

Great Harvest Bread Donation - Pick Up Process

PICK UP

- SIGN UP - to Pick Up – click [HERE](#)
- LOCATION - [1500 Kossuth St, Lafayette, IN 47905](#)
- DAYS/TIME - Pick up is 3rd & 5th Saturday of every Month -- 3 p.m.
- LUM Office - Pick Up Before Saturday
 - LUM key
 - Boxes & Bags – needed to pack up the bread
- Bring in – boxes & bags
- Manager -- introduce yourself and stay out of the way until they give you the OK
- Pack up bread in boxes
- Pack up desserts in bags
- Bring to your car
- Expect a lot of items
- Say thank you

DROP OFF

- LUM OFFICE
 - Go to the LUM Office (420 N 4th Street, Lafayette)
 - Get the Carts from the office
 - Load the items onto the cart
- ROOM 102 - LUM CONFERENCE ROOM
 - Leave the cart in Room 102 - the LUM Office conference room
 - Leave the key, key fob, boxes and bags in the conference room
 - Close the conference room door
- **YOU ARE DONE. Thank you.**

FOR STAFF ONLY

More information for the STAFF who will be delivering the items

- **Distribution of Items**
 - **FOOD PANTRY** - Bread & Rolls - savory
 - Monday by 12 noon – Deliver or have the food pantry volunteers pick up the food items
 - After Monday - put in freezer in 525 first floor kitchen pantry
 - **YOUTH PROGRAMS** - Sweets, Desserts
 - Monday or after – Put in 525 first floor kitchen refrigerator, have the Youth Programs staff pick up the food items, or put in Youth Program director's office, then let the director know
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- HOMELESS SERVICES - Breakfast items - Muffins, scones, Cinnamon breads, quick bread loaves (pumpkin, blueberry muffin, etc.)
 - Monday or after – Put in 525 second floor kitchen freezer, have the Shelter staff pick up the food items, or put in Homeless Services director's office, then let the director know