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# Healthy Food Pantry Guide

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For persons with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY 711).

# Acknowledgements

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- Thurston County Food Bank, Olympia, WA
- Washington State University – Extension, SNAP-Ed Program
- Washington State Department of Health, SNAP-Ed Program
- Washington State Department of Agriculture (WSDA), Food Assistance and Regional Markets

This document builds on and supports foundational work of many anti-hunger advocates and stakeholders in Washington, including and not limited to:

- Washington Food Coalition (WFC)
- Food Lifeline (FL)
- Northwest Harvest (NWH)

The food pantry self-assessment was adapted from the University of Wisconsin Extension Safe & Healthy Food Pantries Project:

- Canto, A., B. Ingham, and S. Larson. (2015). Safe & Healthy Food Pantries Project. Madison: University of Wisconsin-Extension.

# About

The Healthy Food Pantry Guide provides strategies to create a healthy food pantry. It also offers suggestions for how Supplemental Nutrition Assistance Program Education (SNAP-Ed) may contribute to these efforts while staying within SNAP-Ed program guidelines. While this guide is intended for use by SNAP-Ed managers and their local food pantry partners, it may also be of use to food pantries not receiving SNAP-Ed.

The Healthy Food Pantry Guide also includes a self-assessment for food pantries. The self-assessment corresponds with the healthy food pantry strategies described in pages 7-33. The self-assessment is an opportunity for SNAP-Ed managers and food pantry partners to assess how their current efforts to build a healthy food pantry align with the strategies included in this guide. It's also a shortcut to finding out what strategies might be of most interest or importance to the food pantry.

The strategies within this guide reflect the current Dietary Guidelines for Americans (DGA) including the use of MyPlate. Although food insecurity limits a household's ability to acquire adequate food to meet their nutritional needs, a food pantry filled with a variety of nutritious foods supports making the healthy choice the easy choice for food pantry clients.



MyPlate reminds people to find their healthy eating style and build it throughout their lifetime. This means:

- Focus on variety, amount, and nutrition
- Choose foods and beverages with less saturated fat, sodium, and added sugars
- Start with small changes to build healthier eating styles
- Support healthy eating for everyone

See more at [choosemyplate.gov](http://choosemyplate.gov).

This document is not a complete reference. We will make regular updates. Your feedback and comments will help us make this guide better. For more information about the Healthy Food Pantry Guide, email [SNAP-Ed@doh.wa.gov](mailto:SNAP-Ed@doh.wa.gov).

# WASHINGTON FOOD PANTRY

SELF-ASSESSMENT IN PARTNERSHIP WITH WASHINGTON SNAP-ED

SNAP-Ed Partner: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Pantry: \_\_\_\_\_

Address of Pantry: \_\_\_\_\_

Street City State Zip Code

Respondent: \_\_\_\_\_ Phone: \_\_\_\_\_

Respondent position: \_\_\_\_\_ E-mail: \_\_\_\_\_

| STRATEGY                |   | IN PLACE                 |                          |                          |
|-------------------------|---|--------------------------|--------------------------|--------------------------|
|                         |   | NO                       | TO SOME EXTENT           | YES                      |
| <b>CLIENT SERVICES</b>  |   |                          |                          |                          |
| CS-1                    | Arrange pantry in a “shopping” style to encourage client choice                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-2                    | Meet language and culture needs (translated materials, cultural foods, etc.)                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-3                    | Make available “No Questions Asked” self-serve food   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-4                    | Link clients to related services (WIC, TANF, etc.)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>HEALTH PROMOTION</b> |   |                          |                          |                          |
| HP-1                    | Offer nutrition education programming   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| HP-2                    | Market and promote healthy options within the food pantry   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| HP-3                    | Coordinate fruit and vegetable vouchers or “gift certificates” with community partners              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| HP-4                    | Meet special diet needs (gluten free, low sodium, non-dairy, etc.) and highlight nutrition guidance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>SECURE FOODS</b>     |   |                          |                          |                          |
| SF-1                    | Request specific food (healthy options) for food drives   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SF-2                    | Establish a pantry garden or collect garden donations   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SF-3                    | Collect gleaned and leftover produce from farms or farmers markets                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SF-4                    | Purchase fresh and frozen fruits and vegetables in larger amounts to lower their price              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SF-5                    | Track nutrient dense foods through an inventory system like “CHOP” or “Foods 2 Encourage”           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

This assessment was adapted from the University of Wisconsin Extension Safe & Healthy Food Pantries Project.

# WASHINGTON FOOD PANTRY

SELF-ASSESSMENT IN PARTNERSHIP WITH WASHINGTON SNAP-ED

| STRATEGY                    |  | IN PLACE                 |                          |                          |
|-----------------------------|--|--------------------------|--------------------------|--------------------------|
|                             |  | NO                       | TO SOME EXTENT           | YES                      |
| <b>CAPACITY DEVELOPMENT</b> |  |                          |                          |                          |
| CD-1                        | Recruit a strong and diverse volunteer force   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CD-2                        | Enhance staff and volunteer training and professional development                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CD-3                        | Share or promote healthy strategies in place at the food pantry                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CD-4                        | Identify new sources of funding through fund drives or grants                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CD-5                        | Maintain an operational policies and procedures manual                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>PARTNERSHIP BUILDING</b> |  |                          |                          |                          |
| PB-1                        | Attend school family nights and other community events                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PB-2                        | Participate in anti-hunger coalitions  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PB-3                        | Meet with health care partners to address obesity-related chronic disease in community | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PB-4                        | Bring together farms and pantries  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| SOURCE   | PERCENT (%) OF TOTAL FOOD INVENTORY | LEVEL OF CONTROL         |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|--------------------------|
|  |                                     | NO CONTROL               | SOME CONTROL             | A LOT OF CONTROL         |
| TEFAP (USDA commodities)   |                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| EFAP (WSDA financial assistance)   |                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Food distributors (NW Harvest, Food Lifeline, 2 <sup>nd</sup> Harvest, etc.) |                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Community donation or food drives  |                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commercial donors  |                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other sources: (please specify)  |                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Total  | 100%                                |                          |                          |                          |

This assessment was adapted from the University of Wisconsin Extension Safe & Healthy Food Pantries Project.

# Client Services (CS)

Our pantry identifies and meets the needs of clients when distributing food.

## Strategies

1. Encourage Client Choice
2. Meet Language and Culture Needs
3. “No Questions Asked” Self-Service
4. Link Clients to Related Services



# CS-1 Encourage Client Choice

Our pantry is set-up like a grocery store. We encourage clients to “shop” to find the foods they need.

## Benefits

- Clients are less likely to throw out food.
- Clients try new foods.

## Things a Pantry Can Do

- Create or enhance client choice/shopping style in the pantry.
- Make signs or displays like a grocery store or farmers market.
- Encourage clients to ask questions.

## SNAP-Ed Can Help

- Answer your questions about how to encourage client choice.
- Provide signs/displays.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Tri-Cities Food Bank*  
[agr.wa.gov/FoodProg/docs/Best Practices Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*Choice Pantry Guide*  
[ohiofoodbanks.org](http://ohiofoodbanks.org)  
*Promoting Client Choice*  
[hungercenter.org](http://hungercenter.org)

## CS-2 Meet Language and Culture Needs

Our pantry works with the community to welcome different languages and cultures.

### Benefits

- Clients are more satisfied.
- Improved customer service.
- Improved client health and food security.
- Pantry may be eligible for new grant funding.

### Things a Pantry Can Do

- Conduct an assessment with the community to identify gaps.
- Offer intake forms, marketing materials, and signs in languages clients can read.
- Request culturally appropriate foods for donation.
- Incorporate cultural foods into lesson plans and cooking demonstrations.
- Find volunteers who represent the community.
- Train volunteers how to meet language and culture needs.
- Get civil rights training—civil rights training is required by many grants.

### SNAP-Ed Can Help

- Give advice on how to do an assessment.
- Provide lessons and marketing materials in different languages.
- Assist with donor education about culturally appropriate foods.
- Include cultural foods in lesson plans and cooking demonstrations.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Asian Counseling and Referral Service*  
*Lifelong Aids Alliance*  
*Walla Walla Salvation Army*  
[agr.wa.gov/FoodProg/docs/Best\\_Practices\\_Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*USDA Recipe Finder*  
[whatscooking.fns.usda.gov](http://whatscooking.fns.usda.gov)  
*Civil Rights Training Video*  
[justice.gov](http://justice.gov)

## CS-3 “No Questions Asked” Self-Service

Our pantry provides some foods to clients in a hunger emergency without requiring proof of need.

### Benefits

- Increase food security.
- Prevent food waste.
- Build trusting relationships between clients and food pantry.

### Things a Pantry Can Do

- Place food near the entrance/exit, or in a shared lobby.
- Have a volunteer available to help distribute food and answer questions.

### SNAP-Ed Can Help

- Offer advice on the healthiest choices.
- Offer advice on food safety.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Helpline House*  
[agr.wa.gov/FoodProg/docs/Best\\_Practices\\_Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

## CS- 4 Link Clients to Related Services

Our pantry serves the same clients as other assistance programs. We share information about other services with our food pantry clients.

### Benefits

- All of client's needs are met.
- Clients have more information about services in the community.

### Things a Pantry Can Do

- Partner with programs like Women, Infants, and Children (WIC), Supplemental Nutrition Assistance Program (SNAP), and Temporary Assistance for Needy Families (TANF) to reach new clients.
- Provide a place where partners can train pantry volunteers how to refer clients to their services.

### SNAP-Ed Can Help

- Share information about outreach opportunities.
- Introduce you to possible community partners.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Resource Access Project*  
*Vashon Maury Community Food Bank*  
[agr.wa.gov/FoodProg/docs/Best\\_Practices\\_Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*Food/Cash/Medical/Housing*  
[dshs.wa.gov](http://dshs.wa.gov)  
*Women, Infants, and Children (WIC)*  
[doh.wa.gov](http://doh.wa.gov)  
*Community Youth Services (CYS)*  
[communityyouthservices.org](http://communityyouthservices.org)

# Health Promotion (HP)

Our pantry staff and volunteers encourage healthy choices.

## Strategies

1. Nutrition Education Programs
2. Market Healthy Options
3. Fruit and Vegetable Voucher Programs
4. Meet Special Diet Needs



# HP-1 Nutrition Education Programs

Our pantry offers food demonstrations and/or nutrition education classes.

## Benefits

- Clients learn about healthy foods.
- Clients take home more healthy foods.
- Clients learn about planning budgets, planning meals, and food safety.

## Things a Pantry Can Do

- Assess space and available cooking equipment.
- Offer space to programs that do nutrition education.
- Offer samples of available foods.

## SNAP-Ed Can Help

- Conduct food demonstrations that use foods available at the pantry.
- Provide tips and answer questions.
- Provide nutrition education based on pantry and client needs (Examples: healthy eating on a budget, menu planning, use of commodity foods, cooking skills, and growing your own foods).
- Design and display healthy food and food safety materials.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Care and Share Food Bank*  
[agr.wa.gov/FoodProg/docs/Best\\_Practices\\_Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*DOH SNAP-Ed*  
[doh.wa.gov](http://doh.wa.gov)  
*Food \$ense*  
[nutrition.wsu.edu](http://nutrition.wsu.edu)  
*Just Say Yes to Fruits and Veggies*  
[jsyfruitveggies.org](http://jsyfruitveggies.org)

## HP-2 Market Healthy Options

Our staff and volunteers know how and where to place healthy items so clients select them.

### Benefits

- Maintains **Client Choice (CS-1)**.
- Clients are more satisfied.
- Clients are familiar with new foods.
- Less food is wasted.

### Things a Pantry Can Do

- Make vegetables and fruit more attractive by taking away spoiled items and removing wilted and dirty leaves.
- Display fresh fruits and vegetables where easy to see and reach.
- Place fresh fruits and vegetables at the front of shopping area.
- Post information by food items showing how to cut up, prepare, and store.
- Promote healthy items with bulletin boards, posters, and videos.
- Hand out recipe cards.
- Volunteers and/or staff can encourage healthy choices by explaining how to use the foods.

### SNAP-Ed Can Help

- Assess, place, and test item placement to determine what works best.
- Provide recipe cards and food preparation cards.
- Train staff and volunteers on how to market healthy options.

## Resources

Real-Life Examples

**You could be listed here!**

Other Resources

*Nudges*  
[feedingamerica.org](https://feedingamerica.org)

## HP-3 Fruit and Vegetable Voucher Programs

Our pantry provides or promotes fruit and vegetable vouchers for clients to use at local stores and farmers markets.

### Benefits

- Reduced cost fruits and vegetables.
- Clients eat more fruits and vegetables.
- Increased support for local food system.

### Things a Pantry Can Do

- Talk to partners about voucher/incentive programs in our community.  
(Example: SNAP-Ed programs, farmers markets, food advocates)

### SNAP-Ed Can Help

- Connect food pantries to voucher programs.
- Give advice about other funding.
- Promote voucher programs with low-income clients.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*University District Food Bank*  
[agr.wa.gov/FoodProg/docs/Best\\_Practices\\_Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*Find a Farmers Market*  
[wafarmersmarkets.com](http://wafarmersmarkets.com)  
*Fresh Bucks*  
[freshbucks.org](http://freshbucks.org)  
*Complete Eats*  
[doh.wa.gov](http://doh.wa.gov)

## HP-4 Meet Special Diet Needs

Our pantry provides an area with food and resources for clients with special diet needs.

### Benefits

- More choices for clients with special diet needs.
- Demonstrate commitment to client health.

### Things a Pantry Can Do

- Promote healthy options for all clients (e.g., low-sodium, low-sugar, higher nutrient content, and fewer ingredients).
- Have an area with food and resources for people with special diets.
- Connect with other organizations in the community that help people with special diets.
- Write a policy to label foods for people on special diets.

### SNAP-Ed Can Help

- Provide nutrition education materials about healthy options.
- Assist with developing a labeling policy and process.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Lifelong Aids Alliance*  
[agr.wa.gov/FoodProg/docs/Best\\_Practices\\_Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*Special Dietary Needs: Information & Tools For Hunger Relief Agencies To Meet The Needs Of Every Diet*  
[agr.wa.gov/FoodProg/docs/Special\\_Dietary\\_Needs.pdf](http://agr.wa.gov/FoodProg/docs/Special_Dietary_Needs.pdf)

# Securing Food (SF)

Our pantry seeks  
healthier food  
options.

## Strategies

1. Request Specific Foods
2. Garden Programs
3. Collect Gleaned and Leftover Produce
4. Purchase in Bulk
5. Track Nutrient Dense Foods



## SF-1 Request Specific Foods

Our pantry requests specific foods during food drives to provide a “MyPlate” selection to clients.

### Benefits

- Pantry’s stock of food is balanced.
- Demonstrate commitment to client health.

### Things a Pantry Can Do

- Create a list of needed foods based on current and anticipated stock.
- Share list of needed foods with food drive organizers.
- Post list of needed foods on pantry website.
- Look at what other foods will be entering the distribution system from other sources (EFAP, TEFAP, Food Lifeline, 2<sup>nd</sup> Harvest, etc.).

### SNAP-Ed Can Help

- Share lists and suggestions from other pantries.
- Share lists with purchasing organizations.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Hood Canal Food Bank*  
[agr.wa.gov/FoodProg/docs/Best Practices Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*Host a Food and Fund Drive*  
[oregonfoodbank.org](http://oregonfoodbank.org)

## SF-2 Garden Programs

Our pantry uses a plot of land for a food garden or has a garden bounty program that collects garden produce from the community.

### Benefits

- More produce available to clients.
- New volunteers.
- Use a garden as a learning lab or outdoor classroom.

### Things a Pantry Can Do

- Borrow land nearby, especially within sight of the food bank line.
- Rally volunteers and clients to be in charge of garden.
- Work with local media like radio stations and newspapers to promote donating excess garden produce.
- Speak with WSDA about ways to use EFAP dollars for a food garden or bounty program.

### SNAP-Ed Can Help

- Support staffing for the garden program.
- Support the purchase of seeds, soil, educational supplies.
- Provide garden-enhanced nutrition education.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Emergency Food Network*  
*Marysville Community Food Bank*  
*Solid Ground*  
[agr.wa.gov/FoodProg/docs/Best\\_Practices\\_Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*P-Patch Community Gardens*  
[seattle.gov](http://seattle.gov)  
*Plant-a-Row*  
[gardenwriters.org](http://gardenwriters.org)  
*WSU Extension Master Gardeners*  
[mastergardener.wsu.edu/program/county](http://mastergardener.wsu.edu/program/county)

## SF-3 Collect Gleaned and Leftover Produce

Our pantry collects unwanted or donated produce from farms or farmers markets.

### Benefits

- Increased access to fruits and vegetables.
- Decrease food waste.
- New sources of support for the food pantry.

### Things a Pantry Can Do

- Ask farmers market managers to request vendors donate unsold produce.
- Organize volunteers or food bank staff to collect unharvested produce from local farmers.
- Speak with WSDA about its small farm direct purchasing program and other ways to purchase fruits and vegetables.

### SNAP-Ed Can Help

- Introduce you to farmers markets and local farmers.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Broadway Farmers Market*  
*Pierce County Gleaning Project*  
[agr.wa.gov/FoodProg/docs/Best\\_Practices\\_Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*WSDA Farm to Food Pantry Program*  
[firstharvest.org](http://firstharvest.org)  
*Growing Connections: A Resource Guide for Farm-to-Food Bank Strategies*  
[northwestharvest.org](http://northwestharvest.org)  
*U.S. Food Waste Challenge*  
[usda.gov](http://usda.gov)

## SF-4 Purchase in Bulk

Our pantry buys fresh and frozen produce in bulk for a discount.

### Benefits

- More produce at a lower cost.
- Rely less on donations.

### Things a Pantry Can Do

- Ask local food distributors if they have capacity to pass-through bulk purchases (expect to assist in overhead to help cover some of the lead agency's costs).
- Make purchases based on dry or temperature controlled capacity.
- Talk to WSDA about its small farm direct purchasing program and other alternate ways to purchase fruits and vegetables.
- Plan ahead and look at what other foods are coming into the system from other sources (EFAP, TEFAP, Food Lifeline, 2<sup>nd</sup> Harvest, etc.).

### SNAP-Ed Can Help

- Refer small food pantries to WSDA for different procurement opportunities and services.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Northwest Harvest*  
*Seattle Food Committee*  
[agr.wa.gov/FoodProg/docs/Best Practices Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*Fresh Fruit and Vegetable Handling Guidelines  
for Food Pantries*  
[rutgers.edu](http://rutgers.edu)

## SF-5 Track Nutrient Dense Foods

We track or inventory our pantry's stock of healthier options to ensure a "MyPlate" selection for clients.

### Benefits

- The pantry's stock of food is balanced.
- Show commitment to client health.
- Funders often require some of this information.

### Things a Pantry Can Do

- Use the Healthier Food Option Reporting (HFOR) system to build a healthier food pantry.
- Look into inventory systems like "Foods to Encourage" (F2E) or "Choose Healthy Options Program" (CHOP).
- Work with partners to write a procurement policy that includes nutrient dense foods.

### SNAP-Ed Can Help

- Create an inventory system that assesses healthy options.
- Assist with writing a nutrition policy.

## Resources

### Real-Life Examples

**You could be listed here!**

### Other Resources

*WSDA Healthier Food Option Reporting*  
[agr.wa.gov](http://agr.wa.gov)  
*Choose Healthy Options Program (CHOP)*  
[pittsburghfoodbank.org](http://pittsburghfoodbank.org)  
*Developing a Food Bank Nutrition Policy: A Guide to Procure Healthful Foods*  
[canvas.net](http://canvas.net)

# Capacity Development (CD)

Our pantry uses resources like materials and staff to achieve healthy pantry goals.

## Strategies

1. Strong Volunteer Force
2. Staff and Volunteer Training
3. Share Healthy Pantry Successes
4. New Funding for Capacity
5. Maintain Policies and Procedures



# CD-1 Strong Volunteer Force

Our pantry recruits a strong and diverse volunteer force.

## Benefits

- Increased variety of skills, ideas, and community connections.
- Prevent volunteer and staff burn-out.

## Things a Pantry Can Do

- Create a volunteer job description. Volunteer success may be increased if you provide a description of the tasks, skills, and abilities needed.
- Recruit volunteers that represent all people in the community.
- Promote the job description online, in the newspaper, or on local radio.
- Ask experienced volunteers to mentor or train new volunteers.
- Invite volunteers to join in decision making.

## SNAP-Ed Can Help

- Connect food pantries to local community groups to provide a source of volunteers.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Wapato Food Bank*  
*Good Cheer Food Bank*  
[agr.wa.gov/FoodProg/docs/Best\\_Practices\\_Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*Recruiting Volunteers*  
[knowhownonprofit.org](http://knowhownonprofit.org)

## CD-2 Staff and Volunteer Training

Our pantry offers effective training for staff and volunteers. Our trainings cover many topics like food safety, client service, and cultural awareness.

### Benefits

- Better food safety practices.
- Staff and volunteers improve skills.
- Promote pantry mission and growth.

### Things a Pantry Can Do

- Identify training needs.
- Assess staff and volunteer skills.
- Choose training format (manual, class, etc.).

### SNAP-Ed Can Help

- Provide training on food safety, behavioral economics, and Dietary Guidelines for Americans.
- Answer questions about training topics.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Vashon Maury Community Food Bank*  
[agr.wa.gov/FoodProg/docs/Best Practices Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*Training Volunteers*  
[knowhownonprofit.org](http://knowhownonprofit.org)  
*Civil Rights Training Video*  
[justice.gov](http://justice.gov)

## CD-3 Share Healthy Pantry Successes

Our pantry shares success stories and marketing tools that were well-received by food pantry clients.

### Benefits

- Demonstrate commitment to client health.
- Promote healthy pantry mission.
- Improve support to continue our program.

### Things a Pantry Can Do

- Collect client stories that show diets, health, and lives have changed because of the pantry services.

### SNAP-Ed Can Help

- Help collect client stories.
- Write nutrition-focused newsletter articles, including client success stories.

## Resources

### Real-Life Examples

**You could be listed here!**

### Other Resources

*Success Stories*  
[waukeshafoodpantry.org](http://waukeshafoodpantry.org)  
*How to Host a Policy Maker Site Visit*  
[alaskafood.org](http://alaskafood.org)

## CD-4 New Funding for Capacity

Our pantry looks for new funding for capacity-related projects. New funding comes from grants, online fund drives, or other sources.

### Benefits

- Improved resources for technology, evaluation, training, and strategic planning.
- Online fund drives or pledge drives require minimal staff time.

### Things a Pantry Can Do

- Set a funding goal.
- Develop a strategy.
- Notify our community partners.
- Send out a press release.
- Post information on Facebook and Twitter.
- Apply for grants.

### SNAP-Ed Can Help

- Connect pantries to potential grant applications or funding partners for pantry programs.
- Provide letters of support for grant applications.

## Resources

### Real-Life Examples

**You could be listed here!**

### Other Resources

*Fundraising*  
[councilofnonprofits.org](http://councilofnonprofits.org)  
*Federal Grant Website*  
[grants.gov](http://grants.gov)

## CD-5 Maintain Policies and Procedures

Our pantry has written policies and procedures that we regularly review and update.

*Note: Policies should cover eligibility guidelines, client service, nutrition, food safety, and staff/volunteer safety.*

### Benefits

- Defined roles and expectations.
- Guide decision-making for staff and volunteers.
- Obey legal and reporting requirements.

### Things a Pantry Can Do

- List what policies and/or procedures are needed.
- Select someone (staff or volunteer) to lead the work.
- Write draft policies/procedures. Review drafts with stakeholders.
- Notify and train staff and volunteers on policy or procedure changes.
- Schedule regular reviews.
- Contact WSDA for guidance.

### SNAP-Ed Can Help

- Refer pantries to WSDA for advice on policies and procedures.
- Review draft nutrition policies and procedures.

## Resources

### Real-Life Examples

**You could be listed here!**

### Other Resources

*Developing a Food Bank Nutrition Policy: A Guide to Procure Healthful Foods*

[canvas.net](http://canvas.net)

*Safe and Healthy Food Pantries Project*

[fyi.uwex.edu](http://fyi.uwex.edu)

# Partnership Building

Our pantry develops relationships with community partners.

## Strategies

1. Attend School and Community Events
2. Anti-Hunger Coalitions
3. Meet with Health Care Partners
4. Bring Together Farms and Pantries



# PB-1 Attend School and Community Events

Our pantry has a table at school family nights or other community events.

## Benefits

- Connect with similar groups.
- Promote the pantry.

## Things a Pantry Can Do

- Ask school leaders about events where we can have materials and/or healthy foods samples.
- Build relationships with school leaders and families.
- Partner with a school for a mobile food pantry or backpack program.

## SNAP-Ed Can Help

- Connect you to school leaders.
- Tell you about upcoming events.
- Pay for handouts and food samples.
- Develop mobile food pantry or backpack program materials.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Des Moines Area Food Bank*  
*North Helpline*  
[agr.wa.gov/FoodProg/docs/Best\\_Practices\\_Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*Three Squares*  
[northwestharvest.org](http://northwestharvest.org)

## PB-2 Anti-Hunger Coalitions

Our pantry participates in coalitions that fight hunger.

### Benefits

- Pool resources.
- Prevent duplicate services.
- Show commitment to potential funders.

### Things a Pantry Can Do

- Attend coalition meetings and conferences.
- Contact local or regional pantries. Discuss ways to share large donations, gleans, and coordinate services.
- Host a meeting with other pantries. Offer incentives like printed recipes or fresh fruits and vegetables for pantries to bring back to their clients.

### SNAP-Ed Can Help

- Introduce you to local, regional, and state-wide organizations.
- Give advice and education to your coalition.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Kitsap County Food Bank Coalition*  
*Anti-Hunger Coalition Whatcom County*  
*Oregon Food Bank*  
[agr.wa.gov/FoodProg/docs/Best Practices Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*Coalitions*  
[northwestharvest.org](http://northwestharvest.org)

## PB-3 Meet with Health Care Partners

Our pantry partners with health care organizations to address diet-sensitive chronic health issues.

### Benefits

- Pool resources.
- Create synergy among similar local services.

### Things a Pantry Can Do

- Ask local health care groups about wellness or disease prevention goals.
- Meet with local health care groups. Share information about our goals, client reach, and other related information.

### SNAP-Ed Can Help

- Introduce you to coalitions, local meetings, or other committees.
- Give advice and provide educational materials that reflect the Dietary Guidelines for Americans 2015.

## Resources

### Real-Life Examples

**You could be listed here!**

### Other Resources

*Food Banks as Partners in Health Promotion:  
Creating Connections for Client & Community  
Health*

[healthyfoodbankhub.feedingamerica.org](http://healthyfoodbankhub.feedingamerica.org)

# PB-4 Bring Together Farms and Pantries

Our pantry maintains connections with local farmers.

## Benefits

- Increased awareness about the community.
- Relationships with local farmers.

## Things a Pantry Can Do

- Find out about the goals of local farms. Ask if the farm:
  - Is a member of a commission (e.g. dairy commission)?
  - Is listed with the farm bureau?
  - Sells their produce at farmers market or a farm stand?
- Contact local farms through farmers markets or a local farm directory.
- Offer to come and glean leftover crops. This saves them time harvesting produce that would otherwise go to waste.

## SNAP-Ed Can Help

- Introduce you to coalitions, local Ag meetings, or other committees.
- Provide educational materials.
- Fund certain farm to food pantry activities.
- Give advice.
- Write reports.

## Resources

### Real-Life Examples

**WFC Best Practices**  
*Hunger Free Thurston County*  
[agr.wa.gov/FoodProg/docs/Best\\_Practices\\_Manual.pdf](http://agr.wa.gov/FoodProg/docs/Best_Practices_Manual.pdf)

### Other Resources

*WSDA Farm to Food Pantry Program*  
[firstharvest.org](http://firstharvest.org)  
*Growing Connections: A Resource Guide for Farm-to-Food Bank Strategies*  
[northwestharvest.org](http://northwestharvest.org)