



PANTRY PACK GUIDE

**BOUNTIFUL
FOOD PANTRY**

Thanks for Helping us feed hungry Children!

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Dear Pantry-Pack Volunteers,

Thank you for your willingness to fight childhood hunger through your donation of Pantry Packs. Did you know that 1 in 4 children in Davis County are at risk of going hungry? Many children in Utah are dependent on their school for reliable food sources. Pantry Packs are designed to prevent childhood hunger by providing a reliable food source when children are away from school over the weekend.

Pantry Packs are quart-sized bags filled with enough child-friendly food to feed students through the weekend. The Bountiful Food Pantry works with volunteers to put these packs together, and Davis School District distributes them to 89 schools each week. Pantry Packs also go to children in need through Head Start and local charter schools. School administrators and teachers work together to make sure Pantry Packs get to the children who are in need. During the 24/25 school year an average of over 4,000 Pantry Packs were distributed each week totaling over 137,580 packs distributed throughout the school year!

Only a small percentage of Pantry Packs are made at the pantry, the rest are donated by individuals and groups like you. We encourage you to share this project with church, community, work, and family groups that you know.

This guide is intended to provide you with information for purchasing or obtaining specific items needed, and on assembling and delivering the packs to the Bountiful Food Pantry.

We wouldn't be able to feed so many hungry children without help from individuals and organizations like yours. Thank you for helping us fight child hunger. Please do not hesitate to call us if you have any questions; we're happy to help.

Sincerely,

A handwritten signature in black ink that reads "Rebekah E. Anderson". The signature is fluid and cursive, with "Rebekah" on the top line and "E. Anderson" on the bottom line.

Rebekah Anderson
Executive Director

Project Checklist

- Read Pantry Pack Guide
- Set project date
- Enter your project information into the following form to arrange pickup of boxes or larger containers (container type will depend on the size of your project) Someone from the pantry will contact you to schedule pickup and discuss how they can help with your project.



- Procure items for the Pantry Packs (via purchase or through a food drive)
- Execute your project
- Drop off Pantry Packs at the pantry during donation hours (see bountifulfoodpantry.org for current hours)

What Goes Inside Each Pantry Pack?

| Each Pantry Pack includes the following items (All items are individual sizes & child friendly) | | Quantity per pack |
|--|---|-------------------|
| 1 | Quart-size bag with zip lock (<i>name brands work best</i>) | 1 |
| 2 | Easy Mac (<i>Do not use cups or boxes - see pictures for clarification</i>) | 2 |
| 3 | Instant oatmeal packets | 2 |
| 4 | Applesauce or fruit squeeze-pouch | 1 |
| 5 | Granola bars | 2 |
| 6 | Individual size peanut butter crackers or crackers with cheese | 1 |
| 7 | Fruit snacks | 1 |
| 8 | Drink Mix | 1 |
| 9 | Pantry Pack Note (<i>no seasonal or holiday themes - see page 7</i>) | 1 |
| TOTAL ITEMS: | | 12 |

Examples of Pantry Pack Items:



Examples of completed Pantry Packs:



What is Easy Mac?

Easy Mac packets are individual-sized Macaroni and Cheese bags that don't come with a bowl. They are microwavable and simple enough for a young child to make themselves.

Easy Mac generally comes in an 18 pack vs the cups that come in a 12 pack



It is important that each bag has all the items listed above – nothing more and nothing less. Thank you for being mindful of the need for consistency. No child should feel he/she got more or less than another child. Please be mindful of expirations dates. Buy food with the longest possible shelf life.

Note: Due to supply chain issues, Easy Mac Pouches may be difficult to find. If this happens, the Bountiful Food Pantry has a limited number for purchase. Please contact Rachelle Jones at operations@bountifulfoodpantry.org for more information.

Pantry Pack Notes

Pantry Pack notes are a way to bring a smile to a child's face. Think of them as a lunch-note that you may send to school with your child's home-packed lunch.

- Notes should be flat and small enough to fit into a pantry pack without being folded. 3x5 index cards are great for this project
- Decorate each card with notes, stickers or drawings
- Include a positive message if you like
- Kid-friendly jokes or games can be used
- Please do not include any religious or holiday-specific messaging

This is a great project for primary or elementary-school kids



Pantry Pack notes should be made BEFORE your project. Making these cards takes a good amount of time and will significantly slow down your assembly line if you do it as part of your Pantry Pack project.

How to build a Pantry Pack

Step 1: Stack your meals (2 Easy Mac packets and 2 Oatmeal packets) together and put into bottom corner of bag



Step 2: Put fruit pouch beside meals, in the bottom of the bag



Step 3: Put granola bars vertically in front of fruit pouch



Step 4: Add fruit snacks and note to the front of the bag



Step 5: Lay drink mix and crackers across the top of other food items and seal the bag



Note: Granola bars and crackers can be switched around if necessary to get all items into the bag

Transporting Pantry Packs to the Pantry

Pantry Packs can be transported to the pantry in banana boxes or the pantry's large metal containers (gaylords). Before your project begins you should work with the pantry to determine which containers would be best for your project, and arrange a date for pickup/drop off. (See **Project Checklist**) Pantry Packs can be dropped off at the Bountiful Food Pantry during normal donation hours. See bountifulfoodpantry.org for updated hours.

Banana Boxes

- Each banana box holds 20 Pantry Packs (More than this will cause boxes to be too heavy for pantry volunteers to carry.)
- Banana boxes should stay nested, (meaning that the lid and body are kept together for strength, rather than being separated to enclose the Pantry Packs) but can be stacked in a rotating pattern to avoid crushed boxes
- These boxes can be delivered in your vehicles to the pantry during open hours (date scheduled ahead of time with pantry - see **Project Checklist**)



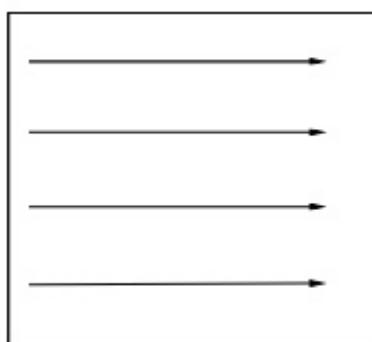
Large Metal Containers (gaylords)

- Each gaylord holds approximately 500 packs
- If containers are delivered they will arrive disassembled. Please work with the pantry before your project to learn how to properly assemble containers
- If your project needs these containers, transport should be arranged with the pantry prior to your project (see **Project Checklist**)
- Do not attempt to transport these containers in your own vehicles as removing them can cause damage to your truck/car/SUV.

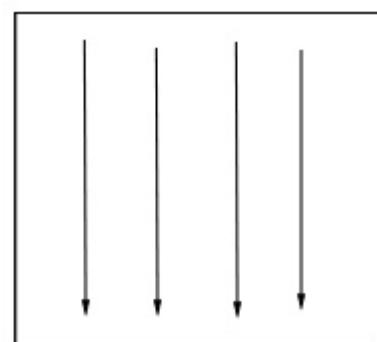
How to load Pantry Packs into metal gaylords

When placing Pantry Packs into a gaylord, stand them upright & in rows, facing the same direction. When the bottom of the gaylord is full, start a second layer facing perpendicular to the first layer. Rotate each layer as you continue to fill the gaylords.

First layer:



Second Layer:



Tips and Tricks for Large Projects

Projects for more than 10 volunteers

Room Setup

We've found that room set up is the biggest indicator of a successful project. Without an effective set up you'll have bottlenecks in your assembly process. One thing is for sure - you will want to set up your project prior to volunteers arriving.

For each assembly line you'll need to do the following:

Step 1: Set up two 8' banquet tables end to end. (See diagram on page 11)

Step 2: Place a pile or plastic tote of each item from your pantry-pack list on the table. (9 unique items = 9 spots on your table) Leave a space at the end of your table for quality control. (Larger projects may find it easier to have a separate table and chair for quality control.)



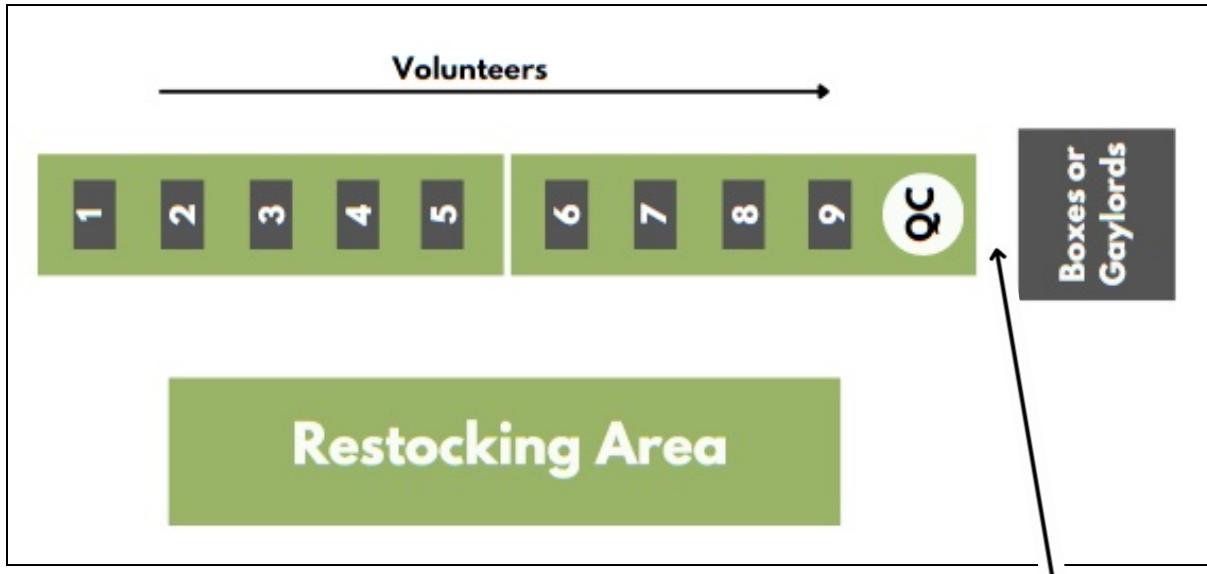
Step 3: Place a label in front of each item (or tape to plastic tote) to show how many of each item goes into a pack. (See printable labels at the end of this guide)

Step 4: Place your boxes or gaylords (see Project Checklist) at the end of your assembly line

Step 5: Find a convenient spot to keep your extra inventory. It should be close enough that your refill-team (to be discussed below) can get to it quickly, but far enough away that it doesn't impede your assembly-line volunteers. (For smaller projects the extra food can go right under the table.)

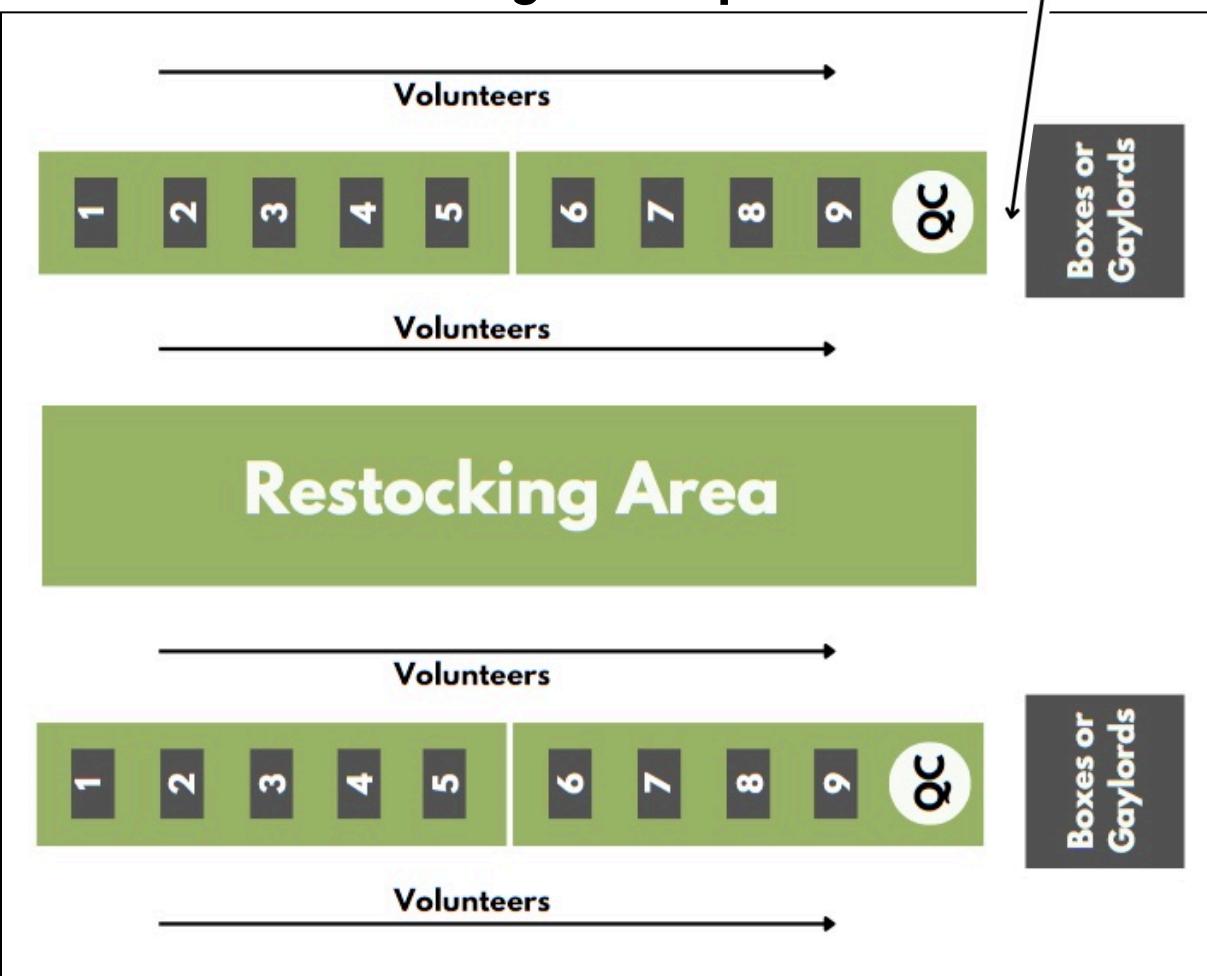
Step 6: Add as many assembly lines as you need to accommodate the number of Pantry Packs you'll be assembling, as well as the number of volunteers participating.

Smaller Groups:



This is a good place to put a Quality Control Table, if you choose to use one

Larger Groups:



Volunteer Assignments

Making sure each volunteer has a specific assignment will help your project run smoothly. Here are the recommended assignments and the number of volunteers needed. (These numbers are based on a project with 30 or more volunteers, but can be adjusted for your group size.)

| Assignment | # of Volunteers | Duties |
|--------------------------------------|-----------------|---|
| Restocking | 2 | Restock the tables throughout the project. Ensure that no one runs out of product as it will halt the assembly line |
| Trash (Option A) | 2 | If you are putting product right on the table (not using plastic totes) your volunteers will be creating trash as they open containers. You'll need two volunteers to keep all this trash off the floor and get it to your recycling/trash area |
| Trash (Option B) | 1 | If you are putting product into plastic containers on your tables, your restocking crew will be creating a lot of trash. Having one volunteer to help control the trash and make sure it gets to the right place will keep things running smoothly |
| Quality Control | 1-2 per table | At the end of each table you'll have a spot for quality control. This volunteer should do a quick look at each completed Pantry Pack and make sure all necessary items are included. Then they will close the bags and pass them to the gaylor/box team. |
| Packers (Option A) | 2 per table | If you are using banana boxes for your Pantry Packs you will need one person to put them into the boxes (20 per box) and one person to stack the boxes or walk them to the transport vehicle (Whichever works best for your project) |
| Packers (Option B) | 2 per table | If you are using gaylords to hold your Pantry Packs, you will need volunteers to place the packs in the gaylords correctly. (See page 9) This works best with two people |
| Packers (Option C) | 3 per table | If you have gaylords in a box truck (only applicable to some projects) you will need people to move the Pantry Packs from your project to the truck. One volunteer will be inside loading the boxes (20 Pantry Packs per box) and the other two volunteers will be taking the boxes back and forth from the project to the box-truck volunteers. (20 Pantry Packs is based on weight, not fit.) |
| Outdoor/Truck volunteers (If needed) | 2-3 | If you have gaylords staged outside or in a box truck you will need people to put Pantry Packs into the gaylords as other volunteers bring them outside. |
| Assembly line (Option A) | Remaining | Remaining volunteers will work your assembly line by starting with item one, and then walking down the assembly line and adding each item to the Pantry Pack. After handing the completed Pantry Pack to quality control they will go to the beginning of the line and start again. This works best for large groups with "extra" volunteers. <i>Note: It is easiest to do one pack at a time. Generally when people try to do two packs at a time it becomes awkward and slows down the line.</i> |
| Assembly line (Option B) | Remaining | Remaining volunteers will work your assembly line by picking one item to be in charge of. The first volunteer will take the bag and put in the first item, then pass the bag to the next volunteer who will put their item inside and then pass it on. In this scenario the Pantry Packs move, not the volunteers. This works well when the number of volunteers is the same as the number of spots on the table. |

More Planning Tips

If your project includes several smaller groups (for example, an LDS Stake with multiple wards, or an elementary school with multiple grades) consider assigning each smaller group one Pantry Pack item to collect and bring to your project

A good way to keep track of assignments for large projects is to use sign up sheets. If you don't want to use paper, SignUpGenius works great. At signupgenius.com you can open a free account and have volunteers sign up for service time slots, or to bring specific items. This will help you plan, and will help your volunteers remember what they signed up for.

Consider creating a committee to manage collection of inventory and delivery to project site

You can either collect food, or collect money and purchase the food in bulk. Note that when collecting food via a food drive you will get a variety of items, many of which will not work for pantry packs. This can still be a great way to get food for a pantry pack project, and the unneeded items can be donated to the pantry for other uses.

Start your group project with some facts about Pantry Packs. You can pull stats from the Executive Director's letter at the beginning of this guide.

Frequently Asked Questions

What should I do with leftover Pantry Pack food?

- We are happy to take any extra supplies from your projects. Just drop them off with your completed Pantry Packs

If we are using a box truck, can we remove the gaylords from the truck?

- For liability and safety reasons, gaylords should only be removed from the trucks by a pantry representative

Where are the best places to buy pantry-pack food?

- Sam's Club, Costco, Amazon or local grocery stores should all have the items you need.

1 Quart-Sized Ziploc Bag



2 Easy-Mac Packets



2 Instant Oatmeal Packets



1 Fruit Squeeze Pouch



2 Granola Bars



1 Package of Crackers



1 Pouch of Fruit Snacks



1 Drink Mix



1 Note from a Friend

