Community Partner Pick Up Procedures

Appointments will be made for Mondays and/or Tuesdays, hourly, between 8am and noon. Alternative appointments will only be made if necessary. Each Community Partner (herein referred to as CP) will be given 45 minutes to pick out items that it needs. CP Representatives are encouraged to bring containers and manpower in order to carry out/load it’s selections. The other 15 minutes will be for checking out and loading of items.

Each CP will have a pre-scheduled appointment at which only two (2) authorized representatives may be in the warehouse at a time. If CP is late, it will lose whatever time has passed during its pre-scheduled time, i.e., if the appointment time was set for 9:00 a.m. and it’s representatives show up at 9:30 a.m., it can only shop for 15 minutes (the other 15 minutes is used for checking out). If a CP fails to show up for its allotted pre-scheduled one-hour time slot, it will have to reschedule to a future date.

Each CP will be allowed to shop up to 6 times each quarter, or whatever fits it’s needs (not to exceed 2 times per month), by appointment only, until they have received $1,500 to $3,000 of product per quarter. However, if a need arises and time is available, Manna Harvest Inc. will assist CP with emergency needs.

If a CP fails to pick up product during a quarter, there will be no roll-over of administrative fee to the next quarter.

The warehouse manager or specified volunteer will assist in the finding and gathering of needed items. Items can be pre-ordered and will be set up and ready to be picked up at the CP’s appointment time, provided that at least 7 days written notice is given. For example: the CP knows that it wants to pick up 10 packages of paper towels, 10 packages of toilet paper, and 5 microwaves. The CP can submit a written request to mannaharvestinc@gmail.com at least 7 days before its appointment time and those items will be set aside, if available.

There will be some items that will be limited in order to make certain that there is enough to share with all CPs. (Depends on supply and demand.)

The warehouse manager will list all items picked up for the purpose of establishing a fair market value. On the Product Pick-up report, items will be listed only by category. For example: CP picks up a toaster, a microwave, and a set of sheets. These items will be listed on the report as 2 household items and 1 appliance. Based on the individual types, sizes, and brands, the fair market value will be listed as $80. The warehouse manager will make the determination of fair market value (generally based on 50% of selling price).

CP’s will be limited on what they may pick up based on its mission statement. For example: a CP that provides assistance for newborn babies would not be allowed to pick up microwaves, unless a good reason that matches its mission is established.