



Driver/Volunteer Checklist

Before you start:

- Ensure you have all the required equipment:
 - UFB Issued Badge (worn visibly)
 - Appropriate attire
 - Large Vehicle such as an SUV, Van, Truck, Refrigerated Truck, etc.
 - Coolers, thermal blankets (unless your vehicle is refrigerated)
 - Temperature Gun
 - Scale
 - UFB blank receipts

When you arrive:

- Greet Receiver
- Locate donations- if you are unsure if something is a donation or not, ask
- Take the temperature of your items and record on receipt
- Weigh the items and record on receipt
- Have Receiver review and sign the receipt, leave yellow copy at the store
- Thank your Receiver!

After Pickup:

- Store donations in temperature appropriate locations
- Enter receipts into Meal Connect within 72 hours