

COMMODITIES DISTRIBUTION PROCEDURES

1. Commodities are delivered the 1st Friday of each month except January.
2. Pick up commodities at Help House ([1091 SE Hathaway, Oak Harbor](#)) on Thursday or Friday, the day of distribution. Contacts are Eric and Jean 675-0681. A pickup truck or SUV work best.
3. Take food to Cambey dining room by 9:30.
4. Set up tables that are located either in the closet in the dining room or in the hallway between the office and the kitchen.
5. Check with Kasey in the office to see if there are new clients or clients that have left Cambey.
6. Organize food on tables so heavy items go in bag 1st and lighter food goes on top.
7. Deliver Cambey bags using grocery carts that are found in the hallway near the Laundry, one cart/floor with the list for each floor. Deliverer signs off on sheet.
8. Label bags that are distributed in the community so deliverers know which bag(s) go to whom.
9. Divide bags among volunteers for delivery. Have each volunteer sign for bags they deliver.
10. Put away tables. Cardboard goes outside in the recycling bin across the parking lot. Some boxes may be used for deliveries or taken to the Barn for Garage Sale items.
11. Make a note of any changes on both copies of the spreadsheet.
12. Take or mail Help House copy of spreadsheet to Help House no later than the Monday after delivery.
13. Update spreadsheet and make labels on computer for next month.
14. Make 2 copies of spreadsheet and label them "Lions" and "Help House."
15. Send updated copy to Marilyn Engel who calls all non-Cambey clients to remind them about Commodities on Wednesday of Distribution week.
16. Get more bags from Cambey kitchen or Navy Commissary.
17. Announce Commodities Distribution at 2 meetings previous to delivery.
18. It is assumed that Cambey residents meet the federal eligibility guidelines for food assistance. However all others must complete a North Whidbey Help House Intake Application and must meet [Emergency Food Assistance Program Income Eligibility Guidelines](#) which are found in the briefcase.
19. All applications must be turned into Help House.