

# The Making a Difference Foundation



## Eloise's Cooking Pot Food Bank Procedures

3543 McKinley Ave E  
Tacoma, WA 98404  
(253) 426-1994

At this time, Eloise Cooking Pot is experiencing shortages of food due to more clients and fewer donations. With the holidays approaching, we need to conserve and make sure food is being given to our clients. Our policy regarding taking food is as follows:

**ALL** food and food-related materials and other items donated to or purchased by said agency is to be used solely for the purpose of providing food, food-related material and other items to those who seek help at non-profit agencies designed to help those in need.

The exceptions to this understanding are:

1. Coffee, tea, sugar, and cream, which may be used on-site for staff, visitors, and volunteers.
2. Items on the bread/produce table **ONLY**, which may be taken in limited amounts by staff and volunteers.
3. Those items that can be used to help defray the cost of an event sponsored by or held by ECP.
4. When applicable, lunch of some kind will be provided for volunteers while serving at ECP. If you are in need of food during the lunch break on your day of service, please let the operations manager know and they will gladly assist you.

I, the undersigned, fully acknowledge that any violation of this policy by me, whether it be in the form of barter for service, for money, or for personal use by me or other can result in disciplinary measures or termination.

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Printed Name

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Signature

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Date