



Progressive Partner Overview

Mobile Pantry Progressive Program

What is the Progressive Program?

The Progressive Community Growth Program is a term-limited Program that works with community partners who are seeking to be long-term, sustainable hunger partners in their community but are not yet fully ready to become an official NTFB Agency Partner.

Under the Progressive Program, they receive training and work with NTFB's Mobile Pantry and Agency Partner teams to identify and overcome barriers to becoming an NTFB Agency Partner.

PROGRESSIVE TIMELINE



What is MPT2?

- During the Progressive Program, Partners will learn to facilitate safe and equitable distributions.
- By the end of the Progressive Program, Partners will be able to:
 - Independently facilitate safe distributions
 - Recruit and manage volunteers
 - Understand "Last Calls" and relationship with your Mobile Pantry Coordinator
 - Determine product allotment
 - Collect intake data
- This phase of the program will build Partner's confidence and capabilities while preparing for Emerging Agency, where sites will then focus on becoming a Agency Partner and therefore a sustainable solution for their community.

Styles of Distribution

Walk Up (Farmers Market Style)



Drive-Thru



Mobile Pantry Coordinators (MPC)

Mobile Pantry Coordinators are your main point of contact, and the subject matter experts for all things related to your distributions. They are available to answer any questions that you may have and are always happy to help!

What to Report to Your MPC:

- Intake Sheets
- Rotten or spoiled food (Pictures Required)
- Late Deliveries/Transportation concerns
- Any incidents that may have occurred during a distribution

**LAUREN
TRLICA**

**MOBILE PANTRY
MANAGER**



**PROGRAM AND
OPERATIONS
MANAGER,
STRATEGIST, &
TEAM LEADER**

**KELSEY
GUERRERO**

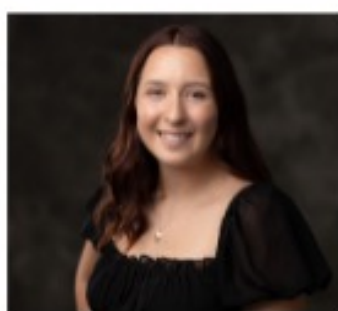
**PROGRAM
COORDINATOR**



**PROGRESSIVE
COMMUNITY
GROWTH
PROGRAM
COORDINATOR
&
RELATIONSHIP
MANAGER**

**CHLOE
YSAGUIRRE**

**PROGRAM
COORDINATOR**



**PROGRESSIVE
COMMUNITY
GROWTH
PROGRAM
COORDINATOR
&
RELATIONSHIP
MANAGER**

**SAMUEL
NUNEZ**

**PROGRAM
COORDINATOR &
DRIVER**



**FRESH ROUTE
PROGRAM
COORDINATOR,
DRIVER,
&
RELATIONSHIP
MANAGER**

**SHAWN
MARTIN**

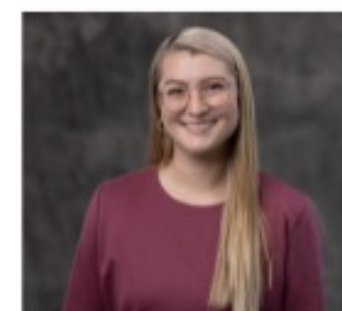
**MOBILE PANTRY
SPECIALIST**



**OPERATIONS,
LOGISTICS, AND
DATA KEEPER**

**HANNAH
COOK**

**MOBILE PANTRY
ADMINISTRATOR**



**PROGRAM AND
PROCESSES
SUPPORT &
STRATEGIST**

Sourcing Volunteers

- In the Progressive Program, Partners are responsible to source their own volunteers for their distributions. Our recommendation is that you have at least one volunteer per pallet being distributed, a volunteer for intake, and a handful of volunteers to help with traffic flow and assisting neighbors. Depending on the size of your distributions you may need additional volunteers.
- Volunteers will be required to be able to perform multiple mental and physical tasks, including but not limited to: Lifting, carrying, and distributing products up to 35 lbs; standing on feet for long periods of time, and monitoring their surroundings for safety.
- Galaxy Digital is a volunteer sign up platform that is available for all Progressive Sites through NTFB's website. If you would like access to Galaxy Digital or need additional ideas for how to source volunteers, please contact your Mobile Pantry Coordinator.

Volunteer Best Practices

- We want to ensure that all neighbors have access to the food they need, including volunteers.
- If you have a volunteer who would like to pick up food, they may join the line to receive items after the scheduled distribution time has started.
- They will need to go through the intake process at the intake station.
- To maintain an equitable distribution for all, we ask that no volunteers store food before the distribution has started.

Last Call

- 3 days before your distribution, your Mobile Pantry Coordinator will send out a “Last Call” email.
- The "Last Call" is the expected delivery for your upcoming distribution.
- The top left corner states how many pallets will be delivered to the distribution.
- A “Placeholder” represents that there will be a pallet of produce, but it will not list what specific type.

					3,4
MPT4 - 15 PALLETS					
	1000008754	PRODUCE KITTED BAGS BY PALLET (48CS) - PLACEHOLDER	PALLET	6	
	1000000890	PRODUCE, VEGETABLES, FULL PALLET PLACEHOLDER	PALLET	2	
	1000000895	PRODUCE, FRUIT, FULL PALLET PLACEHOLDER	PALLET	2	
	1000010328	ASSORTED REFRIGE FOOD, FULL PALLET, PLACEHOLDER	PALLET	1	
	1000010915	HELLO FRESH KIT, PALLET PLACEHOLDER	PALLET	1	
	1000009540	ASSORTED DONATED FOOD - 1000#	PALLET	1	1,0
	1000009536	ASSORTED DONATED FOOD - 600#	PALLET	1	60
	1000010300	RICE, LONG GRAIN WHITE	CS	40	90
	1000009413	PASTA, SPAGHETTI	CS	40	80

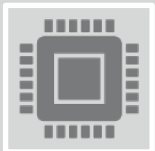
Allotment



Partners will learn how to appropriately allocate food to ensure that all families are served equitably.



Allotment may have to be re-evaluated throughout the distribution as food runs out, or the flow of neighbors increases or decreases.



Using judgement or calculations, Host Site Contacts will oversee allotment changes.

Recommended Pounds per Individuals

Family size will determine the amount of food given to each family. According to Feeding America, the average weight of a meal weighs 1.2 pounds.

In order to provide 3 days' worth of food, you would use the following equation:



Intake Information

- Intake will be taken at every distribution and can be collected towards the end or the beginning of the distribution.
- Partners will be required to ask the following questions*
 - How many households are you picking up for?
 - How many people in your household?
 - What is your zip code?
- Partners will be asked to tally up the total number of individuals.
- Partners are required to submit intake sheet and information within 5 days after the distribution to their MPC.
- Partners should not add to the intake process and are not allowed to require any proof of need or Photo ID.

*subject to change

Site Location _____ Date _____

- 1) How many are in your family?
Cuantos son en su familia?
- 2) What is your zip code?
Que es su codigo postal?
- 3) Thank you! Have a great day.
Gracias! Que tenga buen dia.

# HH	# ppl in HH	Zip Code	# HH	# ppl in HH	Zip Code	# HH	# ppl in HH	Zip Code
1			18			35		
2			19			36		
3			20			37		
4			21			38		
5			22			39		
6			23			40		
7			24			41		
8			25			42		
9			26			43		
10			27			44		
11			28			45		
12			29			46		
13			30			47		
14			31			48		
15			32			49		
16			33			50		
17			34			51		

Please complete and return this document to your Coordinator no later than 3 days after your distribution

CORE4 Training

- During the first phase of the Progressive Program, Partners will be required to complete CORE4 training on Agency University within 30 days of enrollment.
- CORE4 ensures Partners are in compliance with NTFB protocols and includes 4 courses: Food Safety, Civil Rights, Poverty 101, and Progressive Partner Orientation.
- CORE4 typically takes a total of 2 hours to complete, if not completed within 30 days, your MOU will be void and distribution dates will be cancelled.

We are so excited to work with you as you serve the community!

