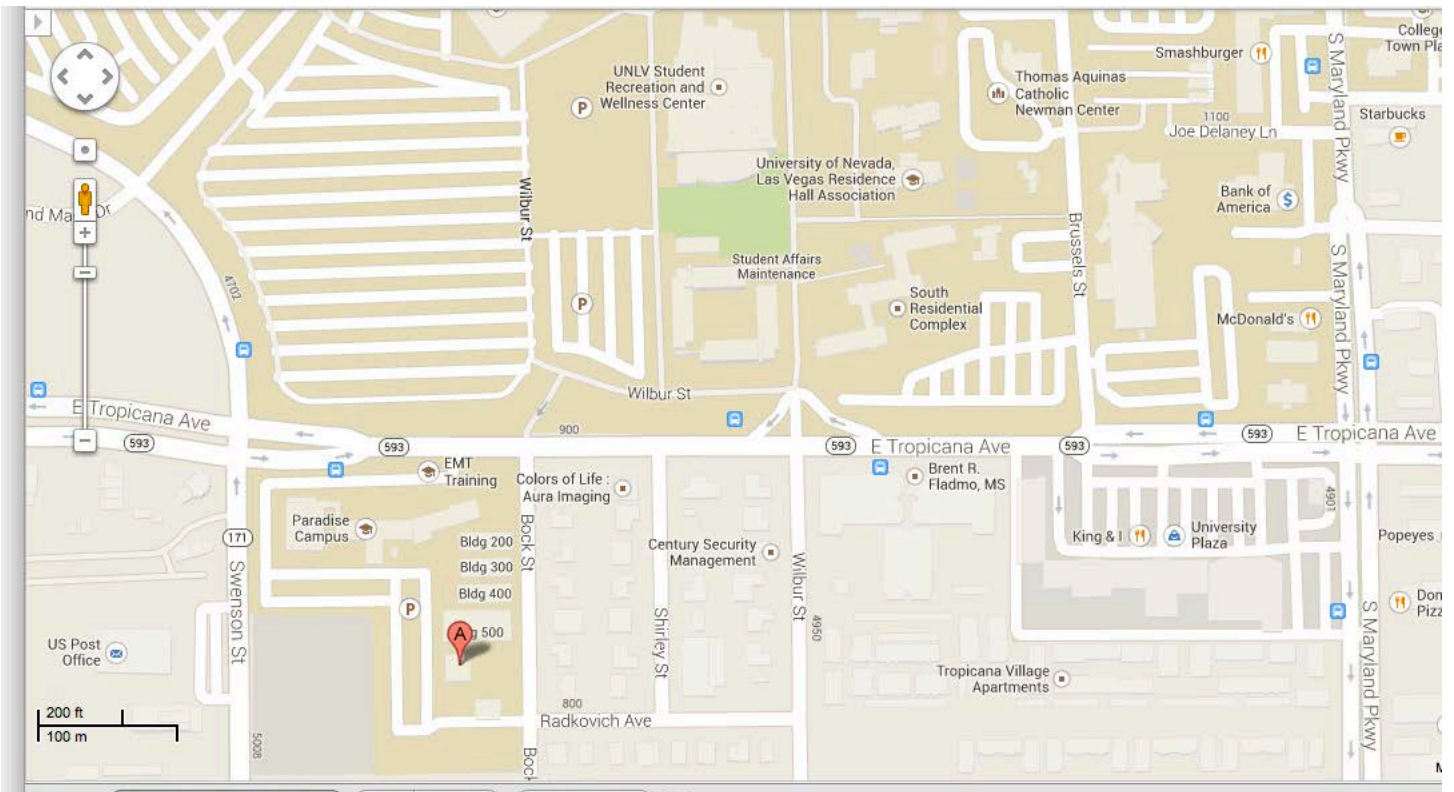
We can be contacted in a variety of ways such as email, phone, or social media. Please call us at 702-895-2261, or E-mail to unlvcaresfoodpantry@gmail.com, or leave us a message at <https://www.facebook.com/UNLVCaresFoodPantry>, www.unlv.edu/rebzone/unlvcaresfoodpantry

Pantry Location:

The UNLV Cares Food Pantry is located at the UNLV Paradise Campus 851 E. Tropicana Ave. Las Vegas, NV 89119

The pantry is located in the PAR6 building which is in the back of the Paradise Campus.

The Paradise Campus is located at the South-East corner of Swenson and Tropicana Avenue. Swenson is one-way only at Tropicana exiting out of McCarran, so entering Boch St. from Tropicana is best. If you are going West on Tropicana turn left on Bock St., the street before Swenson. If you're going East on Tropicana, it is the street right after Swenson, turn right on Bock St.



Client Eligibility

UNLV Cares Food Pantry is open to everyone at UNLV; faculty, students, and campus employees. IDs are not checked of those that utilize the Food Pantry. Please check in at the office desk for documentation and relevant updates.

Distribution Times

Distribution dates vary by semester. Open-pantry dates are scheduled with the staff pay-dates of the 10th and 25th in mind. The hours have historically been 1pm to 6pm. Please consult the current schedule for exact dates and times.

Pick Up Times

In cases of food security emergencies, the pantry is made available. Please contact Samantha Bivens (702) 445-9016 or Megan Crooks (702) 259.8679

Client utilization

The model that the UNLV Cares Food Pantry has adopted is that of free choice. All available items will be shelved with the remaining product kept in storage. For those items that are limited, the shelved items represent all that is available at that time.

One open pantry visit per week, per client. Exceptions to this policy are made if you are arriving on foot, bike or if you are using public transportation. Please inform the attendant of this situation.

For the sustainability of the pantry it is paramount that clients keep in mind the size of their household when taking food. The pantry has historically served between 30 and 60 clients each open week. These clients in turn are feeding between 80 and 150 people. The

intent is to have the pantry operate as long as it is needed and serve as many people as possible over that time.

Separation from the University

For our clients who become separated from the university through various methods we ask that you inform us of this development. The pantry will be available to the clients for 3 months following a graduation, drop out, or voluntary and/or non-voluntary departing.

Volunteer opportunities

Volunteer opportunities are often limited. Due to the relatively small quantities of food donated and distributed from the pantry, the need for recurring assistance is generally minimal. During large scale annual food drives, the need for a small number of people will be announced and listed on our volunteer scheduling website (see below). Select individuals who desire a long-term commitment to the pantry should inquire.

If you are in a teaching position please let your students know that this resource is available to them.

Scheduling Volunteer Sessions

Volunteering varies from week to week. It is not possible to schedule a recurring pickup or delivery from the food bank for an entire semester.

Volunteer Coordinator

The volunteer coordinators are Megan Crooks
moriar10@unlv.nevada.edu, Samantha Bivens
bivenss3@unlv.nevada.edu

Donations

Only through the generous support of the UNLV community has this organization been able to endure. Faculty, students, staff, alumni, on and off campus entities, and nearly every educational and administrative department on campus has contributed in one way or another. We are immensely grateful for all of your support.

All donations are tax deductible. Single donations can be made through the UNLV Foundation website (please see below) or through a check. Checks can then be dropped off at the Foundation building on the North side of the campus, or mailed to the address below. Checks should be made out to "UNLV Foundation". Please write "Food Pantry donation" on the "Notes" line of the check. See Figure 1 for example.

A recurring monthly commitment would allow us to anticipate and predict our capacities from week to week. Please contact 702.895.2834 for recurring monthly donations.

If you draw a check from the University, you can show your support every month through a payroll deduction. See Figure 2 for the enrollment form. Completed payroll deduction forms can be returned to the Foundations department, the Graduate and Professional Student Association computer lab on the second floor of Lied Library, or any UNLV Cares Food Pantry representative.

Donations can be mailed to:
Tiffany Cabral
4505 S. Maryland Pkwy. Box 451006
Las Vegas, NV 89154

In addition to our PayPal and in person methods, it is now possible to contribute easily through our UNLV donation page. At the site you will find the current semester's open-pantry dates and times, donation sites, pantry location information, and three ways in which to assist with the pantry's operations. Volunteer opportunities for the semester, and single and recurring donation methods are great ways for the pantry to benefit from your collective efforts.

<http://www.unlv.edu/community/food-pantry>

General Rules and Guidelines

Health and Safety

Health and Safety guidelines for the facilities of the UNLV Cares Food Pantry can be found at <http://facilities.unlv.edu>, and <http://rms.unlv.edu>

Conduct

The board of the UNLV Cares Food Pantry hold themselves to the highest standard of respect, understanding, commitment, and resolve. We aim to expose our volunteers to those same senses and hope they in turn reflect those ideals through their community actions.

We expect our clients to respect the UNLV Cares Food Pantry site, equipment, personnel, and each other. We remind our clients that past rates of pantry utilization have shown a greater demand than supply of food. We ask and encourage our clients to keep in mind the other clients, that our resources are limited, and to take based on how many are in their household.

Access to the Pantry by non-UNLV Members:

The pantry is open to the set members outlined above and their household family members.

Eligible clients may take for their entire household, the client(s) will need to collect the food for the entire household themselves.

Unrelated household members are not to use the pantry.

Client Container Use

In order to maintain a consistent measure of pantry use it is required that clients use the containers we provide. At this time standard t-shirt plastic bags are provided for client use.

Food Storage and Handling

Non-perishable Foods

Non-Perishable foods are kept onsite and other temporary locations in the UNLV community with anticipation of transportation.

Perishable Foods

All perishable foods are transferred, shelved, and distributed within 48 hours of purchasing.

Guidelines for Non-Perishable and Perishable Food Items

Canned goods are kept in accordance with standard food storage practices. Non-canned non-perishable foods are shelved for the following distribution, or contained within bags or boxes in accordance with standard food storage practices. The containers of all non-purchased foods are examined for structural integrity and quality of contents. The expiration dates are reviewed and any items with broken containers or seals, as well as expired products are disposed of. Cans are determined to be damaged or expired in

accordance with standard food handling practices. See Figures 3 and 4.

Perishable foods (produce, baked goods) are acquired no more than two days prior to the next distribution date. Produce is maintained either in its original container or stored in a sanitary manner. The day of the distribution, produce that came in an original container and produce with no container, are placed in open sided boxes for display and access. The boxes are lined with the plastic bags that some of the produce came in. No perishable foods are maintained between distribution dates. Additional food safety measures will be updated as needed.

Figure 1

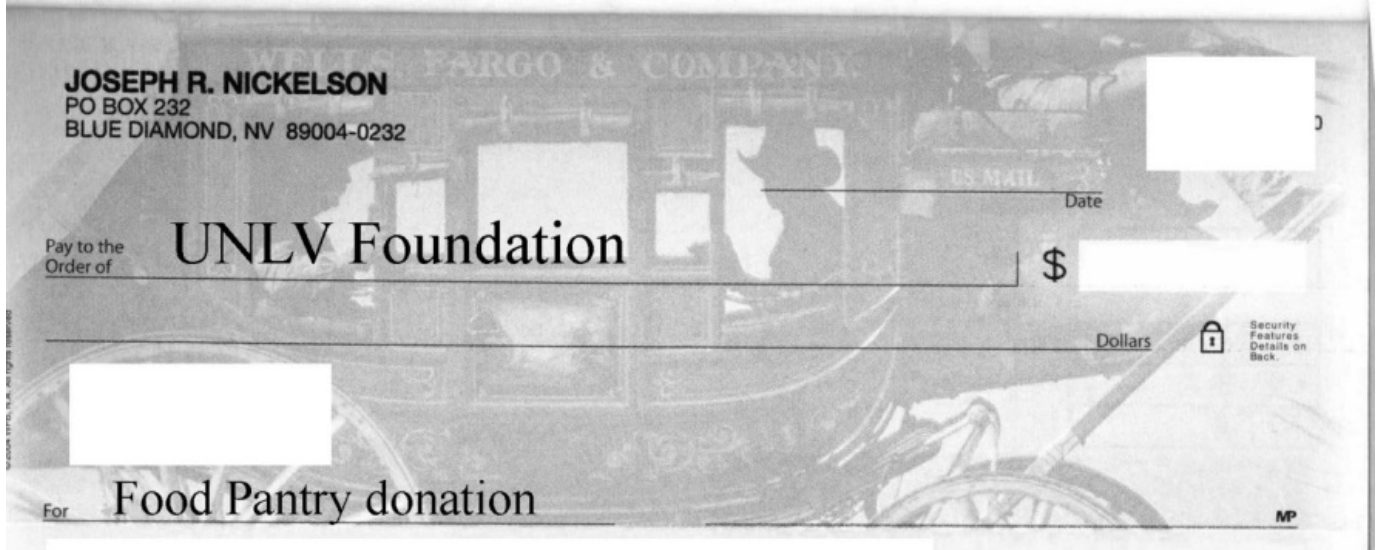


Figure 2

Employee Payroll Deduction Authorization Form **UNLV** FOUNDATION

I would like to make a donation to UNLV through Semi-Monthly Monthly payroll deduction.
I would like to allocate my gift to (minimum monthly allocation is \$10 per fund):

Cause

- Unrestricted Annual Fund Amount: \$ _____
- Unrestricted gift to: _____ Amount: \$ _____
Name of College or School
- Other*: UNLV Cares Food Pantry 3099 Amount: \$ _____
Fund Name Fund Number

*Find fund names and descriptions at foundation.unlv.edu/giving_portfolio

TOTAL PER PAY PERIOD: \$

Authorization

I hereby authorize payroll to deduct _____ monthly from my salaries and wages for philanthropic gifts to the UNLV programs of my choice identified on this form. This authorization will remain in effect until cancelled in writing by myself or by payroll.

I certify that I am an employee of the University of Nevada, Las Vegas and understand that termination of employment will cancel all deductions made under this authorization.

Signed: _____ Date: _____

Contact Information

Dr./Mr./Mrs./Ms. _____ UNLV ID Number: _____
First Name Last Name

College/Dept.: _____ Campus Mail Stop: _____

Campus Phone: (702) _____ Are you on Lotus Notes? Yes No My e-mail address is: _____

Home Address: _____ City _____ State _____ Zip _____

Phone: () _____ Spouse/Partner: _____

I am employed as: Classified Professional Faculty

Figure 3

Guidelines for Perishable and Non-Perishable Food Items

Last updated: 04/06

Item	Storage Temperature	Storage Length	*Discard
Eggs	40° F or Below	Eggs in shell – 3 weeks past expiration date Hard cooked – 1 week past expiration date Pasteurized or substitute – 10 days past expiration date	Off odor, color or taste
Milk * Borden	40° F 0° F	Consume 4 days past expiration date *Borden milk is up to expiration date 3 months past expiration date	Off odor or taste
Yogurt/Sour Cream	40° F (Do not Freeze)	14 days past expiration date	Mold, off odor or taste
Frozen Meat	0° F or below	Up to 1 year past expiration date	Off odor, color, open package or freezer burned
Cheese	40° F 0° F	14 days past expiration date 3 months past expiration date	Discard if package is open
Baked Goods	Keep in cool and dry place	Up to 10 days past expiration date	Any visible mold, discard entire piece
Non-Perishable Prepackaged Food (canned items)	Store in well ventilated and climate controlled area	Up to 5 years past expiration date	Bulging or springiness on ends, leaking, severe dents, pitted rust or rust under the rim
Baby Food	Store in well ventilated and climate controlled area	Discard after expiration date	Popped safety seal, cracks, leaks
Adult Formula	Store in well ventilated and climate controlled area	Discard after expiration date	Popped safety seal, cracks, leaks
Cans/bottles/aseptic containers	Store in well ventilated and climate controlled area	Up to 3 years past expiration date	Bulging, springiness on end, leaking, damaged seals, severe dents or rust, popped safety seal
Cereal/Crackers	Store in well ventilated and climate controlled area	Up to 1 year past expiration date	Stale, insects
Dried beans/pasta	Store in well ventilated and climate controlled area	Up to 3 years past expiration date	Insects, mold or stale
Freezer products	0° F or below	Up to 1 year past expiration date	Off odor or taste
Prepared salads/foods & dips	40° F	Use by expiration date	Past date
Refrigerated juices & teas	40° F	Up to 4 weeks past expiration date	Mold, fermentation, off odor or taste
Rice	Store in well ventilated and climate controlled area	Up to 3 years past expiration date	Insects, mold or stale
Mayonnaise	Store in well ventilated and climate controlled area	3 months past expiration date	Jar is leaking, open or seal has been broken. Food is discolored or has off odor
Dressings	Store in well ventilated and climate controlled area	10 months past expiration date	Jar is leaking, open or seal has been broken. Food is discolored or has off odor
Processed refrigerated foods (tofu)	40° F	Up to 30 days past expiration date,	Seal is broken in all compartments, Food is discolored or has off color.
Produce	40° F Temperature may vary depending on type of produce	Refer to discard	Mold, decay, fungus, insects, discoloration, off odor or taste
Prepackaged lettuce	40° F	Up to 14 days past the expiration date, If past expiration date check, for off odor before consuming.	Mold, decay, fungus, insects, discoloration, off odor or taste
Candy	Store in well ventilated and climate controlled area	Refer to discard	Candy is wrapped and does not have an outer sealed package, decay, insects, discoloration, off odor or taste

Recommendations are only valid if the product has been stored and handled correctly and the protective seal has not been broken.

Figure 4

Serious Can Defects



Dented at junction
of side and end



Sharp dent or
dent on seam



Swollen or bulging



Pitted rust or
leaking

Cans with any of these defects
may be unsafe.

Discard them!