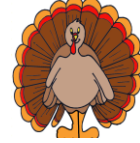




2018 TURKEY ORDER PROCEDURE FOR PANTRIES



In an effort to more efficiently distribute Thanksgiving meals this year, Fulfill is asking all pantries that wish to receive turkeys to sign clients up in advance and submit those sheets to Fulfill. **Only pantries that submit sign-up sheets will be eligible to receive turkeys, and your program will only be eligible to receive the number of turkeys that people have pre-registered for, while supplies last.**

You may place your order for trimmings and produce through Agency Express, however Turkey orders will be placed for you and added to your order based on the number of sign-ups you submit.

Unfortunately we cannot guarantee that you will be able to receive the number of turkeys you request, or that your orders can be picked up or delivered on the date that you prefer, however we will make every effort to accommodate your order request as best as we can.

Please use an excel spreadsheet to complete your registration, a sample can be provided to you if necessary. Programs using the Client Management Tool (CMT) will be able to run turkey sign-up reports. If you require assistance with this process, please contact the NET at 732-643-5889.

Please submit sign-up sheets and a copy of this completed form NO LATER THAN OCTOBER 19th. If you need additional time please contact the NET to let them know. It is important to ask for ID during sign-ups to verify name and address. Please do not assume all clients will want a turkey, and strongly emphasize that they should only be signing up at one pantry. If you have clients that want to sign-up after your cut-off date we recommend starting a wait list which should also be entered onto a spreadsheet.

Turkeys must be signed for and please submit signature sheets to Fulfill following your distributions.. If you are giving out TEFAP food during the distribution you can put a “T” next to their name on the signature sheet which indicates they received a turkey.

Please submit a copy of this form along with your sign-up sheets no later than OCTOBER 19th. You may email, fax, or mail us a copy. PLEASE RETAIN A COPY OF THIS FORM for pertinent deadlines and contact information.

Program Name and ID: _____ Contact Person: _____

Planned Distribution Day(s) & Time: _____ Email: _____

Requested Pick-up Day/Time: _____ Phone: _____

Requested Delivery Day (Please specify if this is different than your usual day): _____