

## **FRN Pick up Instruction Sheet**

Thank you for volunteering your time. If you sign up to do a daily pick up please follow these instructions. If you have any questions please contact us through e-mail: [frn@m.marywood.edu](mailto:frn@m.marywood.edu)

1. We are picking up at two locations this year. Park on the curb as close as you can to the library, put your flashers on, Pick up at the LC Cafe
  - a. Say you are with FRN and are picking up food donations
  - b. Monday - Friday pick up before 9:00 am
  - c. Saturday- Sunday pick up before 11:30 am
2. Park at the back entrance of Naz (Chartwells entrance on the hill with the trucks)
  - a. (You may have to go walk around the front and let them know you are there if the back door is locked)
3. Bring in collected food from The LC.
4. Get donations from Naz
5. Weigh all donations on the scale in the back of Naz right inside that back door
  - a. put the amount on the excel sheet that you signed up on as documentation
6. Put food in your car
7. Drive donations to Saint Francis Soup kitchen

**500 Penn Ave**  
**Scranton, PA 18503**

**Congratulations and thank you! You have just successfully done a food recovery!**

If you are signed up to pick up and something comes up where you are unable to pick up, please text **561-601-1113** or email us as soon as possible.

We also ask that you take at least one picture for each donation, so that we may have material for our social media sites!

**Follow us on Instagram @frn.marywood**

Thank you so much for your time, and contact us if you have any questions or concerns.

“Fight Waste, Feed People”