To all Harvest Share Clients,

Due to the high volume of people accessing food bank services at Harvest Share there are new rules in place for clients. In an effort to accommodate as many clients as possible, we are asking clients to be aware of the following rules:

- **1.** If you are unable to make your appointment, please contact the office at least one hour prior to your scheduled pick up, so we may offer the appointment time to another food bank visitor. PLEASE NOTE: If you do not contact the office, you have forfeited your appointment & will need to reschedule. You will have to wait until the next available appointment, this could be 1-2 weeks.
- **2.** If you are running late, please contact the office ASAP and let us know. If you arrive more than an hour late for your appointment with no call to let staff know you are running behind, you have forfeited your appointment time. You will now have to wait until the next available appointment to receive food this could be 1-2 weeks.
- **3.** If you arrive early for your appointment, you will be asked to leave and come back at your scheduled appointment time. Harvest Share runs by appointment so we can meet the needs of everyone. Coming early does not mean you will get your hamper early.
- **4.** If you have missed multiple appointments, we will not pack your food hamper until you arrive at the food bank for your appointment. This saves staff and volunteers from having to pack and then put away food multiple times. You will be waiting AT LEAST 10-15 minutes for your order to be prepared.

If you have any questions or concerns, please reach out to Harvest Share staff by

Office: 705-774-9111

Email: harvestsharedelivery@gmail.com

Or coming directly into the office to chat with an employee.

Thank you for your cooperation!