# Supporting Documentation

# The purpose of this document is to outline specific details on how the MazAngels network will be executed and maintained.

# Involment

Mazumans affiliated with the MazAngels network may assist in the following ways

* + Promoting donation drives
	+ Sorting donations
	+ Auditing pantry items
	+ Cleaning and organizing
	+ Organizing events
	+ Delivery of donations
	+ Record keeping
	+ Stocking pantry

Activity frequency will be evaluated and adjusted accordingly depending on need.

# auditing

Audits will be conducted on a weekly basis to ensure goods are kept within acceptable shelf life. Documentation of items donated will be kept to easily track availability and demand of items that are standard staples of the pantry. If Items are purchased by the MazAngels, record keeping including capturing of receipts will be maintained for tracking purposes.

# logistics

Where will donations be stored?

 The main donation designation area will be located within the Community Room kitchen. Donations will also be accepted at previously approved collection sites. These sites may change depending on events hosted to promote donations.

How will we get donations?

 Regular reminders will be included in Maz Announcements. Special events will also aid in driving donations. Events may include but are not limited to chili cook offs and spirit days where canned or boxed goods will be the price of participation.

# Responding to the need

During times of national emergency, the MazAngels network will make every reasonable effort to deliver items to Mazumans in need in. Deliveries will be coordinated via the MazAngels email box to maintain anonymity.

Once the pandemic passes, Mazumans may access established pantries at any time during operational hours for both donation and collection. We hope to one day provide goods to the branches for easier access to Mazumans in need.

If for some reason we are unable to respond to a request, communication to the requestor will be sent via the MazAngels email letting them know we are unable to respond at that time. If possible, a listing of possible resources will be included to assist outside of the MazAngel network.