

GILMANTON COMMUNITY CHURCH FOOD PANTRY **INFORMATION & DISTRIBUTION GUIDELINES**

Welcome! Below you will find information as to how to receive food from the Gilmanton Community Church Food Pantry and guidelines used to accommodate your needs.

1. You must be a resident of the town of Gilmanton.
2. You will need to present a photo ID with your full name and address appearing on it.
3. You will need to have proof of residency in the town of Gilmanton. This can be a rental receipt, tax bill, vehicle registration or some sort of bill/invoice that shows your name and physical address.
4. Pantry volunteers will be verifying all those living in the same household which includes spouses, partners, children or other persons, related or not. A marriage license, mail showing the physical address, vehicle registration or affidavit from your landlord or person owning the residence is acceptable. School records or birth certificates are an acceptable form of verification (and in some cases a copy of a Court Order) is also acceptable for children.
5. Multiple persons, not related but living at the same single family residence will be treated as a “family unit” and will receive food based on the size of said “family unit”, with no individuals receiving separate food amounts.
6. This information will be updated periodically, please notify the pantry volunteer of any changes in household status, address and phone number immediately.
7. Upon entering the pantry you will be given an order form to complete. Be sure to complete both sides of the form and note any specific dietary needs. You will check off the items you need and a pantry volunteer will fill the order for you. Please check the white board for special items that may be available. Some items may only be given once a month to each household.
8. You may visit the pantry and request food 2 times per month. We ask that there be at least 7 days between your visits and requests. You may come at any time during the month that the pantry is open. Typically, Wednesdays from 3 – 6 pm and Saturdays from 10 am – 2 pm.
9. As an alternative, you may chose to receive food once a month by appointment only. Monthly amounts will be increased accordingly as appropriate. You will need to call in advance to set up the appointment and provide a list of your needs.
10. Amounts of any one food item are based on family size.
11. These guidelines and procedures may be updated or changed from time to time depending upon need.
12. The GCC Food Pantry is a donations only pantry. This means that not everything you may wish to receive will be available at all times. We make every effort to have a wide variety of foods to meet basic needs.

Please remember that the GCC Food Pantry is meant to be a source of supplemental assistance to you and your family and will not be able to provide for all of your food requirements.