

FOOD BANK PROXY PICKUP PROGRAM

updated July 2026

PURPOSE

This program allows individuals who are unable to attend a scheduled food distribution in person to designate a representative to pick up their food box on their behalf. The program is designed to extend access to the community in a fair, consistent, and organized manner while honoring the people who do follow the process correctly.

QUICK REFERENCE SUMMARY

Item	Details
Distribution Day	1st & 4th Monday unless there is a holiday
Pick-up Window	10:00 a.m. to 1:00 p.m. on distribution Monday
Signup Hours	Monday through Friday, 10 a.m. to 1 p.m. (voicemail after 1 p.m.)
Signup Deadline	Friday by 1:00 p.m. before distribution Monday
Cancellation Deadline	Friday by 1:00 p.m. before distribution Monday
Maximum Households	15 per distribution
Boxes Per Household	1 box (no exceptions)
Boxes Per Pick-up Person	Maximum 2 households per pickup person
No-Show Penalty	Ineligible for proxy pick-up the next distribution
ID Required	No. Pickup person provides recipient name only