

**Pickerington Christian Ministerial Association**  
**PICKERINGTON**  
**FOOD PANTRY CLIENT GUIDELINES**

We realize that it is a difficult decision to come to a Food Pantry and we will make every effort to be as sensitive and supportive as possible. All workers and Pantry staff, including the Director, are volunteers, giving generously of their time. Please treat them courteously.

All clients (individuals or families using the Pantry) **must** reside within the Pickerington School District boundaries. All clients **must** bring valid government-issued photo identification and proof of residence in the form of a utility bill in their name by their second visit. If both proofs of identification have not been received by the second visit, you may not be served again until such proofs are provided. You will need to bring this identification material with you quarterly (every 3 months).

Any first-time clients from outside the Pickerington area will be given a small food order and the “Other Food Pantries” list for them to locate a Pantry closer to their home. No client residing outside the Pickerington School District will be served more than once. Clients who came to the Pantry as Pickerington residents and moved out of our boundaries are no longer eligible to use this Pantry. They may be served once and given a copy of the “Other Food Pantries”. Clients who are found to be untruthful will not be permitted to return.

Pantry hours are: Monday 6:30 p.m. to 8:30 p.m., Thursday 10:00 a.m. to 12:00 p.m., and Saturday 10:00 a.m. to 12:00 p.m. These are the only hours that the Pantry is open to clients. When you arrive, please try to park in the “bump out” area, at the end of the brick walkway next to the brown posts. Clients **must arrive** not later than **15 minutes** prior to closing time in order to receive a full food order, that is at 8:15 p.m. on Mondays, and 11:45 a.m. on Thursdays and Saturdays. If you arrive later than this, you may be asked to return the next time the Pantry is open. Each client may come to the Pantry **once** every 30 days for a complete food order and every week for bread and baked goods.

Only one food order will be given per address (except for apartment building where different unit numbers are listed). Families sharing a house and multiple generations sharing a house are considered one family for our purposes and are to be given food according to the total number of persons residing at the home, rather than as individual families. Clients, who are found to abuse these guidelines, will **not be allowed to return**.

When you come in, fill out a “certification for receipt of food” form completely. All information on this form is confidential. If you have a change of address or phone number, please note that information on the form. From time-to-time, we may need to call you, so please keep us updated.

Please be respectful of the building in which the Food Pantry resides as well as its contents. This building is owned by the City of Pickerington and they generously donate the use of the space to the Pickerington Violet Township Historical Society and the PCMA Pickerington Food Pantry. Children are to remain at your side at all times. The Pantry is very small and there is not space for more than two people. Clients are asked to wait on the steps/landing area and **not** to enter the pantry unless asked to do so by the volunteers.

**Please** do not request extra quantities or brand name food items. If, when you come in for your monthly food order, we are out of any of the freezer items (ground beef, chicken, pot pies, hot dogs or margarine), you may return to pick up **only** those items within the week.

Each year the Pantry will close on the following holidays: New Year's Day, Memorial Day, week of the Violet Festival (last full week of July), Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. Sign-up sheets for the distribution of the Thanksgiving and Christmas dinner baskets will be started on October 1st for Thanksgiving and November 1st for Christmas. Distribution dates of these boxes vary year-to-year. Please watch the website for additional information or call 614-834-0079 for more information. Our website may be found at:

[www.PCMAfoodpantry.com](http://www.PCMAfoodpantry.com)