

London Good Food Box Timeline for Distribution Sites

1. Second Last Tuesday of every month

- Update master tracking sheet with payments and ensure correct funds.
- Suggested float is \$100.
- Contact members who have not paid yet and inquire about whether they are still participating or not.
- Contact Glen Cairn Community Resource Centre (GCCRC) at 519-668-2745 with the number of boxes that need to be ordered.

2. Second last Thursday of every month

- Send reminder emails to Good Food Box volunteers, if needed (sorting & distributing).
- Pay GCCRC

3. Last Monday of every month

- Reminder emails/phone calls to people who ordered a box. Indicate the amount of boxes and when to pick it up.
- Coordinate volunteers to support sorting of boxes at GCCRC.
- Confirm pick – up time with GCCRC and coordinate with staff for pick – up.

4. Last Tuesday of every month (pick-up day)

- At the host site pick – up the boxes with staff from GCCRC.
- At distribution site put the boxes in designated location and prep them for distribution (some items may need to be added to the boxes).
- Quality Assurance check. Go through the boxes and make sure they are sorted nicely and presented well.
- Set up room, and print any accompanying materials like recipes, food storage charts, etc.
- Pick – up table. A volunteer/staff will be at this table checking off members on the master tracking sheet as they pick up their box.
- Have bags available for those taking public transit.
- For boxes left over, break them down and throw them out.