

Turkey and Thirty

Information for Foodshare's Pantry Programs

Foodshare's Annual Turkey Drive brings in thousands of turkeys each year to assist our Partner Programs with their Thanksgiving Meal distributions.

Eligible Programs

All Foodshare Pantry and Meal Partner Programs in good standing are eligible to request turkeys from Foodshare.

Turkeys, Chickens and Thanksgiving Foods for your Clients

For ten days in November, Foodshare calls upon the Greater Hartford community to donate tens of thousands of turkeys. Turkeys are donated right up until the day before Thanksgiving and we never know how many will be donated. This is further complicated by the fact that turkeys are generally not available (in abundance) in the grocery store until approximately the second week of November.

So while we would love to fulfill every request, there is no guarantee that we will be able to provide a turkey for each one that is requested. *We strongly encourage all programs to secure local donations in addition to the request made to Foodshare.*

Foodshare also reserves the right to substitute a whole chicken (or chicken breasts) when turkeys are not available. There are many smaller households that would actually prefer a chicken to a turkey, (this question is asked on the Turkey Request Form).

Each year Foodshare generally has produce and other Thanksgiving foods to compliment your turkey distribution. The variety and quantity will vary from year to year, and will likely even vary to some degree during November's turkey distribution. Due to the high volume of food our warehouse team is moving during these days, we are not able to honor special requests.

Making a Turkey Request for Pantry Clients

Foodshare's Turkey Request System (details below) de-duplicates the tens of thousands of requests from our Pantry Partner Programs to ensure that a household receives just one turkey. In situations where a duplication exists, priority is given to the first Pantry Program to enter the household name and address in the Turkey Request System.

There may be situations where a household is considered a duplicate in error. Please review your list of "approved households" when it is emailed to you in early November, and communicate any concerns to us as soon as possible.

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Timeline

September: Foodshare's Online Turkey System opens

The Primary Contact at eligible Programs will receive an email in September advising that Foodshare's Online Turkey Request System is now OPEN. This is the time for you to log in to:

- Familiarize yourself and any new staff or volunteers with the Turkey Request System and the directions found in this packet
- Select the day and time you would like to pick up your turkeys at Foodshare (and mark it on your calendar!)
- Provide an estimate for the number of turkeys you *think* you will be needing
- Provide an estimate of your Program's cold storage capacity

If you would like Foodshare to use our forklift to load food in your trucks, please return a signed [Forklift Loading Waiver](#) before your scheduled appointment. The Waiver will be attached to your September email.

This email will also contain the [Turkey Request Form](#) in both English and Spanish. Pantries will need one form for each household requesting a turkey. Now is also the time to:

- Print Turkey Request Forms

Pantries can begin having Clients fill out the Turkey Request Form at any time. Staff or volunteers can also begin entering the information from EACH Turkey Request Form. It does not need to be done all at once.

The Turkey Request System will be OPEN to receive Turkey Requests until midnight on **October 31st**. Please mark this date on your calendar. Once the Turkey Request System is closed, we cannot open it again.

This is also the month to work on your Program's plans to secure local donations of turkeys.

October: Turkey Requests and Planning

This is the month to finalize plans for securing local turkey donations to your program.

The Turkey Request System will close at midnight on **October 31st** and cannot be re-opened.

November: Turkey Request System Closed and Turkeys Distributed

After the Turkey Requests are de-duplicated, we will send your Pantry a list of "approved" households. Now is the time to:

- View/Print the households that have been "approved" for a turkey from your Pantry Program
- Review the "approved" list and communicate any errors or concerns to the Partner Programs team at Foodshare

Watch for Foodshare's Turkey Goal to be announced approximately ten days before Thanksgiving.

We look forward to seeing you on your scheduled pick up day and wish you and your family a very Happy Thanksgiving!

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Using the Turkey Request System

Link to the Turkey Request System

Click [HERE](#) to access the Turkey Request System.

Logging in to the Turkey Request System

You will need:

- Your Agency Ref Number
- Password: [your agency ref number]turkey (Example: If your Agency Ref Number is 85211, your password would be: 85211turkey.)
- Your name and the phone number we can reach you at

Welcome to Turkey Request Processing

Agency Account Number:

Password: (Refer to the e-mail sent to Program Coordinator.)

Your Name:

First Last

Telephone Number: (Where you wish to be contacted regarding your turkey request)

Estimating Turkeys

Complete the following if you are distributing turkeys:

A. How many turkeys do you plan on distributing to clients?

B. On what day do you plan on distributing these turkeys?

C. Is this the same day you plan on picking up your turkeys from Foodshare? Yes No

Enter an estimated number of turkeys you expect to distribute here

Cold Storage Capacity

Cold Storage Information:

G. Do you have enough refrigerator or freezer space for storing the turkeys?

Refrigerator(s)

Approximately how many TOTAL turkeys can these refrigerators store:

Freezer(s)

Approximately how many TOTAL turkeys can these freezers store:

I certify the cold storage information entered above is accurate.

You may be asked to provide information about your refrigerator and freezer space. Before logging in, please determine the number of refrigerators/freezers you'll be using and how many turkeys they can hold.

If your turkey request number exceeds your cold storage capacity, you will be locked out of the system, and it will need to be reset by Foodshare staff. Please be as accurate as possible when counting your cold storage space and estimating your turkey request number.

Selecting An Appointment Time

Set an Appointment time:

Please choose a day and time when you wish to pick up your turkeys from Foodshare:

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Using the Turkey Request System

Review Page for PANTRY Programs

Please make note of your Appointment Date and be sure to click the **CONTINUE** button at the bottom of this page when you have finished reviewing the information.

Estimated Turkeys for Distribution: 300
Turkeys for Meals: 0
Total Number of Turkeys: 300

You are scheduled to pick up your turkeys from Foodshare on:
Monday, November 19 at 1:00 PM

Please also note:

- Foodshare will make every effort to fulfill your Turkey Request, but we cannot guarantee we will be able to do so. We strongly encourage Programs to make plans to source local turkeys.
- Foodshare reserves the right to substitute chicken when turkeys are not available.
- Please arrive on time for your appointment. The scheduling needs to be very tight to accommodate as many as eight Agencies per hour. When a Program arrives late, it impacts others.
- Please enter the Foodshare parking area through the northern driveway (closest to Blue Hills Ave.)
- Vehicle loading is done on the north side of the building (Agency Pick up Area.)
- Please make sure we have a signed Forklift Waiver Form on file before your pick up Appointment.
- If you are distributing turkeys to clients, please note that your final count will depend on the information you enter on this website. You have until October 31st to enter information from the clients' Turkey Request Form. In early November you will be emailed a list of "approved" and "duplicated" requests. Please review it as soon as possible and report any potential issues or concerns to the Partner Programs team.

Please make note of your appointment time and add it to your calendar.

[Please Print This Page for Your Records](#)

CONTINUE

Click CONTINUE for Additional Information about the Turkey Request Form

Information from the Turkey Request Form will need to be entered for *each* household that is requesting a turkey (or chicken.)

Turkey Request Forms in English and Spanish were emailed to the Primary Contact in September and are also available on the Partner Resources page at www.foodshare.org

You may continue to log in and enter additional Requests until October 31st, at that time the Turkey Request System will no longer accept Requests.

Please see the Directions for entering Turkey Requests for EACH Household on the following pages.

Thank you for using Foodshare's Turkey Processing System.

EXIT COMPLETELY

Finalize your Appointment Date by clicking on Exit Completely

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Entering Client Requests in the Turkey Request System

Turkey Request Forms

Pantries will need to have a completed Turkey Request Form for EACH household requesting a turkey. Forms in English and Spanish will be emailed to the Primary Contact at each Pantry in September and are also available on the Partner Resources page of Foodshare.org.

Log In to Turkey Request System

Information from the Turkey Request Forms needs to be entered in to the Turkey Request System before midnight on October 31st. Continue to use the SAME log in provided to you. Once logged in you will see this Welcome Screen where the Pantry representative will need to agree to keep paper client forms on file until December 31st.

Estimated Turkeys for Distribution: 300
Turkeys for Meals: 0
Total Number of Turkeys: 300

You are scheduled to pick up your turkeys from Foodshare on:
Monday, November 19 at 1:00 PM

Please read and agree to the following Certification in order to continue with entering turkey client information:

I agree that all the client information I enter on this website is contained in a hardcopy form signed by the client and by myself or another representative of TEST Sarah. I further agree that TEST Sarah will keep all such client forms on file until December 31, and make them available for review by Foodshare if Foodshare so requests.

Agree

Disagree

Information for Client Requesting a Turkey

All clients must be 18 years of age or older.
All fields are required.

This is a Secure Website. All client information entered into this system will be kept confidential and used only for the purpose of coordinating the provision of turkeys to Foodshare member agencies and to minimize duplication of services.

1. Name (required):
First Last

2. Address:
No Abbreviations!
Street Number: Street Name: Street Type:

3. Apartment, Floor, or Lot: Number: Letter:
 Check here if no Apartment or floor

4. Town:

5. Date of Birth (required): January 1 1900

6. If available, I would prefer a chicken instead of a turkey: Yes No

7. Client has certified that his or her household income is insufficient to cover the cost of a Thanksgiving meal. (required)

Submit Client Request

End Session

Enter Client Household Information

Using the information from the Turkey Request Form, enter Client Information for EACH household requesting a turkey.

Click on "Submit Client Request" and enter next Client's information.