

Organization

The Hanover Emergency Food Pantry was formed in 1991 a result of the Hanover Clergy Association, the Hanover Visiting Nurse and the Hanover Women's Club, Juniors working together as a steering committee. Together they collaborated with volunteer groups throughout Hanover to create this organization dedicated to helping Hanover families in need of assistance.

The Food Pantry was organized quickly because there was an offer of 100 cases of food from the Retail Merchants Association of Eastern Massachusetts. The First Baptist Church had some room in the basement of an apartment house to store the food until the pantry could be set up in an underused large storage room in the lower floor of the church. Materials to build shelves were donated and labor volunteered by local citizens. This is a good location as it has a private entrance and the clients have easy access.

Who is in charge of the Pantry?

The pantry is administered by a steering committee consisting of a chairperson, officers and two members from each of the participating five churches and the Hanover Women's Club. There is a treasurer who maintains the books, and manages the checking accounts. Two buyers keep the shelves stocked as needed

When is it open?

Wednesday afternoon from 12:30 - 2:30 for client visits and distribution.

How does the Hanover Food Pantry Work?

There is a core of volunteers from each Church plus the Woman's Club, Juniors working a rotational schedule every 6 weeks.

On Mondays from 9:30 to 11:30 AM, the pantry is open to receive donations, stock the shelves, make out donation receipts as necessary, rotate and inventory supply.

On Wednesdays, volunteers arrive around noon to acquaint themselves with the current inventory, set out the necessary forms and prepare for the 12:30 opening.

Each client is greeted on arrival by one of the volunteers and given an application form to complete. Clients may fill out an application and receive food only for themselves and their immediate family.

Clients are taken in numerical order. Their index card on file is checked for pertinent information and changes and updates are recorded. Clients furnish basic information – family composition, source of income, whether or not they receive food stamps or WIC and how they were referred to the Pantry.

Based on this information, a 3-5 day supply of food is assembled from stock on hand.

Where does the food come from?

- Churches (Each church has a donation box where items are deposited)
- Schools through drives
- Boy /Girl Scouts through drives
- Sports teams through drives
- V.N.A.
- Town Businesses
- Service Clubs
- Panera Bread bakery
- Local Supermarkets donation sites
- Hanover Mall
- Private Citizens and donations made in memory of a loved one

We accept in-date nonperishable food only [as we have no refrigeration or freezer].

What about money?

We are fortunate in that since the beginning we have received monetary gifts, anything from \$5 to \$5,000.

This allows us to give each client a gift card to a local market where they can purchase dairy, fresh produce and meat as needed.

Also, some donated funds are used to purchase necessary items that are not donated such as personal products or laundry detergent. A minimal amount covers administrative expenses.

Who may use the food Pantry?

Anyone in need of food from the town of Hanover or who attends a Church in Hanover may come to the Pantry once in 30 days for a 3-5 day supply of food based on the number of immediate family members. People in need from outside the town may come if there is no available food pantry in their town or there is a critical situation.

Who refers people to the pantry?

The pastors of churches in town, the VNA, or other crisis-intervention agencies.

How often may they come?

For the most part, clients may use the pantry every 30 days, but responses are addressed as needed in crisis situations. No one in acute need is turned away, but dependence on the Pantry is discouraged.

What must they do to qualify?

The basic qualification is hunger. Each time a client arrives they must complete an application form which is kept on file. Each visit is recorded with basic information on a 3x5" card.

How many people use the pantry?

The Hanover Food Pantry provides for 10 to 20 families each week (more during winter and holidays, fewer in summer and more at the end of the month when people on fixed incomes need help).

Facility Regulations/Rules

The First Baptist Church has graciously hosted the Pantry since 1991. The Learning Ladder Pre School has recently opened in the lower level of the church and requires the pantry to share parking and bathroom access. We request our clients to observe the following new regulations:

NO SMOKING anywhere on church property

Two marked parking spaces near the school entrance must be set aside for dropping off and picking up children.

The entrance to the preschool is not to be used for food pantry clients.

One unisex bathroom is available for client use and the other will be locked for the exclusive use of the preschool.

Hanover Emergency Food Pantry

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