

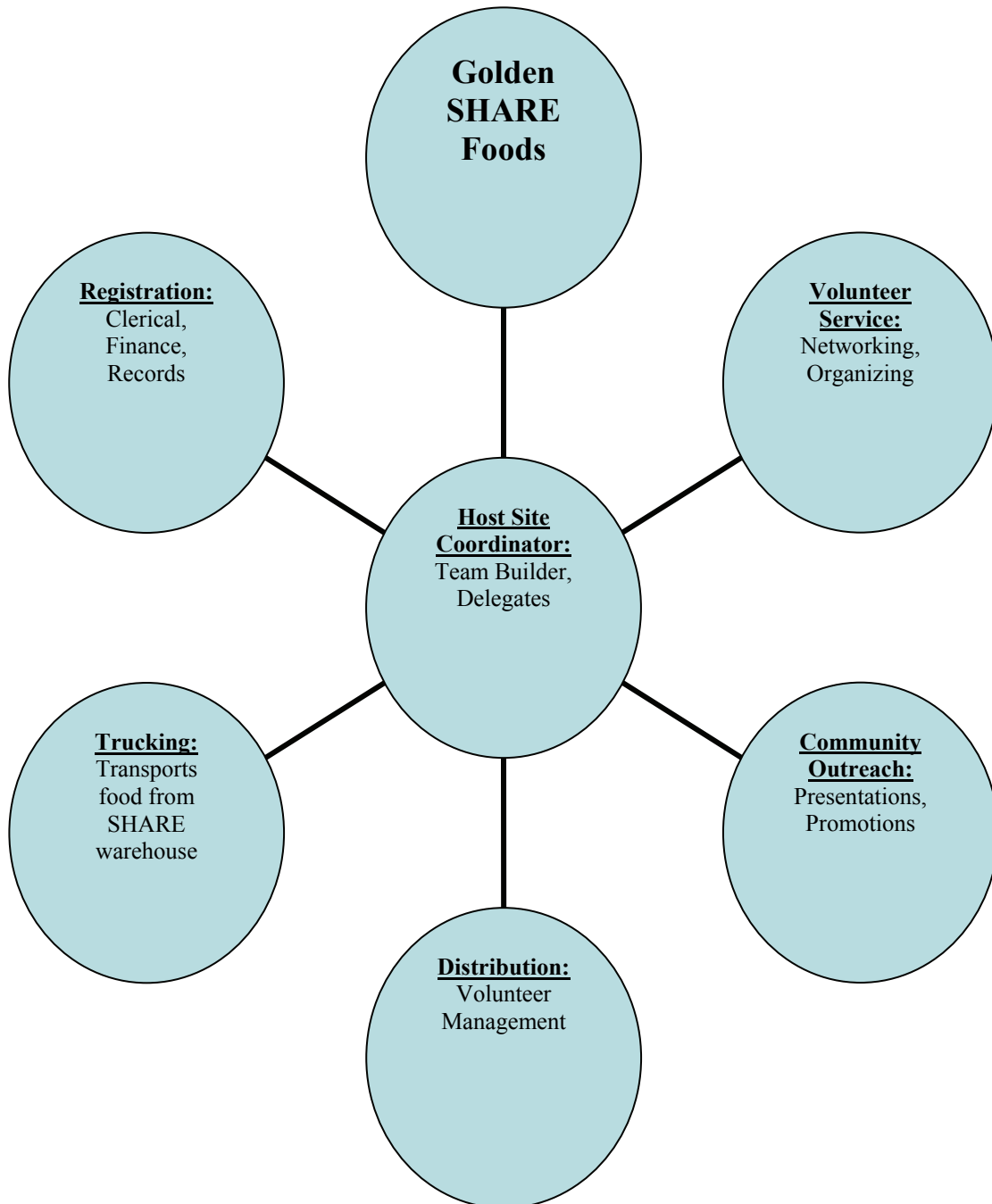


**Golden
Share Foods**



QUALITY FOOD AT AFFORDABLE PRICES! " IF YOU EAT, YOU QUALIFY"

1280 North Johnson Ave., Suite 101
El Cajon, CA 92020





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- 1) Golden SHARE Foods- Organizes a once per month food distribution for the community. Through "Host Sites" which are typically tend to be churches, senior centers, community centers, food cupboards, we are able to provide high quality food at a price that will "STRETCH YOUR FOOD DOLLARS".
- 2) Host Site Coordinator- the Host Site Coordinator, is the one to manage the site. He/She is responsible for the delegation of duties, also to be a TEAM builder. Someone that promotes the people in the site and the SHARE program. You are the point of contact for the site and in dealing with the SHARE office.
- 3) Registration- The registration is involved with the clerical, finance and records side of the site. Duties include receiving orders, collecting money, providing receipts for purchases, and money turn in to the SHARE office. The registration and host coordinator are responsible for the following:
 - A. As these positions run the site, you must set some guidelines for the participants. Set a specific time and date for participants to register for SHARE packages. This will be prevention for participants that may try and order without notice, last minute and past deadline ordering. Setting specific times and dates will make the ordering process easier and even run more efficient.
 - B. When it comes to collecting money, accept cash and money order ONLY, no excuses. There is no need for checks (if you as the host coordinator authorize the check acceptance that is fine.) Keep everything simple but direct. If there is any add on orders, they must be placed with the SHARE office no later than one day after money/order turn in. NO EXCEPTIONS.
 - C. For distribution the same rules apply, the site must designate a time for the food to be picked up at the SHARE warehouse. In turn this will allow you a time to specifically set for participants to pick up packages at your host site. We suggest that you give participants about a 1 to 1 1/2 hour window to pick up their food packages. This helps prevent any left over packages. If they do not show for their package, the host site reserves the right to donate the package. This will ensure that participants arrive accordingly to pick up the SHARE package.



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- 4) Volunteer Service and Community Outreach – This is what helps promote the site. By networking with local churches, senior centers etc., and by passing out flyers, bulletins and spreading the word of SHARE in your area we can get more people involved in the program. SHARE is a SELF HELP AND RESOURCE EXCHANGE program that aids the participants in “stretching their food dollars”, while building communities.
- 5) Trucking and Distribution- The host site must have transportation to pick up the SHARE packages on distribution day. Once the product is picked up, it will then be brought to the site for distribution to the participants. Since there has been a window of time set up prior to “D-Day”, the site should have volunteers or site members ready for distribution on this day. Usually this process takes up to an hour, due to the time frame set. We can maintain the food quality by distributing in this time period.

If you ever have any question or concerns regarding the host site, monthly distribution, and/or the SHARE program please contact the SHARE directors.

You can reach us by phone or e-mail

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