



Use this self-assessment adapted from the Indy Hunger Network to identify strengths and weaknesses in your current food pantry practices and protocols. After completing, consider the areas that you answered "no" or "sometimes" to; if possible, work toward being able to answer "yes!"

In your pantry, do you...	No	Sometimes	Yes
PANTRY ACCESSIBILITY			
Determine whether your pantry hours overlap with other organizations in your area			
Collaborate with nearby food pantries/anti-hunger organizations to ensure patrons can access food any day of the week			
Request feedback from patrons regarding pantry hours			
Update your hours of operation and services to Wyoming Hunger Initiative when they change			
Operate an active and updated social media presence (i.e. Facebook, Instagram)			
Update your hours of operation and services to social media channels when they change			
Operate an active and updated website			
Display a clearly visible sign outside your pantry with current hours of operation and services			
Display clear policies about weather closure information inside pantry; share with patrons regularly			
Recruit volunteers to assist patrons who do not speak English			
Translate pantry documents into languages commonly spoken in pantry			
INTAKE PROCESS			
Ask intake questions in a private space if applicable, and inform patrons how information will be used			
Remove unnecessary questions from the intake process			
Establish a clear and private system of recording responses, filing patron information, and training volunteers/employees on how to maintain best practices regarding information if applicable			

In your pantry, do you...	No	Sometimes	Yes
GENERAL PRACTICES			
Post a list of expectations for patrons and volunteers			
Offer the option of making appointments for pantry if patrons cannot access during regular operating hours			
Offer simple activities for children if present while family access services			
Use a patron choice model			
If using a traditional model, offer an element of choice—i.e. a trade table or unrestricted choice table of items			
Offer family-size bags or boxes			
HEALTHY OPTIONS			
Offer healthy food options			
Provide recipes or cooking/nutrition tips to patrons			
Provide information about health-related wraparound services in the community			
Partner with community organizations or businesses to offer cooking or nutrition classes, or connect clients to related services and/or Cent\$ible Nutrition Program			
Place healthy items at eye level in a choice model			
Pair meal-making items together			
Offer taste-testing samples in pantry			
FOOD SAFETY			
Distribute food safety information to patrons, or create visible displays of food safety information			
Train staff and volunteers in food safety and display printed reminders of food safety practices in pantry			
WRAPAROUND SERVICES			
Promote Wyoming 211, other community services available to patrons regularly			
Assist in connecting patrons to services when needed			
Train staff and volunteers in knowledge of community services available in county/region			
Make active connections with other community services/organizations (i.e. visit, invite volunteers for a tour, etc.)			
Offer a community services fair for patrons to get to meet a representative from organizations in their counties/region			

In your pantry, do you...	No	Sometimes	Yes
VOLUNTEERS			
Create defined volunteer roles and needs			
Conduct regular evaluations of volunteer roles and needs to ensure they keep up with pantry operations			
Establish volunteer recruitment strategy			
Establish a clearly publicized and easy-to-use volunteer signup system/practice			
Train regular volunteers in conflict de-escalation, cultural awareness, and interacting with vulnerable populations			
Recognize volunteer contributions regularly			
Host volunteer appreciation event at least once a year			
Have system in place to track volunteer hours			
Solicit volunteer feedback via survey and/or meet quarterly or yearly with volunteers for feedback meeting			
Create written policies for volunteer recruitment, training, and appreciation			
PATRON ENGAGEMENT			
Solicit feedback from patrons about a specific topic			
Implement strategies to receive ongoing patron feedback			
Create written policies for patron engagement			
FUNDRAISING			
Develop a consistent fundraising message			
Develop a strategy to pursue funding from diverse sources (i.e. individuals, corporations, in-kind, grants)			
Train willing volunteers/board members to fundraise			
Collect data and stories from pantry for use in fundraising/marketing campaigns			
Train staff and volunteers in knowledge of community services available in county/region			
Create written policies for fundraising			

WYOMING HUNGER INITIATIVE

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In your pantry, do you...	No	Sometimes	Yes
PANTRY LEADERSHIP & SUSTAINABILITY			
Have a pantry board or leadership team			
Establish responsibilities, roles, and term limits for leaders			
Develop contingency plans and policies for the unexpected			
Develop a succession plan for future leadership changes			
Create opportunities to develop volunteers into pantry leaders			
Develop relationship with your Wyoming Hunger Initiative Regional Director to include participating in regional calls			
EDUCATION			
Find opportunities to learn about anti-hunger practices to improve services and knowledge			
Provide a variety of training opportunities for staff/volunteers			
Learn best practices for providing services for patrons of all types—i.e. temporary, long-term, homebound, etc.			
Consider outreach to the community that increases understanding and knowledge of pantry practices and operations			
Solicit feedback from patrons about a specific topic			
Implement strategies to receive ongoing patron feedback			
Create written policies for patron engagement			
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