



### Campus Pantry Policies

The Campbell University Campus Pantry is a resource for students, faculty, and staff of Campbell University who have a need for food assistance throughout the week. We aim to treat all individuals with dignity and kindness, driven by the university's mission to live out meaningful service with the servanthood of Christ as the primary example for care.

#### 1. Pantry Protocol

- The Campus Pantry maintains health procedures for shopping sites.
- Expectations for patrons and volunteers include:
  - i) The space has a limit of 5 total persons for operational safety.
  - ii) Show your Campbell University ID Card for confirmation of affiliation.
  - iii) Shoppers are expected to follow the guidelines posted in the space.
  - iv) Shoppers are limited to one visit per week.

#### 2. Privacy and Confidentiality:

- Volunteer Privacy Statement
  - i) The privacy and safety of those who use our services is important to our pantry. We take serious measures to protect your personal information and ensure a safe and welcoming environment for everyone involved.
- Tracking Information
  - ii) The Campus Pantry is a free resource for the Campbell University community. To help the success of the pantry we gather information via Qualtrics that includes location of shopping, poundage, student housing information, and Campbell ID. This information informs our shopping habits and needs within the community and is used to improve programming and funding.
  - iii) The information collected is kept private and secure, and access is restricted to authorized personnel trained to handle data responsibly. We regularly update our security measures to protect against unauthorized access, disclosure, or alteration of personal information.

#### 2. Non-discriminatory Statement:

- A. We foster an inclusive and non-discriminatory environment where all individuals are treated with respect and dignity, regardless of their race, ethnicity, nationality, gender, sexual orientation, age, religion, or socio-economic status. Any form of discrimination, harassment, or offensive behavior will not be tolerated within our pantry.

#### 3. Food Drives and Donations:

- A. To host a food drive for the pantry please contact a member of the leadership team or the Director of Community Engagement to determine the most needed items.
- B. It is the responsibility of the contact person of the drive to coordinate with a member of the leadership team to coordinate the drop-off of donated items to the food pantry.