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**Student Orientation Checklist**

Once a student has been referred to access School Pantry, provide a brief orientation letting the student know their responsibilities and the purpose of the program. After going through the checklist, ask if the student has any questions, and give them a tour.

* You have been referred to access the School Pantry; this is a privilege and should be treated as one.
* There is nothing negative about accessing the School Pantry, it is a tool for you to use in meeting your needs.
* School meals are your first priority in meeting your food needs; the pantry is for food outside of school meal times, after school and weekends. Please eat breakfast and lunch provided here Monday-Friday.
* The School Pantry is located ……………………………………………….
* You will be given a sticker on your student ID card. Show this to office staff when you need to access the pantry during its open hours. *(Identification of eligibility is flexible)*
* The School Pantry is open >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
* When you shop, sign in with your student ID number on the sheet provided. You will be given a bag and may fill it with items you need. Each item has a limit of how many you may take as indicated by shelf labels. You will have access to hygiene items and school supplies as well.
* This is an honor system and we trust that you will be respectful and appropriate when shopping so you do not lose the privilege.
* Please be courteous of other students who use the School Pantry by not taking all of something (unless it is the last one), leaving a mess, or damaging the pantry or food in any way.