



Pantry Registration Materials

*- indicates this item is available at <https://allfaithsfoodbank.org/partner-agency-forms/>

Forms (Printed Front & Back)

- * **Registration Forms**
 - English, Spanish, Portuguese, Ukrainian, Creole, Russian, Polish
- * **TEFAP Forms (Self-Declaration of Eligibility)-TEFAP Sites Only**
 - English, Spanish, Portuguese, Ukrainian, Creole, Russian, Polish, Arabic
- * Client Error/Correction Log
- * Civil Rights Complaint Form
 - English & Spanish

Schedules Updated schedules – <https://allfaithsfoodbank.org/foodfinder/>

Guides/References

- * Local Food Banks – Charlotte & Manatee County
- * Data Entry and Intake
- * English to Spanish Registration / TEFAP Basics
- * USDA Visit Eligibility Questions
- * TEFAP Flow Chart
- * TEFAP Ineligible Process Flyer
- * TEFAP Notes Guide

Technology

- Internet Access
- Usernames & Passwords (Internet, Devices, & Link2Feed)
- Devices & Chargers (Tablets, Computers with mice, or Phones)

Client Management

- Client ID cards – contact Agency Relations
- * [Walkup Tickets \(for mobile lines\)](#)

Basic Supplies

- **Binders/Files:** For organizing all forms, guides, & references
- Staplers
- Pens (several)
- Chalk pens (for mobiles)

Plan B (No Internet or Rainy Days)

- Tally Counter Clicker
- * [Attendance Log](#)
- Sticky Notes
- Sharpies

Questions or pantry issues? Contact Erin Evergreen at (941) 379-6333 ext. 143.

Registration volunteers must have all materials ready before clients arrive, and new volunteers need training from experienced team members.

Request L2F training or refreshers here: <https://forms.gle/RG2TK4BpgTZkeFeL6>