



Home Delivery: Thresholds Bag Pick-up

Tuesday after Home Delivery

334 N. Menard Ave Chicago, IL

- 1) Please come to the food pantry first to pick up Ikea bags and your route clipboard.
Please wear your food pantry volunteer t-shirt if possible.
- 2) Once at Thresholds' Menard Ave. apartments, please use the Menard Ave. front entrance to the property. Park your car in the front and turn your hazards on.
- 3) Use the buzzer to the right of the door and identify yourself as an Oak Park River Forest Food Pantry volunteer there to pick up Home Delivery bags.
- 4) The front desk clerk will buzz you in. Take the first door/hallway to your right once you've entered the building. The bags (with proxy forms inside) should be in **CST Room 119**. If the doors are locked, ask the front desk or another staff member to unlock them for you.
- 5) Gather up the bags and load them into the larger Ikea bags. Around 3-4 clients' bags will fit per Ikea bag. It works best if the smaller insulated bag is placed inside one of the larger ones and then the two large ones are stuck together using the Velcro strips on the back. Please verify that each client has 3 bags (2 large, one small).
- 6) Please verify that you have a proxy form for each client. Proxy forms are usually found in the front pocket of one of the green bags or inside the smaller insulated bag. If you are missing a proxy form, notify the Nutrition Programs Assistant once back at the pantry.
- 7) Thank the staff member and load the packed Ikea bags into your car.
- 8) Once back at the pantry, the Ikea bags can be dropped off through one of the delivery windows. Please hand the proxy forms to Adriana or the Nutrition Programs Assistant and sign out.

THANK YOU!

Questions?

Please contact:

Adriana: (708)-386-1324x1104 Adriana@oprffoodpantry.org

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