Thank you for your interest in volunteering with the HGTC Pantry! We know you may have questions on how the pantry works, what volunteers are involved in and how you can specifically help members of the HGTC community in need to access pantry services.

How does the HGTC Pantry operate? What do people need to do to use it?

The best source of general information on the operations of our pantry is our Pantry webpage ([LINK](#)) which provide details on who can use the pantry, how often, what we require from users and what type of donated items we need. The webpage is a great place to start learning about why HGTC offers this critical support to our students and out employees.

Given COVID-19 safety protocols and precautions, how do people receive their food/supplies?

This semester, in order to maintain safety protocols, pantry users are no longer able to come directly to the pantry and pick out/shop for their own food and supplies. Instead, we now prepackage boxes of goods based on their household size which also include any specific items they may request. Users can then come by the pantry during set up pick up times to easily and safely receive their prepacked box.

What do volunteers do at the pantry?

Volunteers can be involved in a variety of tasks to assist pantry operations including:

- **Distributing Food/Personal Care Items:** assist with distributing food/personal care items on designated distribution days on each campus; check their Pantry ID and have users fill out surveys for data; keep record of the number of pre-packaged boxes distributed.
- **Stocking and Inventory:** track and shelve items where they belong in the pantry; sort through food items, evaluate, and discard expired food; disinfect and wipe down surfaces that are exposed to food; pre-assemble boxes to prepare for distribution day.
- **Fundraising and Food Drive:** assist Fundraising Coordinator with on and off campus food drives, help collect donations; assist with sending thank you letters to donors.

Where would I volunteer?

We have pantry locations on all three HGTC campuses (Conway, Georgetown and Grand Strand). You can choose which pantry location you would like to help with based on your schedule and present work location.

Are volunteers required to volunteer for a certain amount of time or on a set schedule?

Ideally, we would like to have people volunteer regularly but we are also sensitive to people’s busy work and personal schedules. We can accommodate (and are appreciative) of any time you can give us – once a week, every other week or even once a month.

Do volunteers receive training?

Yes, once you let us know which campus pantry you would like to assist with, we will then connect you to that campus’ Pantry Coordinator who will provide an overview and training specific to that pantry location. Once you have completed the orientation you will have a better sense of what specific pantry tasks you would like to assist with.

What is the first step in volunteering?

The first step in getting involved is to complete either the HGTC Employee or Student Volunteer Application form. Once completed you will be contacted by one of our Pantry Coordinators to further discuss how we can best support your interest in being involved.