



GUIDELINES FOR YOUTH GROUP EXPERIENCE **(includes policies and procedures to make your visit GREAT!).**

Wow! Thanks for your interest in bringing your youth group to Glen House Food Pantry. We want to make the experience wonderful for you and your group and teach them a bit about hunger in our community. Just follow these easy steps to get going:

Email Director@GlenHouseFoodPantry.org

Include the following information:

- Your name, cellphone and email address
- The name of your group
- School or location you will be arriving from
- Ages/grades of the children who will be visiting
- Number of children in your group (list separately number of siblings who would be included)
- Number of adults including “visitors” like grandparents who will join us
- At least two options for dates for your visit and approximate times
- If applicable, all the details about a scout badge this visit will hope to complete
- If applicable, let us know if you are planning additional activities like collecting food in advance for the Pantry

We'll get back to you with next steps as soon as we review your information.

Note a few rules to help you plan (our space is limited so we want to have room for all!):

- Maximum of 15 children including siblings.
- First grade or older.
- Maximum of 5 adults including grandparents and other visitors.
- Visits are ONLY available on Mondays from 3:45 – 6 p.m.; some Wednesdays might also be an option. Again, please provide several date options and we'll do our best to accommodate your first choice. And provide a minimum of two weeks' notice for your request.
- Experiences may include a tour of the Pantry, a brief presentation, and a volunteer project (e.g. coloring birthday cards for our birthday bag programs).
- Photos of your group, with your permission, may be taken to post on Pantry's social sites and in other promotions. Scout troops usually have standard photo release on file; Pantry has photo release form for parents of other groups to sign.

We look forward to seeing you soon!

Sincerely,

Glen House Food Pantry

www.GlenHouseFoodPantry.org

630-469-6988