

Mobile Market Program Distribution Planning



Agency & Program Services

Date of Distribution: _____ **Location of Distribution:** _____

Advertising Methods: _____

Volunteer Positions:	Volunteer Names:	Supplies Needed:	Time to be Ready:
Volunteer(s) for set-up (paperwork, tables, signs, etc.) (1-2 people)			
Volunteer(s) to help unload truck & refresh tables (3-5 people)			
Volunteer(s) to collect signa- tures on sign-in form(s) — make copy & give to driver after distribution (2-3 people)			
Volunteer(s) to assist shoppers with food (5-8 people)			
Volunteer(s) to help clean up(1-2 people)			

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- 10 - 15 volunteers have been recruited for distribution & have been given overview of program, guidelines and process
- Assign volunteers positions (i.e., sign-ins, specific tables, help unloading truck)
- Established area for Mobile Market truck & distribution
- Staff and volunteers involved in the distribution are notified of where and when the distribution will occur
- Clear path and lot space for truck to pull through & for distribution
- Secured four to six tables for product & one for sign-ins
- Plenty of copies of sign-in forms (We suggest having at least 10 on hand to be safe)
- Clipboards for forms
- Pens for forms
- Once distribution has wrapped up, remember to make copies of all sign-in forms and give a set to the driver before he leaves.
- Remember to report an aggregate of sign-in forms (i.e., total # of individuals in household; total # of individuals in age groups) for all distributions each month by the 6th business day of the following month**

