



Sheridan:
3945 N. Sheridan St.
Chicago, IL 60613
(773) 525-1777

LAKEVIEW PANTRY
www.lakeviewpantry.org
FAX: (773) 525-7310

Oakdale:
1414 W. Oakdale Ave.
Chicago, IL 60657
(773) 525-1777

Drew Moran – Manager of Volunteers
773-525-1777 x 219 - drew@lakeviewpantry.org

Volunteers,

Lakeview pantry relies on people like you, individuals who want to make a difference in the world and in their community, to help it complete its mission. You truly are the face of our organization and our representatives in the Lakeview community. We strive to provide quality food, friendly service and hope for tomorrow. You are the bearers of that hope. Together we can work to eliminate hunger in our community and provide quality service to our neighbors. This is our primary goal and what brings us together.

We can also use this opportunity to learn from each other. Our diverse histories provide us with the chance to grow, establish new relationships and work to end poverty together. The connections we develop here can change hearts and minds, raise awareness of our cause and recruit new advocates for those in need. Thank you for being someone who makes a difference, and thank you for joining our Lakeview Pantry Family.



Sincerely,

Drew Moran
Manager of Volunteers



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Volunteer Welcome Packet

Scheduling details:

Scheduling on your personal site is quick and easy. To access your personal site, request a link by inputting your information under the “Existing Volunteers” tab on lakeviewpantry.org. You’ll get an email with a link to your page where you can up for shifts, cancel shifts and update your personal information. Make sure you update your information the first time you sign in!

Full Shift Time:

Please make sure to arrive on time and stay for the entire shift. Depending on our needs volunteers may be dismissed early. Exceptions can be made ahead of time for specific circumstances. Please simply do your best to communicate with us about any issues that may arise with specific shifts. We really appreciate your cooperation and understanding of this need. Lakeview Pantry would not be able to achieve all that it does without you and its other many dedicated volunteers.

Cancelation Policy:

Should you feel the need to cancel for any shift in particular, please let us know as soon as possible. The best way is to email Drew. If you need to cancel the day of your scheduled shift, please contact the Coordinator for your shift. Finally, you may call and leave a message with the coordinator of your shift.

Parking:

At our Oakdale site, volunteers may park in the parking lot of St. Alphonsus Catholic Church & Elementary School, but they must ask Carrie for a parking pass, otherwise their cars will be towed. If you are coming to Sheridan, we encourage you to utilize public transportation, because parking can be difficult to find in the area and also costly. Please DO NOT park in the Walgreens parking lot next door of 3945 N. Sheridan. They will tow and charge fines.

Community Service Policy:

If you need community service hours, we can aid you in completing them. Please keep in mind that you are responsible for tracking all of your hours. The Manager of Volunteers will sign off on your hours upon completion and request. Request letters by email only.

Bringing in friends:

If you would like to attend a shift with a friend, please contact Drew.

Dress Code:

Please make sure to wear appropriate clothing for volunteer work in our food pantry, such as close-toed shoes and casual wear. Please do not wear anything excessively revealing or with inappropriate words or pictures. Simple, functional clothing is best as a way of being in solidarity with our clients. Lakeview Pantry t-shirts are also available for volunteers.

If Issues Arise:

Should any issues arise while you are volunteering “on the floor” (i.e. at the counters, in-take desk, etc.), please find a staff member immediately and say “**I need you right now.**” We will know to provide help and support right away, as soon as we hear this phrase. Please approach a coordinator with any general inquiries about the Pantry and Drew for any specific inquiries concerning the Volunteer Department.



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Volunteer Opportunities

Refer to Youth Volunteer Opportunities page for information about youth eligibility

Shifts marked with a (*) are appropriate for youth 15 and under. Parents must email kandis@lakeviewpantry.org to sign up as a family.

Lakeview Pantry Sheridan – 3945 N. Sheridan St.

We are open for distribution to the public **every Monday, Wednesday, Friday from 12 P.M – 4 P.M and Thursday from 4 P.M. – 7 P.M.** Volunteers assist with distributing food, restocking food, cleaning, sorting donations, and other various jobs.

Our shifts are:

- **Monday 9:00 A.M. – 2:00 P.M. & 1:00 P.M. – 5:00 P.M.:** Set up and distribution
- **Wednesday 10:00 A.M. – 2:00 P.M. & 1:00 P.M. – 5:00 P.M.:** Set up and distribution
- **Thursday 3:30 P.M. – 7:30 P.M.** Set up and distribution
- **Friday 9:00 A.M. – 2:00 P.M. & 1:00 – 5:00 P.M.:** Set up and distribution

Other volunteer opportunities:

- ***Thursday 11:00 A.M. – 3:00 P.M.:** Restock shelves & Unload GCFD Truck and van deliveries from local grocery stores
- **Monday – Friday 8:45 A.M. – 1:00 P.M. & 1:00 P.M. – 5:00 P.M. & Thursday 5PM – 8PM:** Greet guests and clients at reception; comfort with phones & computers highly encouraged. Training provided.

Sheridan Pantry Coordinator: Megan Evans
megan@lakeviewpantry.org
773-525-1777 ext. 229

Lakeview Pantry Oakdale - 1414 W. Oakdale Ave.

We are open for distribution to the public **every Tuesday, Thursday from 6 P.M – 8 P.M and Saturday from 11:30 A.M – 1:30 P.M.** Volunteers assist with distributing food, restocking food, cleaning, sorting donations, and other various jobs.

Our shifts are:

- **Tuesday & Thursday**
*4:00 P.M. – 6:00 P.M.: Set-up
5:30 P.M. – 8:30 P.M.: Distribution
- **Saturday**
9:30 A.M. – 11:30 A.M.: Distribution Prep
11:00 A.M. – 2:30 P.M.: Distribution

Other volunteer opportunities:

- ***Wednesday 10:00 A.M. – 1:00 P.M** Restock shelves & Unload truck delivery from GCFD
- ***Tuesday and Thursday 10:30 A.M. to 12:30 P.M** Restock shelves & Unload van deliveries from local grocery stores

Oakdale Pantry Coordinator: Carrie McCormack
carrie@lakeviewpantry.org
773-525-1777 ext. 210

Home Delivery - 3945 N. Sheridan St.

Based at Lakeview Pantry Sheridan, 3945 N. Sheridan St. Four Saturdays per month, we deliver food to elderly, physically disabled, and homebound people in the Lakeview neighborhood.

- ***Saturday HD Set-up 9:00 A.M. – 11:30 A.M.:** Prep and fill bags
- ***Saturday HD Driving 11:00 A.M. – 1:00 P.M.:** Driving their own vehicle, volunteers pick up and deliver 8-10 orders

Home Delivery Coordinator: Chris Schade
Christopher@lakeviewpantry.org
773-525-1777 ext. 224

Driving – MWF @ Sheridan, T,TH, Sat @ Oakdale

- **Regular Pick-ups are Monday - Friday, 9:30 A.M. – 12:30 P.M. & Saturday 9:00 A.M – 10:30 A.M.:** Drive our van to pick up donations from local stores

Manager of Community Engagement: Sarah Roman
Sarah@lakeviewpantry.org
773-525-1777 ext. 212



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Youth Volunteer Opportunities

If you are interested in volunteering, please contact Kandis Howard, Volunteer Program Coordinator at kandis@lakeviewpantry.org

- **16 & 17 years old**
 - Minors 16 & 17 are eligible for all shifts without a parent or guardian. Home Deliveries must be completed with an adult 18 or older.
 - Anyone 16 or older can sign up using their online personal site after attending an orientation with a guardian and completing a youth waiver.
- **14 & 15 years old**
 - Minors age 14 & 15 are able to volunteer at any shift as long as they are accompanied by an adult.
 - Some 14 & 15-year olds may be able to attend certain volunteer shifts alone after a parent has been present for their first shift, but this is managed on a case by case basis.
 - Parents/Guardians of youth 15 or under must sign them up directly with Kandis Howard, Volunteer Program Coordinator, by email – kandis@lakeviewpantry.org
- **13 and under**
 - Minors 13 and under must volunteer with their guardian or as a family. Family appropriate shifts are marked with an asterisk on the Volunteer opportunities page.
 - Families must sign up directly with Kandis Howard, Volunteer Program Coordinator, by email – kandis@lakeviewpantry.org



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Operational Guidelines:

Hours

- **Sheridan Site: Monday, Wednesday, Friday 12:00 P.M. – 4:00 P.M.; Thursday from 4:00 P.M. – 7:00 P.M.**
- **Oakdale Site: Tuesday, Thursday 6:00 P.M. – 8:00 P.M.; Saturday 11:30 A.M. – 1:30 P.M.**

Requirements

- Your income level is below the government's guidelines.
- You live our service area: Fullerton on the south, Lake Shore Drive on the east, Damen on the west, and Wilson on the north.
- You can only receive food from one of our two sites.
- If a client does not live in our service area, please tell them to contact Greater Chicago Food Depository at (773) 247-3663 or www.chicagosfoodbank.org for a referral.

Services:

Food

- Each household may come for a full allotment of food once a month.
- Clients may come for produce and bread once a week.

Clothing

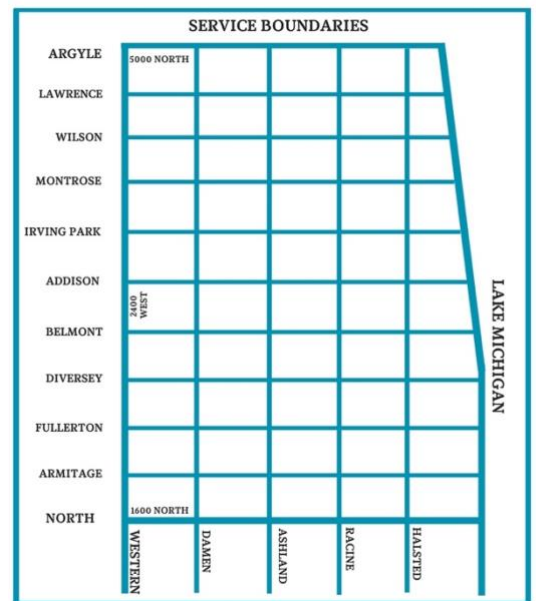
- Each household may visit once a week.

Social Services/Case Management

- Information and Referrals
- Help with Public Benefits
- Job Search and Support program
- Mental Health support for individuals/groups
- Emergency financial assistance
- Free Community Voicemail

Groups and Activities

- **Food Tastings and more!**



For more information, please call 773.525.1777 or visit www.lakeviewpantry.org



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Other Ways to Help Lakeview Pantry

Thank you for your support!

- **Donate Now** – and ask your employer if they will match your donation. You can also sign up to become a Pantry Partner and donate on a monthly basis. To make a donation, visit: www.lakeviewpantry.org/make-a-gift or contact us at development@lakeviewpantry.org to learn about our Annual Fund and the Capital Campaign and how your donation makes a difference!
- **Fundraise for Us** – host an event to benefit Lakeview Pantry or launch a personal campaign to raise money from your friends and family. For more information, visit: www.lakeviewpantry.org/virtual-food-drive or contact Ashley Friend at ashley@lakeviewpantry.org, (773) 525-1777 x 225.
- **Plan a Food Drive** – Help us keep our shelves stocked by planning a food drive. For more information, visit: www.lakeviewpantry.org/food-drives or contact Sarah Roman at sarah@lakeviewpantry.org, (773) 525-1777 x 212.
- **Become a Sponsor** – Whether you represent a corporation, grocer, or are an individual donor, we have various sponsorship opportunities available that offer you recognition at our events, on our website and at our new building. Contact Angie Davis at angie@lakeviewpantry.org or (773) 525-1777 x 222 to learn more about our sponsorship levels and the opportunities available.
- **Connect with us Online** – sign up for our eNewsletter and follow us on Facebook, Twitter and Instagram. /LakeviewPantry

We are grateful for your support, and we want you to stay in touch!

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