

## Free Friday Rules!

### The Rules

- Free Friday distribution takes place every Friday from 1-2 pm at the Food Bank. Offerings will include perishable foods (fresh and frozen) and dry product that we have in overabundance.
- **Do not arrive any earlier than 12:30. If you do, you will be given a number higher than 10.**
- Agencies are served by number in the order they arrive. **We will not run out of product, no need to be early. \*Effective 10/4/13 – Agencies that do not have a scheduled distribution or food service before the following Friday may be asked to wait until agencies with timely distribution area served.**
- Agencies may request a number from 12:45-2. Please stay outside; we will distribute the numbers outside.
- **Do not gather on the steps (top or bottom), this causes a safety hazard.**
- **Do not park in front of Bay 1 or next to the fence in front of Bay 1.**
- **Do not park next to the building, these spots are intended for employees, organizations that are making donations, and people who are physically unable to walk a long distance.**
- **There is a large parking lot across Harvest Way in the grassy area; please park there.**
- You will receive a Free Friday list of the products that are available (note, this is also posted to the Second Harvest website – [www.shfbly.org](http://www.shfbly.org) – by Friday morning each week).
- Look at the list; determine what you want from the list. Be ready when your number is called. When your number is called, come inside. An attendant will show you what is available and several helpers will load carts for you with “case count” and “assorted” product.
- Because of the volume of agencies attending, we must ask that you make decisions quickly.
- When you are finished selecting, your case count will be tabulated, your assorted will be weighed, and you will be asked to sign the Free Friday list.

**Updated September 2013**

- You will be directed to move your vehicle(s) to a dock where helpers will load your choices.
- **If you want the option of “cleaning house,” please request a higher number.**