

# 2018

## AGENCY ORIENTATION SCHEDULE

The Agency Services Department of the Central Pennsylvania Food Bank offers monthly agency orientations to acquaint agency and potential agency representatives with the Food Bank and regulations associated with membership. The orientation agenda includes, but is not limited to, the following:

- Introduction to the Central Pennsylvania Food Bank and Feeding America...the Nation's Food Bank Network
- Membership Regulations and Record Keeping
- Review of the Member Agency Handbook
- Review of the Inventory List and Ordering Procedures
- Workshop and Training Opportunities
- Warehouse Tour (if class is held at the Food Bank – see below)

**WHO?** Orientation attendance is mandatory for new members and new staff and/or volunteers associated with current members who are authorized to access Food Bank inventory and/or services on behalf of your agency.

**WHY?** Sessions introduce agency representatives to Food Bank services, policies, procedures, and IRS regulations associated with the distribution of donated food.

### The Orientation Schedule for 2018 is as follows:

January 8 – (1 pm – 3 pm)  
February 12 – (11 am – 1 pm)  
March 12 – (1 pm – 3 pm)  
April 9 – (11 am – 1 pm)  
May 14 – (1 pm – 3 pm)  
June 11 – (11 am – 1 pm)

July 9 – (1 pm – 3 pm)  
August 13 – (11 am – 1 pm)  
September 10 – (1 pm – 3 pm)  
October 8 – (11 am – 1 pm)  
November 12 – (1 pm – 3 pm)  
December 10 – (11 am – 1 pm)

**Class size is limited and registration is required!**

Register on our website at [www.centralpafoodbank.org](http://www.centralpafoodbank.org) / Partner Agencies / Partner Agency Education.

**Schedule is subject to change!**

Please contact the Agency Services Department at (717) 564-1700 in Harrisburg or (570)321-8023 in Williamsport for additional information or [www.centralpafoodbank.org](http://www.centralpafoodbank.org)

## Directions to the CENTRAL PENNSYLVANIA FOOD BANK

3908 Corey Road  
Harrisburg, PA 17109  
Phone: 717/564-1700 Fax: 717/561-4636  
Website: [www.centralpafoodbank.org](http://www.centralpafoodbank.org)

**From I-83 North** – Exit 48 at Union Deposit Road. Make a left on Union Deposit; go to second light and turn left onto Briarsdale Road (between McDonalds and Sheetz). 1/8 mile to right on Corey Road. The Food Bank is the first building on the right.

**From I-81 South** – Exit 83 South. 83 South to Union Deposit Exit 48. Make a right on Union Deposit Road to immediate left on Briarsdale (between McDonalds and Sheetz). 1/8 mile to right on Corey Road. The Food Bank is the first building on the right.

**From 283 West** – 283 to 83 North to Exit 48 at Union Deposit Road. Make a left on Union Deposit Road; go to second light and turn left onto Briarsdale Road (between McDonalds and Sheetz). 1/8 mile to right on Corey Road. The Food Bank is the first building on the right.

**From 322 East** – Follow 81 North to 83 South to Exit 48 at Union Deposit Road. Make a right on Union Deposit Road to immediate left on Briarsdale (between McDonalds and Sheetz). 1/8 mile to right on Corey Road. The Food Bank is the first building on the right.