Section 1: Introduction

Part 1: Mission Statement of the Associated Student Government
Empower students by creating opportunities to become involved and provide leadership while collaborating with the college and community in order to establish a supportive environment for our PCC students so they become personally enriched.

Part 2: Panther Student Pantry Background
The Panther Student Pantry opened its doors in February 2014 as a food pantry, established to directly benefit PCC students. This special initiative is in full operation with the help of ambitious employees and energetic students. The Panther Student Pantry is funded by student fees to assist in overcoming food insecurities.
Part 3: Hours
The hours of operation are on Tuesdays and Wednesdays, starting at 1:00 p.m. and ending at 5:00 p.m.

Section 2: Policies

Part 1: Non-Discrimination Policy
Pueblo Community College complies with all federal laws, executive orders, and state regulations pertaining thereto and does not discriminate based on disability, race, color, religion, national origin, age, sex, sexual orientation, or veteran status, except in the case of designated organizations which are exempted by federal law from Title IX Regulations concerning discrimination on the basis of sex.

Part 2: Harassment Policy
Harassment of any kind is strictly forbidden. Harassment is defined as anything that can cause mental anguish or physical discomfort to a member, or anything that might confuse, frustrate, or cause undue stress on them.

Part 3: Failure to Adhere to Regulations
Associated Student Government will periodically communicate to students with regard to any discrimination or harassment complaints. ASG reserves the right to deny students the ability to utilize the Panther Student Pantry if not compliant with the Policies. Concerns regarding student conduct may be referred to the Associated Student Government Judicial Branch.

Part 4: Physical/Non-Physical Abuse
Physical abuse or conduct that threatens or endangers another's person's health or safety is not allowed in the Panther Student Pantry. Non-physical abuse, threats, intimidations, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment. Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
Part 5: Narcotics/Alcohol

The use, being under the influence, manufacturing, possession, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.

Part 6: Leaving Children Unattended

Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.

Part 7: Unauthorized Entry and/or Unauthorized Possession

Entry into, or use of any building, room, or college owned or college controlled property, grounds, or activities without authorized approval. This also includes, but not limited to the unauthorized possession, duplication, or use of college keys, lock combinations, access codes, and access cards and/or credentials.

Part 8: Group or Organization Conduct

Students who are members of a college recognized student organization or group and commit a violation of the Student Code of Conduct may be accountable both as an individual and as a member of the student organization.

Section 3: To Receive Food

Part 1: Requirement

Any student wishing to receive products from the Panther Student Pantry must be a currently enrolled Pueblo Community College student with a minimum of one credit hour in that current semester.

Part 2: Student ID

To enter the Panther Student Pantry, all students must complete all documentation and have a valid, updated Student ID to gain access. *(If the individual does not have a current*
Student ID, they must go to the ID & Parking office and get it renewed.) At any given time during operational hours there should only be one volunteer and one student.

Part 3: Amount

- Students can receive up to six (6) non-perishable food items and one (1) hygiene product.
  - Note: Some smaller items are specially marked as two (2) items or five (5) items equals (=) 1 item.
- Students are allowed to utilize the Panther Student Pantry one (1) time each week.

Section 4: Acceptance of Donations

Part 1: Federal Regulations

The Panther Student Pantry adheres to federal regulations with regards to the acceptance of donations. This special initiative is a non-perishable food pantry, which only accepts food items that are in containers and does not need to be refrigerated. The Panther Student Pantry also accepts hygiene and personal products which must be unopened and not used prior.

Part 2: Non-Perishable Food Items We Accept

- Canned items such as vegetables, fruits, beans, and instant meals.
- Boxed items such as pastas, cereals, instant meals, stuffing, potatoes, and macaroni & cheese.
- Bottled items such as peanut butter, jelly, salad dressing, and sauces.

Part 3: Hygiene Products We Accept

- Shaving Cream & Razors
- Toothpaste & Tooth Brushes
- Toilet Paper
- Hotel Sized Hygiene Products
- Shampoo, Conditioner, Lotion, and Body Wash

Part 4: Non-Perishable Food Items We Don’t Accept
• Opened boxes, cans, or bags of any kind.
• Any perishable food item that can spoil or go bad.

Part 5: Hygiene Products We Don’t Accept

• Previously opened boxes or bottles that appear unsanitary.
• The Pantry holds the right to deny any other items on a case by case basis.

Section 5: Donation Locations

Part 1: Background

The Associated Student Government communicated with different departments throughout the Pueblo Community College campus to set up designated drop off locations for easier access.

Part 2: Food and/or Hygiene Product Locations

• Associated Student Government – SC-251
• PCC Library – AB-110
• PCC Learning Center – AB-042
• President's Office – CA-110

Part 3: Monetary Donation Drop-off’s

• PCC Foundation – AB-194
• PCC Learning Center – AB-042

Section 6: Volunteers

Individuals must be current Pueblo Community College student, faculty, or staff to volunteer at the Panther Student Pantry. Volunteers must sign the appropriate documents at the beginning and end of each shift worked. All Panther Student Pantry volunteers must strive for the highest ethical, professional, and courteous standards at all times. All volunteers must maintain and promote the PCC Promise to each and every student who enters the establishment. There will be no eating or utilization of the Panther Student Pantry while volunteering during your designated shift.

Part 1: Rules for Volunteers
1. Always arrive on time.
2. Ask all students to show current Student ID in order to gain access to the Panther Student Pantry.
3. Keep the use of cell phones to a minimum and turn your cell phone to silent during your shift.
4. At any time during operational hours the door must be open and a volunteer must be present to assist students.
5. If a volunteer cannot work their designated shift, they must contact the Associated Student Government at least twenty-four (24) hours in advance. ASG must have time to find a replacement.
6. In the event of an unexpected volunteer being absent, the volunteer from the previous shift is to contact the Associated Student Government or a designated individual to inform about the situation.

Part 2: Sign-Up for Shifts

If a student, faculty, or staff, wants to volunteer for the Panther Student Pantry they must contact the ASG’s Director of Special Initiatives or the Director of the Learning Center. There is always a signup sheet next to or near the door of the Panther Student Pantry.

Shifts are overlapped in case a volunteer is not on time to their shift. Currently, the schedule of the shifts for the Panther Student Pantry is:

1. 12:45 p.m. -2:00 p.m.
2. 1:45 p.m. -3:00 p.m.
3. 2:45 p.m. -4:00 p.m.
4. 3:45 p.m. -5:00 p.m.

Part 3: Filling Out the Documents

Every individual must fill out the volunteer sheet so the Associated Student Government and other individuals working with the initiative know who is volunteering and when.

Part 4: Assisting Students

This is the most important aspect of being a volunteer at the Panther Student Pantry. When you are volunteering you must be at the table at all times, unless assisting a student in the Pantry.
1. Volunteers must ensure students utilizing this service are currently enrolled with an updated student ID.
2. After checking Student ID, have the students sign-in and walk them inside the Pantry.
3. If they are a new user of the Panther Student Pantry, give them a reusable bag. If they have used the Pantry prior, you can give them a plastic grocery bag.
4. Students can pick six (6) different food items and one (1) hygiene product. If students ask for assistance, try your best with answering any questions they may have.
5. Once the student has chosen all six (6) food items and one (1) hygiene product, escort them out of the Panther Student Pantry.

Part 5: Training of Volunteers

Training can be done with either the ASG Director of Special Initiatives or from a designated individual. All new volunteers will be given all documentation, training guides, and history about the Panther Student Pantry.

Part 6: Certification of Appreciation

If a volunteer commits to and performs twenty (20) documented hours with in the Panther Student Pantry they can receive a certificate of appreciation from the Associated Student Government.

Section 7: Maintenance of the Panther Student Pantry

Part 1: Restocking

Restocking of the Panther Student Pantry is essential for the operation of this initiative. Restocking can take place when shelves appear to be lacking food items. When restocking the shelves always do the rotation from back to front. (Older items currently in shelf should be pushed to the front, and newer food items should be placed in the back.)

Part 2: Time of Restocking

Normally, restocking is typically done on Friday mornings after the pickup from Care and Share and the Soup Kitchen. But, if the Panther Student Pantry is not being utilized by students, the volunteers need to stock the shelves. The Shelves should always be completely full at all times.
Section 8: Care and Share

Part 1: Mission Statement

At Care and Share Food Bank, our core purpose is to bridge the gap between hunger and abundance. Our mission is to provide food, partnering opportunities, and education to combat hunger and food insecurity in Southern Colorado communities. Our vision is an end to hunger in Southern Colorado.

Section 9: Panther Student Pantry Committee

Part 1: Purpose

The purpose for the Panther Student Pantry Committee is to discuss the day to day operations of the Panther Student Pantry. The Associated Student Government and other dedicated employees at Pueblo Community College meet to order food and hygiene items, discuss marketing campaigns to promote and businesses to ask for financial assistance.

Part 2: Mission:

The Panther Student Pantry Committee is designed to contribute to the overall health and wellness of Pueblo Community College student body by providing access to healthy food options that students can use to create balanced meals for themselves and their families. This committee is designed to ensure all who assist with the Panther Student Pantry are on the same page to create better opportunities for the student body.

Part 3: Meetings

The committee will meet on a regular basis throughout the academic year with a minimum of once a month. The time and place will be determined by those who are on the committee.

Section 10: Foundation

Part 1: Mission Statement

The Pueblo Community College Foundation is committed to supporting the students and staff of Pueblo Community College. The Foundation works to garner the funding to support the Foundation’s student scholarship program and the institution’s programs of academic excellence.
Part 2: Assistance

The Pueblo Community College Foundation is honored to work with the Associated Student Government of Pueblo Community College in an effort to raise awareness and donation support for the Panther Student Pantry.

Since the inception of the Panther Student Pantry, the Pueblo Community College Foundation has worked to garner financial (grants and contributions) and in-kind donations to support this vital student program for the students of Pueblo Community College.

Section 11: Training of Volunteers

Part 1: Training

The Associated Student Government and the Panther Student Pantry Committee try to ensure we provide the best training possible for all volunteers.

1. An individual from the Associated Student Government, the Panther Student Pantry Committee, or a veteran volunteer will provide you with all the documentation needed to understand the information about Panther Student Pantry policies.

Section 12: Funding of the Panther Student Pantry:

Part 1: Budget

The Associated Student Government has budgeted $6,000.00- $10,000.00 of student fee dollars per year to purchase food and hygiene items, marketing materials, and other necessary items. Though this money has been designated, the Panther Student Pantry also relies on donations from other students, staff, faculty, and community members.

Revisions:

1. November 2014 - Approved by the Panther Student Pantry Committee