



Food Bank Name: HACAP Food Reservoir		
Date Issued: 5/10/22	Program Version: 1	Updated: 5/16/22
Program created by: Chris Ackman, Communications & Volunteer Manager		
Program owner: Chris Ackman, Communications & Volunteer Manager		
Approved by: Chris Ackman, Communications & Volunteer Manager		
Standard Operating Procedure: Partner Agency Volunteer Recruitment		

Partner agencies requesting help with recruiting volunteers from HACAP Food Reservoir for their pantry should follow the below process:

1. Email foodreservoir@hacap.org or call (319) 393-7811 (press 2) to reach out to HACAP Food Reservoir about your pantries need for volunteers. Please initially provide us with the following details:
 - Pantry hours of operation
 - Task description
 - Number of volunteers needed
 - Pantry contact name, phone number and/or email
2. HACAP's Communications & Volunteer Manager will work to determine an action plan to help with recruitment that may contain any or all of the following based on your pantries need:
 - Guidance on marketing volunteer opportunities
 - Email Marketing
 - Social Media Outreach
 - Mail/Cold Call Outreach
 - Local News Release Writing
 - Free Online Resource Awareness