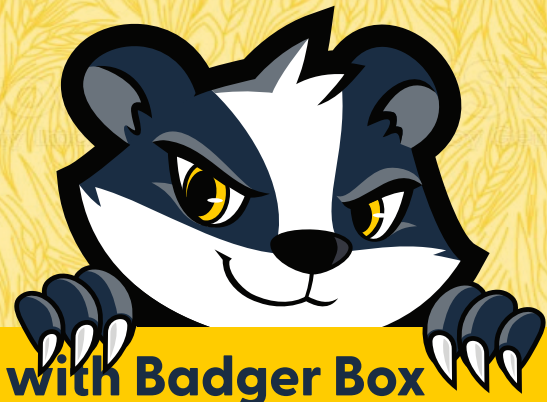
















BADGER STATE BOX



How to Conduct a Food Distribution with Badger Box

Partners distributing Badger Boxes are sharing high-quality and nutritious food with their neighbors and helping to support local food systems at the same time. Participating organizations can follow these helpful tips to ensure they are efficiently and safely stewarding the Badger Box Program in their communities.

-  Your distribution begins with early setup – use barricades, traffic cones and directional signage to help drivers line-up.
-  Create a map of your distribution to help staff and volunteers understand their roles and the flow of your distribution.
-  Unload the truck using a dock and organize Badger Boxes and supplemental foods in rows.
-  Load in this order: 1) box 2) meat 3) milk 4) eggs
-  Use refrigerator blankets to keep pallets at temperature during your distribution or any transportation.
-  Use staff and volunteers to collect household information from drivers. Record first name, last name and address from drivers license or government-issued ID. Data can be added to a spreadsheet to be used as a helpful check-in list for any subsequent distributions.
-  Display income eligibility table to demonstrate self-declaration for eligibility.
-  As soon as staff and volunteers are ready, begin distribution. This may be before your advertised start time. A “soft opening” will help reduce traffic.
-  Use the distribution as an opportunity to share additional information about FoodShare, access to formula at WIC Clinics, free summer meals and other news from your organization.
-  Partner with local organizations, media and elected officials to spread the news about your distribution.
-  Share Badger Boxes are on a “first-come, first-served” basis.
-  To avoid program fraud, give the Badger Box directly to the recipient. Do not accept proxies for more than four other households. For larger households, provide one Badger Box for every four household members.
-  Work, worship or membership cannot be required to receive a Badger Box. Badger Boxes are free of charge. Nothing can be accepted or exchanged for a Badger Box.
-  Dress for the weather!