

I. Food Collection Timeline

Parishioners will bring bags of food to the church the weekend of August 7th and 8th. The last Prince of Peace (POP) delivery to Harvest Assembly will be on August 9th.

The regular food collection timeline will be as follows:

- Bags Returned – 1st weekend of each month.¹
- Bags Distributed (for the next month's collection) – 2nd weekend of each month.

In preparation for the POP Food Pantry, we will have a special food collection in August. The first bags for the POP Food Pantry will be distributed after each Mass the weekend of Aug 7th and 8th. Parishioners will be asked to return bags of food for this special POP Food Pantry collection the weekend of Aug 28th and 29th. We will distribute bags for the regular September collection after each Mass the weekend of Aug 28th and 29th. Due to the Labor Day Holiday, parishioners will be asked to return bags of food the weekend of September 11th and 12th.

The timeline of bag distribution and collection through the end of the year is summarized in the table below.

Bag Collection and Distribution Weekends

	Bags Distributed	Bags Returned
Special POP Collection #1	Aug 7 th /8 th	Aug 28 th /29 th
September Collection	Aug 28 th /29 th	Sep 11 th /12 th
October Collection	Sep 11 th /12 th	Oct 2 nd /3 rd
November Collection	Oct 9 th /10 th	Nov 6 th /7 th
December Collection	Nov 13 th /14 th	Dec 4 th /5 th

¹ In the event that the 1st weekend of the month is a Holiday weekend, we will ask parishioners to bring in their bags of food on the 2nd weekend of that particular month.

II. Food Collection Process

A summary of the activities and tasks involved in the food collection process, from preparing the bags to distribute to parishioners to stocking the Food Pantry is covered in this section.

A. Preparing the Bags

Activities involved include:

- Revising the Food Items List (if needed).
- Printing the Food Items List.
- Gathering a supply of bags.
- Stapling the Food Items List to the bags.
- Storing the bags in a central location until they are distributed to parishioners.
- Distributing the bags after each Mass the 2nd weekend of each month.

B. Collecting and Packing the Food

Activities involved include:

- Parishioners will return bags the 1st weekend of each month.
- On the Monday after the bags are returned:
 - » Food will be moved from the front of the church back to the Food Pantry.
 - » Food will be organized and stored on the shelves in the Food Pantry.
- On the Tuesday after the bags are returned:
 - » Food will be packed into bags using the “Pick List”.
 - » Pre-packed bags of food will be stored in the Food Pantry.

III. Packing Process

This section will outline the details of packing the bags for distribution to clients.

A. Types of Bags

We will pre-pack 2 types of bags: Single and Family of 2-3. Each bag will contain enough food for approximately 3 days. If an individual presents with a family of more than 3, additional bags of food will be given based on the total number in the household.

The Pick List for each type of bag is detailed below.

1. Single Bag

Quantity	Item
1	Cereal (Hot or Cold)
1	Crackers
1	Cornbread, Muffin, or Pancake Mix
1	Rice or Instant Mashed Potatoes
1	Peanut Butter
1	Jelly
1	Macaroni & Cheese
1	Soup
2	Ramen Noodles
1	Spaghetti Noodles (or Any Type of Pasta)
1	Spaghetti Sauce
2	Canned Tuna, Chicken, or Other Canned Meats
1	Beans (Canned or Dried)
2	Canned Vegetables
2	Canned or Dried Fruit or Applesauce
1	Jell-O or Pudding
1	Hamburger Helper (or Any Type of Boxed Meal)
1	Toilet Paper Roll (Single Roll)
1	Soap (Bar or Liquid)
23	TOTAL NUMBER OF ITEMS

2. Family Bag (Feeds 2-3)

Quantity	Item
1	Cereal (Hot or Cold)
1	Crackers
1	Cornbread, Muffin, or Pancake Mix
2	Rice or Instant Mashed Potatoes
1	Peanut Butter
1	Jelly
2	Macaroni & Cheese
2	Soup
3	Ramen Noodles
1	Spaghetti Noodles (or Any Type of Pasta)
1	Spaghetti Sauce
3	Canned Tuna, Chicken, or Other Canned Meats
2	Beans (Canned or Dried)
3	Canned Vegetables
3	Canned or Dried Fruit or Applesauce
1	Jell-O or Pudding
1	Hamburger Helper (or Any Type of Boxed Meal)
1	Toilet Paper Roll (Single Roll)
1	Soap (Bar or Liquid)
31	TOTAL NUMBER OF ITEMS

3. Bags for Families of More Than 3

We recognize that often times our clients have more than 3 members of their household. In order to distribute the appropriate amount of food, the following guidelines should be used.

Total Number in Household	Bags Given
1	1 Single Bag
2	1 Family Bag
3	1 Family Bag
4	1 Family Bag Plus 1 Single Bag
5	2 Family Bags
6	2 Family Bags
7	2 Family Bags plus 1 Single Bag
8	3 Family Bags
9	3 Family Bags
10	3 Family Bags plus 1 Single Bag