

# Hamilton County Harvest Food Bank Information Sheet - 2017

## **NON-PERISHABLE DISTRIBUTION HOURS:**

(Distributions are NOT to be picked up outside of these hours unless arranged with a HCHFB volunteer)

Tuesdays 10:00-11:30 am

Thursdays 3:00-5:00 pm

\*\*Don't forget to record your distribution pickup to the log & add your signature

\*\*We have a clipboard where you can write down items your pantry is low on – this will help our shopping coordinator

## **IVY TECH – NOBLESVILLE DISTRIBUTION (PRODUCE & MEAT):**

Hours: TBD Spring 2017

Address: Ivy Tech, 300 N. 17<sup>th</sup> Street, Noblesville. Park on the north side of the campus on Harrison Street and enter in through door #13.

Coordinator: Anita Hagen; Summer 2017 – looking for coordinators to cover operations on Tuesday and Thursday afternoons; contact Angie Wolfe at [volunteer@hchfoodbank.org](mailto:volunteer@hchfoodbank.org) if you are willing to help fill this need.

## **LEADERSHIP CONTACTS:**

President/Director of Operations: Anita Hagen

[hamiltoncountyharvest@gmail.com](mailto:hamiltoncountyharvest@gmail.com) 317-439-9875 call/text

Volunteer/Pantry Director: Angie Wolfe

[volunteer@hchfoodbank.org](mailto:volunteer@hchfoodbank.org) 317-413-9800 call/text

Summer Lunch Program Director: Mary Lou Finchum

[summerlunch@hchfoodbank.org](mailto:summerlunch@hchfoodbank.org) 317-507-9990 call/text

Shopping Coordinator: Mike Murphy

[shopping@hchfoodbank.org](mailto:shopping@hchfoodbank.org) 317-445-3022 call/text

Wellness Outreach Director: Kathleen Connelly

[wellnessoutreach@hchfoodbank.org](mailto:wellnessoutreach@hchfoodbank.org) 317-490-9405 call/text

Publicity – (Share stories about your programs): Audra Shock

[publicity@hchfoodbank.org](mailto:publicity@hchfoodbank.org) 317-371-6394 call/text

## **GOOD SAMARITAN NETWORK DATA REPORTING:**

1. Go to [www.gsnlive.org](http://www.gsnlive.org)
2. Quicklinks
3. Don't need to sign in/password, just add data and submit

**UPDATE YOUR PANTRY INFO ON FOOD BANK WEBSITE UPDATE INSTRUCTIONS:**

1. Go to [www.hchfoodbank.org](http://www.hchfoodbank.org)
2. Select Menu, then Pantry Resources
3. Update Pantry Information
4. Simply fill in the information and Submit. This will not automatically update as we will not publish until our webmaster checks and posts. We took away the password info but keep this security check in place so that only pantry and meal program personnel will be published. You will receive an email once the published info is on the website and then you can double check your entries.
5. Any updates that your pantry has throughout the year need to be made on the website as we use this information to assist friends and neighbors for direct assistance and also direct Connect 2-1-1 help to use this as a resource.

**SIGN UP GENIUS – TO SIGN UP FOR YOUR QUARTLY VOLUNTEER ACTIVITY FOR THE FOOD BANK:**

1. Go to [www.hchfoodbank.org](http://www.hchfoodbank.org)
2. Click on “Volunteer” tab
3. Select “Sign up Genius” link
4. See tabs to choose from various options
5. If none of these work, please contact Volunteer Director, Angie Wolfe, at [volunteer@hchfoodbank.org](mailto:volunteer@hchfoodbank.org)