

# ASSEMBLE KITS THAT EMPOWER AND UPLIFT NEW YORKERS



# **GETTING STARTED**

Support Food Bank For New York City from home by preparing kits with essential items to be distributed at our Community Kitchen & Food Pantry!

This is a great activity to do from the comfort of your home or in-office! Once you've completed your kits, place them inside an envelope or box. From there, you'll have two options:

**Option 1:** Mail kits directly to our Community Kitchen & Food Pantry using the mailing address below. Please include a return address on the package:

ATTN: Samantha Burgos Community Kitchen & Food Pantry 252 W 116th Street New York, NY 10026

Option 2: Drop off kits at our Community Kitchen & Food Pantry, located at 252 W 116th Street, New York, NY 10026, only during our designated drop-off hours of Mondays and Fridays between 9am-4pm. Please note, our Community Kitchen & Food Pantry is closed on certain holidays. Please contact volunteer@foodbanknyc.org with any questions about drop-off hours.



Once you have mailed or dropped off your kit(s), please verify your volunteer hours on our Volunteer Portal here: <a href="https://volunteer.foodbanknyc.org/ckpkits">https://volunteer.foodbanknyc.org/ckpkits</a>.

If you are completing kits as part of a company, school, or nonprofit organization, instead of verifying your volunteer hours on our Volunteer Portal, please email <u>volunteer@foodbanknyc.org</u> with (1) your group name, (2) total number of kits completed, (3) list of volunteer names, and (4) any pictures of the event and/or kits.

# **NEEDED ITEMS:**

### **READY TO EAT KITS**

This kit is intended for individuals who don't have access to a kitchen to prepare a meal. Please choose 4-6 items to put in bag. Also, be mindful of the nutritional value of items; choose whole wheat when possible, less than 6 grams of sugar per serving

- Oatmeal Packets or Cup
- Breakfast Bar
- Nut Mix

- Crackers & Peanut Butter Packet
- Pop Top Soup Can
- Beef Sticks
- Dried fruit (such as raisins, dried apricots, or prunes)
- Mac & Cheese Cup
- Tuna & Crackers Packet

# **HYGIENE KITS**

Please choose 4-6 items to put in bag. Make sure all items are fragrance-free.

- Toothbrush
- Toothpaste
- Dental Floss
- Soap Bar
- ''
- Deodorant
- Shampoo
- Conditioner
- Razor

- Pair of Socks
- Tampons (include 6 per bag)
- Panty Liners (include 6 per bag)

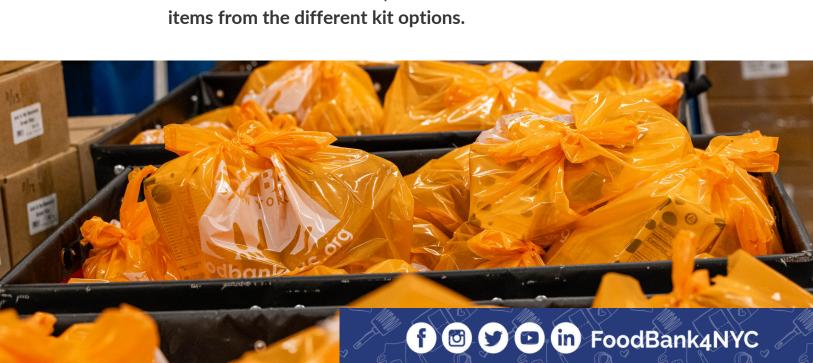


# **HOW TO PACK KITS:**

Assemble each set of options in a Ziploc bag (gallon-sized recommended).

- Please adhere to the following food guidelines:
  - Each food item must have a food label, ingredients, and manufacturer information (to be cautious of food allergies and product identification in the case of a food recall)
  - Food products must not have a past "use-by", "best-by" or "sell-by" date
  - Glass products cannot be accepted
  - Please be mindful of the nutritional value of items; choose whole wheat when possible, less than 6 grams of sugar per serving
- All items (food and non-food) must be newly purchased and in original packaging.

You are welcome to assemble whichever option(s) you prefer. Please only include items from the kit you selected. **Do not mix and match or combine items from the different kit options.** 



### **HOW MANY KITS CAN I ASSEMBLE?**

We do not have a maximum number of kits! If you plan to assemble more than 100 kits, please email us at <a href="mailto:volunteer@foodbanknyc.org">volunteer@foodbanknyc.org</a> in advance of mailing or dropping off your kits so we can coordinate with our onsite staff.

### WHO WILL BE RECEIVING THE KITS I ASSEMBLE?

Staff will distribute kits to clients who come to pick up to-go meals and pantry bags from our Community Kitchen & Food Pantry in West Harlem.

# WHICH OPTION(S) SHOULD I ASSEMBLE?

You are welcome to choose whichever option(s) you prefer. We just ask that you only include items from the kit you selected.

## CAN I SUBSTITUTE AN ITEM IF I CAN'T FIND IT?

If you cannot find an item listed, we ask that you select a different option from the list.





# CAN I GET MY CHILD/TEEN INVOLVED?

Children and teenagers are encouraged to participate! This is a great time to help them discover new and profound ways to serve others.

### **CAN I PARTICIPATE WITH A GROUP?**

Yes! Gather your friends, family, students, or coworkers on a Zoom call or come together at home or in-office while compiling your kits. Be sure to snap a few photos of you packing your kits and tag us on social before mailing! If you are completing kits as part of a company, school, or nonprofit organization, we want to shout you out. Instead of verifying your volunteer hours on our Volunteer Portal, please email <a href="mailto:volunteer@foodbanknyc.org">volunteer@foodbanknyc.org</a> with (1) your group name, (2) total number of kits completed, (3) list of volunteer names, and (4) any pictures of the event and/or kits. We can also credit service hours to your team for every kit prepared.





### CAN I RECEIVE SERVICE HOURS FOR THIS PROJECT?

Absolutely! If you would like a letter confirming your service hours, please email us at <a href="mailto:volunteer@foodbanknyc.org">volunteer@foodbanknyc.org</a>. We will credit 1 hour of service for every 3 kits sent.

QUESTIONS? EMAIL US AT VOLUNTEER@FOODBANKNYC.ORG



