

# Distribution Site Welcome Letter

Thank you for interest in becoming a London Good Food Box (LGFB) Distribution Site.

The London Good Food Box program is an innovative food distribution system. Information about the program and becoming a distribution site are included here in your Good Food Box Program Toolkit. It contains:

- Evaluation Information
- Promotional Materials
- Volunteer Retention & Recruitment Resources
- Good Food Box Master Tracking Sheet
- Information for Volunteer training
- LGFB inserts: sample recipe cards, food safety guide, etc.

## London Good Food Box Program Principles

- Health promotion and food skills education
- Supporting local farmers & contributing to the local economy
- Making the program accessible to anyone without restrictions
- Selling only high quality produce
- Promoting the use of seasonal vegetables and fruits
- Community development
- Volunteer support and development
- Environmentally sound management of our food program

# London Good Food Box Program Coordination and Implementation

Good Food Boxes are ordered and picked up on a monthly basis. We buy food at wholesale prices directly from a local food distributor. Community members, through distribution sites, pay for their produce at a reasonable rate, \$14/box, thereby keeping the boxes affordable.

Volunteers pack the produce into individual boxes and have them ready for distribution sites to collect at a neighborhood pick-up depot.

## Distribution Site Primary Responsibilities

As a Distribution Site you:

- Keep a member tracking sheet that includes name, mailing address, phone number
- Collect cash or Harvest Bucks from your members when orders are made
- Place your organization's order by forwarding the number of Good Food Boxes needed to \_\_\_\_\_ by (day/date of the month)
- If possible, order an extra Good Food Box each time, which can be put on display in your organization to visually market and promote the program. Food can then be distributed to clients before spoilage.
- Deliver the total money received in payment *in person* to \_\_\_\_\_ by \_\_\_\_\_ (day/date of the month)
- Collect your members' boxes at the pick-up depot for distribution within your own organization
- Manage member pick-up and record-keeping
- Administer evaluation survey and consent
- Report statistics, challenges, and successes, as necessary to Program Advisory Committee

Thank you for your interest in the London Good Food Box program. Together we are creating innovative ways for Londoners to have greater access to nutritious, affordable food! For more information, contact:

Glen Cairn Community Resource Centre

519-668-2745