



St. Louis Area Foodbank

# Setting the Table

A NEWSLETTER FOR PARTNER AGENCIES OF THE  
ST. LOUIS AREA FOODBANK

August 2007

## UNITED WAY PANEL VISIT 2007

**COME JOIN US ON WEDNESDAY, SEPTEMBER 5, 2007 FROM 9:00 AM - 11:00 AM**

We would like your help in showing the United Way of Greater St. Louis how much your partnership with the St. Louis Area Foodbank helps alleviate hunger in the communities we serve.

In appreciation for your help, the Foodbank will provide a \$20 credit on shared maintenance product to all partner agencies that sign up to attend.

WHERE: St. Louis Area Foodbank  
70 Corporate Woods Drive  
Bridgeton, MO 63044

When: Wednesday, September 5, 2007  
9:00 a.m. - 11:00 a.m.

What: \* *COME OUT AND REPRESENT YOUR AGENCY*

Why: \* *SHOW THE GOOD YOU DO IN YOUR COMMUNITY*  
\* *PUT A FACE WITH THE ORGANIZATION & MISSION*



United Way  
of Greater St. Louis

If you would like to attend, please contact Lenora Young at the St. Louis Area Foodbank by Friday, August 31, 2007 at 314-292-5395.

**Thank you!**

### FOODBANK WELCOMES NEW PROGRAM SUPERVISOR

The St. Louis Area Foodbank is pleased to welcome Diane Robinson to our staff as Program Supervisor. She comes to the Foodbank with a wealth of knowledge in the social service field and her recent experience includes holding similar

positions with both Epworth and Family Resource Center.

In addition to supervising the Agency Relations Department, Diane's role with the Foodbank will also include new program development to increase hunger-relief efforts. Her first day will be Monday, August 13, 2007.



**THE FOODBANK WILL BE CLOSED FRIDAY, AUGUST 31, 2007  
AND MONDAY, OCTOBER 15, 2007.**

## FOODBANK ONLINE ORDERING SYSTEM PROVIDES 24-HOUR SHOPPING FOR MEMBER AGENCIES

As many of you already know, the Foodbank began enrollment into our new web-based online ordering system in June 2007. Those already enrolled have reported back to us that the system is accurate and easy to use.

In the past, the Foodbank has accepted fax orders for agencies that already get USDA deliveries. However, beginning September 1, 2007 we will discontinue this option and require that all orders be made online.

As always, agencies will still have the option of visiting the Foodbank to shop for items on the floor. However, because most items are racked throughout our warehouse, not every inventory item will be available for floor shopping. On the other hand, everything we have stored throughout the facility will be available online.

If you haven't already enrolled, please send an **e-mail** to **TDONOVAN@STLFOODBANK.ORG** to register.

### Steps to ordering online:

Visit the St. Louis Area Foodbank's website at [www.stlfoodbank.org](http://www.stlfoodbank.org) and click on the "Members Area" link on the left side of the page.

From there, you can click on the "Agency Express" link where you can log in and browse the Foodbank's available inventory.

Once you submit your online order, you will receive an e-mail letting you know it was received. However, your order is not final until you receive a confirmation e-mail. If you place your order before noon, Monday - Friday, it will be confirmed prior to the end of the day. If you place your order after noon, Monday - Friday, it will be confirmed by noon the following business day.

Please remember that the Foodbank requires at least one business day between the order and pick-up date. For instance, if you place your order on a Monday, the first available day for pick-up would be Wednesday. If you place your order on a Friday, the first available day for pick-up would be Tuesday.



**Deliveries:** We currently provide delivery of online orders to those agencies that are already receiving monthly USDA deliveries so long as there is room on the truck for your order. We will introduce soon a delivery option for non-USDA agencies as well (nominal fee included).

For questions, please contact:

Tim Donovan, Director of Inventory & IT | Direct: 314.292.5398 | Toll Free: 800.229.3335, ext. 108

Email: [tdonovan@stlfoodbank.org](mailto:tdonovan@stlfoodbank.org)

## DISASTER PREPAREDNESS

*Last year around this time, many of you were working to help serve the sudden increase in requests for food assistance due to the July 2006 storms resulting in prolonged power outages throughout the bi-state area.*



*While it's understandable that many of the families you serve won't be able to store all the items listed below, it's important for you to know what items are typically most in need while encouraging your clients to store whatever items they can.*

In a disaster, keep in mind that neighborhood grocery stores and gas stations may run out of supplies. Essential services such as electricity, telephone and health care may be disrupted or shut down. Be prepared by assembling a survival kit to get you through these tough times.

You should have supplies to last everyone in your household - including pets - at least two weeks. Store supplies in a cool, dry place in easy-to-carry containers in case there's a need to evacuate. Check and replace any supplies past their expiration dates. Adapt this supply list to suit your specific needs.

### SURVIVAL KIT CHECKLIST

**Water:** Plan on 1 gallon per person per day, for drinking and for sanitation.

**Food:** Select foods that require no refrigeration, have a long shelf life, and require little or no water to prepare. This may include ready-to-eat canned goods, protein bars, dried fruit and crackers.

**Hygiene and sanitation:** N95 respiratory masks or comparable make; Moist towelettes; Alcohol-based, waterless hand sanitizer; Toothpaste and toothbrush; Toilet paper and paper towels; Garbage bags, heavy duty, and ties

**Prescribed medications:** Store at least a one-month supply.

**First-aid kit:** Rubber gloves; Cleansing agent (soap or towelettes); Antibiotic ointment and burn ointment; Cold packs; Adhesive bandages, cotton balls and swabs; Sterile dressing, tape and elastic wrap; Thermometer; Tweezers, sharp scissors, spoon; Eyewash solution; Medication for fever and pain relief, such as acetaminophen or ibuprofen; Anti-diarrheal medication; Antihistamines

**Tools:** Manual can opener; Eating utensils; Flashlight; Light sticks; Radio, battery powered; Batteries; Matches, in waterproof container; Duct tape; Knife; Wrench or pliers

**Additional items:** Cash and coins; Special needs such as inhalers, contact lenses, extra eyeglasses and hearing aid batteries; Copies of credit cards, bank numbers, important documents, medical prescriptions, driver's licenses and passports; Keys, extra sets; Feminine hygiene supplies; Infant supplies; Recreational materials; Food and supplies for pets

**Items for evacuation:** Blankets or sleeping bags; Change of clothing and footwear; Bathing supplies; Raincoat

**For more, please visit [www.MayoClinic.com](http://www.MayoClinic.com)**

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70 Corporate Woods Drive  
St. Louis, MO 63044

[www.stlfoodbank.org](http://www.stlfoodbank.org)

### INSIDE THIS ISSUE:

Your help is needed during the Foodbank's upcoming United Way panel visit

Online ordering eliminates need for faxing

Foodbank welcomes new Program Supervisor to lead Agency Relations Department

Disaster Preparedness: Survival Kit Checklist

## CONTACT INFO.

### MANAGEMENT

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### AGENCY RELATIONS

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### WAREHOUSE/INVENTORY

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### AGENCY ORDERS

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### MAIN

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314.292.6266 - fax

**TOLL FREE: 1-800-229-3335**

**WWW.STLFOODBANK.ORG**

