



Food Pantry Initiative Business Plan

February 2014

Department of Nutrition
Coordinated Program Cohort XII

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Acknowledgments

Cohort XII would like to thank Cathy McCarroll, Nicole Johnson, Barbara Hopkins and the Nutrition Student Network for their contributions and support to the creation of this business plan and the food pantry at Georgia State University.

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Executive Summary

Students trying to excel in academics can face many obstacles, some of which include a lack of financial means and subsequently, a lack of food. Food security is an essential need and yet, inadequate nourishment is a reality for many of our students.

The food pantry at Georgia State University (GSU) aims to reduce short term food insecurity for students experiencing the stress of financial constraints. According to the Office of Institutional Effectiveness for GSU, of the 17,432 full-time enrolled undergraduate students in 2012, over 13,250 students (75 percent) needed financial assistance. Furthermore, students who required financial assistance were only awarded 61 percent of their need-based aid. The National Center for Education statistics 2011-2012 shows the national average to be about 64 percent.¹

Financial constraints were listed as one of the top six reasons students do not complete their college degree.² According to the National Bureau of Economic Research, 54 percent of students from wealthy families obtained bachelor's degrees while only 9 percent of low-income students received college diplomas. Additionally, a Pathways to Prosperity study by Harvard's Graduate School of Education in 2011 shows that only 56 percent of college students complete four-year degrees within six years.³ In 2006, GSU's incoming freshmen class consisted of 2,156 students, of which 446 completed their degree in four years or less and 1,103 completed their degree within six years or less; a 51 percent graduation rate for the 2012-2013 school year.¹

One form of student aid is the Federal Pell Grant. Students may be eligible for some or all of the Federal Pell Grant if they are in an undergraduate program and have not previously earned a bachelor's or professional degree. The amount awarded is dependent on financial need, cost of attendance, full or part-time status, and time of planned attendance for a full academic year. The Federal Pell Grant cannot be granted to a student for more than 12 semesters and the amount students can receive may change annually.⁴⁻⁷

Eligibility for federal student aid is calculated using the Federal Methodology (FM) formula to determine the student's expected family contribution (EFC). The government selects one of the three FM models based on the student's financial circumstances to determine the amount of student aid to be granted. The regular model evaluates the student and his or her family's income and assets to see how much the family can contribute. This is the most common FM model used. The simplified formula does not consider assets, but only factors in available income to calculate the student's EFC. The automatically assessed model is used when the student or student's family filed an adjusted gross income of \$20,000 or less on their 1040A or 1040EZ. If these criteria have been met, the student's EFC is \$0.00, which qualifies them for the maximum Federal Pell Grant of \$5,645 per school year.⁴⁻⁷

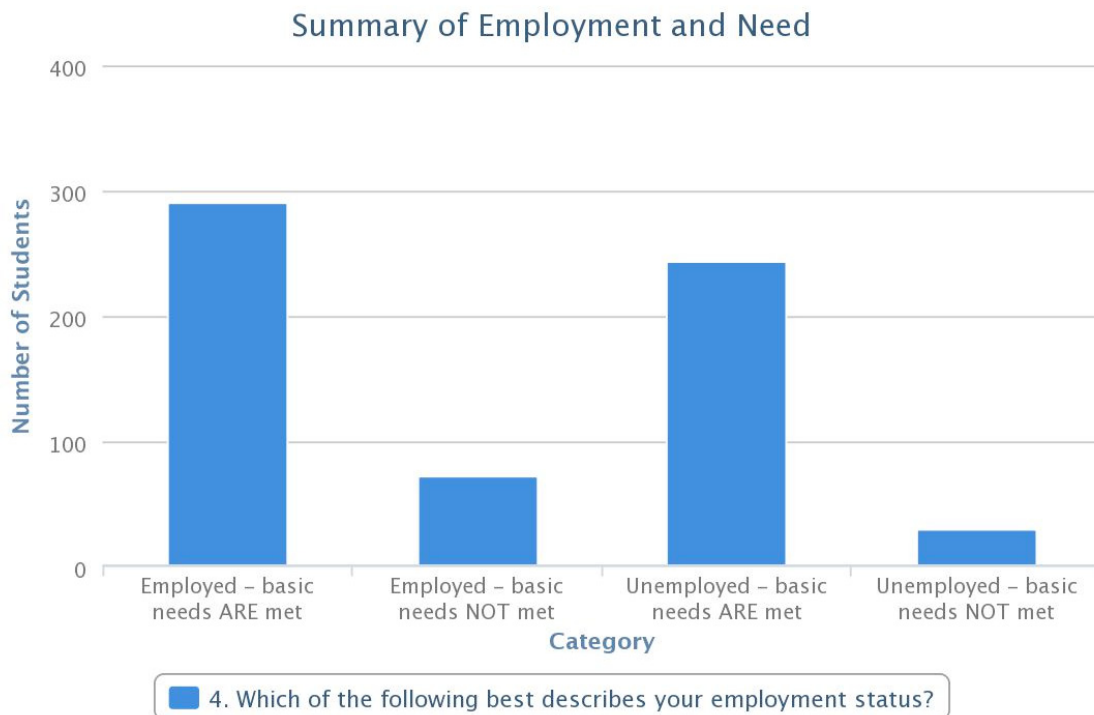
Despite financial assistance, attending school can still be difficult to afford. In-state tuition for Georgia residents is \$260 per registered credit hour plus \$312 in mandatory student fees per registered credit hour. Out of state tuition is \$867 per registered credit hour plus \$312 in

mandatory student fees per registered credit hour. For a full time undergraduate schedule of 12 credit hours, a Georgia resident would owe \$4,184, and an out of state resident would owe \$11,468. If students live on campus, housing can range from \$2,600 to \$5,600 per semester. If students live in campus housing, it is mandatory they have a meal plan, which costs \$3692 per semester. This does not include the cost of books, school supplies, etc. However, the maximum amount of student aid awarded from the Pell Grant is only \$5,645 per academic year.⁴⁻⁷

With insufficient financial aid assistance and increased time spent earning a degree, students can be overcome by financial burdens, and no financial constraint is more daunting than food insecurity. A student trying to meet the challenges of an academic environment while hungry, and without an adequate amount of nourishment, faces tremendous obstacles. This is the type of student the food pantry at GSU would serve.

Assurance of adequate nutrition resonates as a problem within the GSU community. We first conducted a survey of GSU students (n=634, confidence level (CL) = 95 percent) to assess the need for a food pantry on campus. Through this university approved survey, 98 GSU students (15 percent) indicated their basic financial and nutritional needs are not being met and 235 GSU students (37 percent) did not eat adequately due to lack of access to a sufficient amount of food. During the 2012-2013 academic year, 32,087 students were attending GSU.¹ That totals 4,813 students who have a need for food assistance. In fact, 68 percent of students surveyed said they would utilize a food pantry and 67 percent would prefer a food pantry on campus. Our findings indicate that GSU students have a need and a desire for a food pantry on campus. **Figure 1** below illustrates student need based on survey results.

Figure 1. Summary of GSU Employment and Needs



Universities around the country have responded to the issue of food insecurity with campus food pantries. Through interviews we determined other urban universities with similar socio-economic demographics to GSU have successfully provided short term assistance to students in need. This reinforces the need for GSU to replicate such ventures in order to remain on the competitive forefront of urban universities.

These findings have prompted our proposal for opening a food pantry at GSU. Our extensive research into other institutions with successful food pantries, combined with our surveyed knowledge of the current needs of our student body, have allowed us to construct a strategic, detailed and organized plan to initiate and operate a successful and supportive food pantry on the GSU campus.

We propose to institute an on campus food pantry that will help to alleviate the burden of food insecurity and increase the productivity of GSU students.

Mission Statement

The mission of this business plan is to establish a food pantry at GSU to distribute food to students to alleviate stress associated with short term food insecurity and other financial constraints in order to effectively reduce hunger and support educational success.

Goals

1. Establish joint ventures with GSU student organizations to support the operations, management and staffing of the food pantry.
2. Create a donation network of local organizations and retailers in Atlanta as well as with GSU clubs, teams and student organizations.
3. Effectively distribute emergency food supplies to GSU students in need in order to effectively alleviate students' short term food insecurity with the anticipated outcome of increasing graduation rates.
4. Increase student and community awareness of the food pantry to increase student usage and donations.
5. Provide GSU with additional student services that increase the school's competitive advantage with comparable urban universities of its kind.

Objectives

1. Secure an on campus location for the food pantry's storage, distribution and operations.
2. Establish the GSU Nutrition Student Network (NSN) as leaders of the food pantry, overseeing management and coordinating operations.
3. Create a network of GSU student organizations and volunteers to support the NSN with food pantry collections and operations.
4. Acquire \$3,248 in donations from GSU students, faculty and staff as well as local organizations to startup food pantry.
5. Collect an average of 300 pounds of food monthly, including canned vegetables, soups, boxed pasta, peanut butter, crackers and other non-perishable items. Increase collection by 5 percent each year.
 - a. Initially provide for 25 students, 3 meals a day for 3 days.
 - b. Estimated at $1.3 \text{ lb/meal} \times 3 \text{ meals/day} \times 3 \text{ days} = 12 \text{ lb/person} \times 25 \text{ students} = 300 \text{ lb}$
6. Provide emergency food supplies for GSU students with loss of access to food by establishing a single point of pickup for pre-packaged grocery bags. Bags will be distributed by volunteers to students with a student ID up to 2 times per month.
7. Promote awareness of the food pantry's availability for GSU students through the GSU website, social networks, GSU student handbook, health and counseling center, school newspaper, word of mouth and posters around campus.
8. Establish a user-friendly website for the food pantry that provides information about food pantry access and usage, volunteer opportunities and donation information.¹
9. Propose sponsorship by a large food company, i.e. Sysco, Sodexo, Aramark, US Foods, etc., in exchange for naming rights or other.

¹ The NSN can create a website for the food pantry at GSU through the OrgSync website. Any GSU student organization can utilize OrgSync.com to setup a website on behalf of their organization. OrgSync.com engages the university community by connecting students to GSU clubs and organizations. For additional information contact: Misty McDonald, Assistant Dean of Students, mkelley15@gsu.edu.

Proposal

Problem Statement

GSU has a population of students that are experiencing food insecurity. Currently, there is no campus or university support for providing short term relief.

Proposed Solution

We propose to establish an on campus food pantry, align a student organization to manage and operate the food pantry and create a community network to provide donations and volunteer support.

This business plan outlines a strategy for a successful food pantry, which will effectively distribute food supplies to GSU students on an as-needed basis. Specifically, the NSN will be the campus group overseeing pantry operations. This endeavor includes establishing a joint venture with student organizations to operate, manage and staff the food pantry and creating a community donation network comprised of GSU clubs and organizations and Atlanta retailers and associations. This plan also aims to increase awareness of the food pantry among GSU students and local community groups to optimize student usage and community donations.

Description of Services

A need for the pantry was determined by the GSU student survey, which found 68 percent of respondents would visit a food pantry. While providing critical food assistance services to students experiencing short term food insecurity, we anticipate an outcome of increased academic success.⁸ This business plan outlines our strategy for a successful food pantry, which will effectively meet these students' immediate needs by supplying emergency food packages. This endeavor includes:

- Establishing a joint venture with student organizations to operate, manage and staff the food pantry
- Creating a community donation and support network comprised of Atlanta retailers and associations and GSU clubs and organizations
- Increasing awareness of the food pantry among GSU students and local community groups to increase student usage and community donations

A location on the GSU campus will allow the pantry to function as a central receptacle for food donations, storage, assembly and food distribution. The proposed days and times for the pantry to be open are Wednesday, Thursday and Friday 8:00 am to 12:00 pm and in accordance with the GSU academic calendar. The hours and days may vary each semester depending upon availability of student volunteers. Students may visit the pantry a maximum of once per week and no more than twice per month.

Individuals will be greeted by food pantry volunteers and have their student status verified with a GSU Panther ID. Students will be required to fill out a brief application to assess their needs, what cooking devices they have access to and some basic demographic information. This information will provide GSU administration with data on the volume of utilization of the campus food pantry, descriptors of students who use the pantry, and outcomes of pantry usage. The data can also be used to indicate the need, when soliciting contributions from donors.

Students will also be asked to sign a liability waiver exempting any legal action towards GSU and the food pantry. All responsibility for any illness, both financially and clinically, falls to the student. (See Appendix A for Sample Student and Volunteer Application and Waiver) GSU's office of Legal Affairs was provided with a series of waiver forms from other institutions.² They provided feedback on the content for the forms presented in Appendix A.

Due to legalities, GSU cannot own or operate the food pantry. Therefore, the pantry will be marketed as "the Food Pantry at GSU" instead of "GSU's food pantry." Additionally, GSU employees are state employees, who cannot volunteer their time during designated work hours. As a result, student organizations will operate the pantry.

Once the paperwork has been completed, pantry personnel will log the student's visit and give the student a pre-prepared supply bag of nonperishable food items such as peanut butter, dry cereals,

² Approval of waivers came about through communication with Nicole Johnson, Senior Coordinator of Student Assistance and Jeannie Barrett, Associate Legal Advisor to the GSU President.

pastas, pasta sauce, canned soups, vegetables or tuna fish. The contents may vary depending on the pantry's current inventory. Directions to access further information on long-term food assistance services, such as the Atlanta Community Food Bank, Supplemental Nutrition Assistance Program (SNAP) and Women, Infants and Children (WIC) will be included in each bag to help students whose needs are beyond the scope of the pantry. (See Appendix B for Food Assistance Resources Flyer)

The NSN has agreed to overseeing and coordinating the pantry's daily operations, promoting food donations, accounting for inventory and coordinating volunteer and/or staff schedules.

Specific food pantry job descriptions include: (See Appendix C for Sample Volunteer Guidelines)

- Training to be conducted with staff and volunteers as necessary
- Receive and record foods donated to the food pantry, including picking up food from donors as necessary
- Bag food items into packages/bags for recipients
- Record and track visits in a computer database and generate monthly visitor reports
- Assist other food bank personnel/volunteers with maintenance and cleanliness of food pantry and all associated equipment
- Sort and stock food items by expiration date, so oldest items will be used first
- Stock and maintain shelves for efficient distribution
- Conduct inventories as needed
- Answer phones and provide general information to callers
- Provide information to organizations for their use in food drive promotion
- Assist with directing, supervising and instruction of community volunteers at the food bank
- Perform any other appropriate duties that the director, designated by the NSN, may require to ensure harmonious and efficient operation of the food pantry system

Pantry volunteers will need the following skills:

- Willingness to work as part of a team – flexibility and a can do attitude.
- Basic computer skills.
- Ability to lift and organize boxes and cans.
- Valid driver's license for volunteers picking up donations from off campus organizations
- Interpersonal skills and respect for students in need.

As student frequency and awareness of the food pantry rises and more student organizations become involved, the business hours of the pantry will gradually expand. Possible student organizations that have shown their support for the pantry include Greek Life and Hands on Atlanta Chapter, whose student members focus on giving back to their fellow students and community. (See Appendix D for List of Potential Volunteer Organizations)

In addition to student support, GSU faculty and staff are also supportive of the pantry. A faculty and staff survey was created to gauge the level of food pantry involvement and assistance that could be anticipated from GSU employees. (See Appendix E for Sample of Faculty Survey) During Fall

Semester 2012, 96 employees completed a nine question survey that was administered in person. The majority of responses were from attendees at a campus employee health benefits fair.

Sixty-four percent of respondents stated that they would be very likely to donate non-perishable food items to a student-run food pantry, while 61 percent of respondents stated they would be willing to provide a monetary donation. Forty-five percent of those who indicated they would donate monetarily said they would do so once a semester. Over half of respondents would be likely to volunteer their time, with 63 percent likely to do so multiple times a year.

Our needs survey (n = 634, CL = 95 percent) assessed that 67 percent of GSU students would prefer a food pantry that is located on campus. It will function as a food distribution location, as well as a central receptacle and storage area for community donations. Currently, there is not a confirmed space for the pantry on campus. However, there are potential locations on campus to host the pantry. Attempts to secure these locations, following GSU protocol have been made, but with no success. Securing a permanent home for the pantry is a desired outcome of this business plan.

Market Analysis

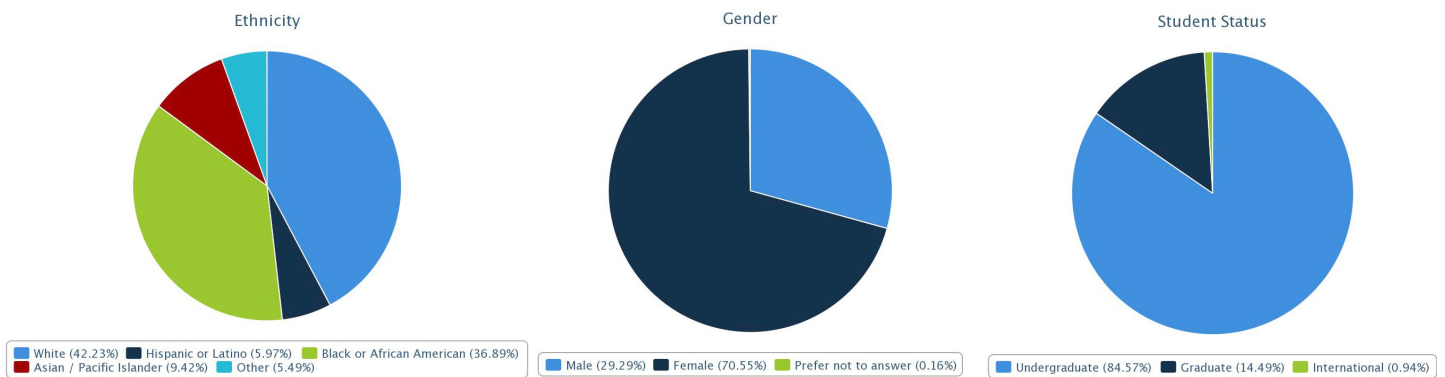
A thorough analysis was conducted to assess the need for a student food pantry at GSU and to evaluate the current food pantry marketplace at other comparable urban universities.

Needs Assessment

A university approved survey was submitted to GSU students, the target audience, to assess a need for a campus food pantry between February and April of 2013. GSU Department of Nutrition Cohort XII students distributed the surveys electronically using kwiksurveys.com, a free, online survey administrator. Participants were asked to visit the site using the address bit.ly/GSUsurvey, or to take it in person using a computer tablet. Flyers were posted around campus in designated areas with the website and information pertaining to the survey. Most participants were approached by one of the Nutrition Coordinated Program graduate students and asked if they were willing to take the survey by tablet; all had the opportunity to decline. Upon completion, each student could submit the finished survey via email for a chance to win a \$50 visa gift certificate. In total, we received 634 responses, which was more than enough to meet the requirements for a confidence level set at 95 percent ($p < 0.05$). Data were compiled and organized by the survey administrator website, then exported into a Microsoft Excel spreadsheet. Missing variables were then re-coded and the data were analyzed using SPSS 18.0 statistical software.

Various survey questions aimed to describe the target population. The 634 respondents to our survey were comprised of 448 females (71 percent), 186 males (29 percent) and one person who preferred not to answer. Eighty-five percent of respondents were undergraduate students, 15 percent were graduate students and less than one percent of respondents were international students. Our survey population reflected the diversity of the university and spanned many ethnicities: 42 percent White, 37 percent Black or African American, nine percent Asian or Pacific Islander, six percent Hispanic and six percent other. **Figure 2** illustrates the demographic results listed above.

Figure 2. Demographics



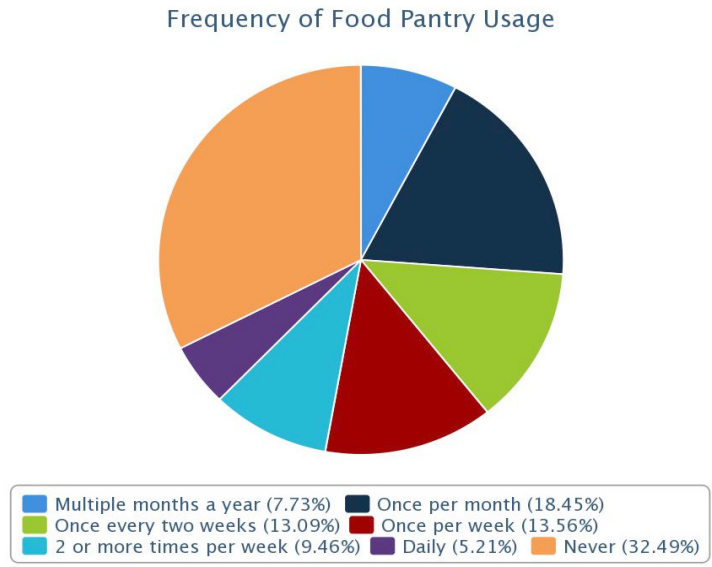
The majority of respondents, 532 (84 percent), had their basic needs of food, water and shelter met. However, 98 respondents (15 percent) stated their basic needs were not met. This sample establishes an estimated population of GSU students that could benefit from an on campus food pantry. A breakdown of the 15 percent of respondents who stated their basic needs were not met yielded surprising results: 71 respondents (11.3 percent) self-identified as being employed do not have their basic needs met. We did not differentiate between full-time and part-time employment, nor full-time and part-time enrollment at GSU. However, this finding is in line with trends across the nation occurring with the rise of underemployed persons seeking some form of supplemental nutrition assistance.^{2,3} An additional 27 respondents (4.3 percent) self-identified as being unemployed with their basic needs not met. Four respondents did not answer the questions pertaining to either employment or needs status. Based on a chi-squared test ($\chi^2(1) = 11.102$, $p < 0.001$), we found that a significant difference exists between those whose needs are met and those whose needs are not met with regards to employment status. See **Figure 3** for employment status and needs status cross tabulation below.

Figure 3. Needs versus Employment Cross Tabulation

			Employment		Total
			Employed	Unemployed	
Needs	Met	Count	289	243	532
		% within Needs Met	54.3%	45.7%	100.0%
		% within Employment	80.3%	90.0%	84.4%
	Not Met	Count	71	27	98
		% within Needs Not Met	72.4%	27.6%	100.0%
		% within Employment	19.7%	10.0%	15.6%
Total		Count	360	270	630
		% within Needs	57.1%	42.9%	100.0%
		% within Employment	100.0%	100.0%	100.0%

We found that 235 of the respondents (37 percent) indicated they do not always eat adequately due to a lack of access to enough food. Nearly 250 respondents (39 percent) self-reported having skipped a meal at least once per week due to financial constraints. Additionally, 59 respondents (10.7 percent) reported they have utilized the services of a food pantry while enrolled at GSU. This is noteworthy because 57 of those who reported using a pantry’s services while enrolled indicated they would utilize a GSU food pantry if one were available. Impressively, 67.6 percent of respondents stated they would use a food pantry daily, weekly or monthly or multiple times a week or month. **Figure 4** illustrates estimated food pantry usage by GSU students based on survey results.

Figure 4. Frequency of Food Pantry Usage



It can be assumed that this group represents a population of GSU students that require supplemental food assistance that a food pantry will offer. Based on these findings that 15 percent of our sample population self-identified as not having their basic food needs met, we estimate nearly 4,800 GSU students struggle to meet their basic food needs.

Competitive Analysis

To visualize the current food pantry market, we conducted a Comparative Analysis Survey with 41 public, urban colleges and universities across the nation. (See Appendix F for List of Comparative Universities) This market analysis aimed to assess how comparable schools address food insecurities within their own community and the concepts used to initiate and sustain a successful pantry.

The four year universities within the University System of Georgia, GSU, Kennesaw State University (KSU) and University of Georgia (UGA), have similar student population enrollment, with undergraduate student enrollments of 22,333 at KSU, 24,665 at GSU and 26,161 at UGA. Tuition costs are also generally comparable, however slightly higher at GSU and UGA versus KSU. **Table 1** below provides a tuition breakdown at each university.

Table 1. Average Tuition Breakdown at Georgia Universities Per Semester⁹⁻¹¹

University	GSU	KSU	UGA
Instate Tuition	\$7,536	\$4,852	\$8,028
Out of State Tuition	\$25,746	\$17,128	\$26,238

Among the three schools, the number of undergraduates applying for financial assistance was 17,319 at UGA, 17,369 at KSU and 19,330 at GSU. Of these students applying for financial assistance, a remarkable 70 percent of GSU students do not have their financial needs met, compared to only 34 percent of UGA students and 11 percent of KSU students.

In addition to limited financial assistance for tuition, students encounter other costly expenses, such as living and dining expenses. Per semester, the cost of on campus housing is \$7,956 at GSU, \$5,880 at KSU and \$5,290 at UGA. For students living in campus housing at GSU, meal plans are mandatory. UGA does not require a meal plan for students living on campus. The high cost of these meal plans, starting at \$1,864 per semester at GSU and \$1,877 per semester at UGA, limits students' ability to afford a meal plan. Conversely, KSU has a mandatory meal plan requirement for all enrolled students, but provides structured tier levels with cost as low as \$330 per semester. (See Appendix G for Financial Aid Comparison Data)

Out of the three Georgia universities listed above, GSU ranks as one of the highest tuition rates, in-state and out of state; one of the highest meal plan costs and the highest percent of their students receiving insufficient financial aid. To contribute to GSU's competitive standing, an on campus food pantry should be initiated just as KSU and UGA have.

Of the 41 schools surveyed, 12 had an operational food pantry available to their students. In response to limited financial assistance and food insecurity amongst students nationwide, 30 percent of comparable schools have established successful food pantries to meet the needs of their students; however, GSU has yet to offer similar assistance.

The Competitive Analysis Survey also aimed to gain insight into how food pantries have been successfully implemented. Below is a summary of questions posed to the 41 schools compiled with takeaway responses and helpful tips compiled.

How long has your food pantry been operational?

All 12 schools with food pantries were established in 2009 or later.³

- 2009: Portland State, University of California at Los Angeles, University of Central Florida, Florida State University
- 2010: University of South Florida – Lakeland
- 2011: Iowa State, University of Georgia, University of South Carolina- Upstate, University of Wisconsin at Stevens Point
- 2013: University of Arizona

Who initiated your food pantry?

Students, student organizations and departments involved in student affairs were found to be the primary parties responsible for initiating food pantries at their respective schools. Some notable exceptions were at KSU, where their food pantry was initiated by a Social Worker in the Student

³ KSU and University of Utah have food pantries, but the start date was not provided.

Health Center and at Florida State University where the Associate Dean of Students saw a need and initiated the food pantry.

- Iowa State University: Food Science and Human Nutrition students
- Kennesaw State University: Social Worker at the Student Health Center
- Portland State University: Student Body President
- University of Arizona: Residential Life Staff
- University of Georgia: Greek Life
- University of California at Los Angeles: Community Programs Office
- University of Central Florida: Student Union
- Florida State University: Associate Dean of Students
- University of Utah: Students

Do you partner with other organizations?

Although some of the food pantries operate independently, many universities have partnered with other university departments and community organizations to collect food donations. Portland State University noted that they were pursuing a corporate partnership with Aramark.

- Kennesaw State University: Student organized food drives
- University of Georgia: University administration
- University of Central Florida: Hope Helps Inc., Second Harvest
- University of South Carolina – Upstate: Division of Student Affairs
- University of South Florida – Lakeland: Receives day old bread deliveries

What is your food pantry's funding source?

Donations from campus sources and the local community are the overwhelming funding source for these food pantries. Various fundraisers and food drives also contribute to the funding of food pantries. KSU is unique in that a fraction of student fees supports their food pantry. At the University of South Florida-Lakeland, their faculty and staff are largely active in food pantry operations.

What is your annual budget?

Because all of the food pantries primarily rely on donations from a variety of sources, many schools do not report having an annual budget associated with their food pantry. The two exceptions to this were the University of South Carolina- Upstate and the University of Utah. USC – Upstate reported an annual budget of \$1,000-\$2,000. The University of Utah reported an annual budget of \$1,500 in 2011-2012. These annual budgets still relied heavily on donations from various sources.

Who operates/manages your food pantry?

Students, student organizations and departments of student affairs are the primary operators and managers of the food pantries. The main expectation to this is KSU where the pantry is operated by a university paid social worker through the KSU Student Health Center.

- Iowa State University: Student organizations with staff advisement and faculty member from the Food Science and Nutrition Center
- Kennesaw State University: Student Health Center and paid social worker

- University of Arizona: Students
- University of California at Los Angeles: Community Programs Office
- University of Central Florida: Students, volunteers
- University of Georgia: Greek Life and advisors
- University of South Carolina – Upstate: Division of Student Affairs
- University of Wisconsin at Stevens Point: Staff and student volunteers
- University of South Florida – Lakeland: Student Health and Wellness Program staff
- University of Utah: Students volunteer and staff supports

Who staffs the food pantry, i.e. paid employees, volunteers, GRA, etc.?

Many pantries rely on volunteers for operations, but to varying degrees; some rely solely on volunteers while others utilize volunteers and university employees or paid students to help run the food pantries. The University of South Florida – Lakeland, KSU, Florida State University and the University of South Carolina – Upstate have specific job descriptions for their paid employees. The University of Central Florida and the University of Utah provide monetary compensation to students that help staff the food pantry. Most of the schools with paid staff members also rely on volunteers for pantry operations and staffing.

How many weekly or monthly visitors?

The number of weekly and monthly visitors reported by the pantries varied and was dependent upon the pantry's hours of operation and the specified guidelines. The range varied from as few as six to ten students per week up to 100 students per week.

Does a student need to meet eligibility/need requirements? If yes, what are the guidelines?

Of all operating pantries surveyed, the primary requirement for a student to access the food pantry was a valid student ID. Beyond a valid student ID, there were not any specified eligibility or need requirements.

How often may a student utilize the FP?

The frequency of food pantry utilization varied by each university. Frequency varied from once a day to twice a month during the Fall and Spring semesters and once per month in the Summer. The University of Arizona implemented a point system in which each student is allotted a certain number of points. Food items are assigned a point value; therefore, students may visit the food pantry as long as they have points to compensate. The University of Central Florida uses weight as a guideline; students are allowed six pounds of food or less per day.

Is food selected for the student, or does the student "shop"?

Schools reported having both pre-prepared kits/bags for students and allowing students to shop, the latter was more common.

- Portland State University: Shop with limit to five non-perishables, five toiletry items and unlimited perishable items
- University of Arizona: Shop
- University of Central Florida: Shop with daily weight limit

- University of Georgia: Shop
- University of South Carolina – Upstate: Shop
- University of South Florida – Lakeland: Shop
- University of Utah: Shop
- Kennesaw State University: Pre-packaged Kits
- Florida State: Shop

What the hours of operation to serve students?

Hours of operation varied by school and were dependent on the location of the food pantry. Food pantries located in campus offices or departments were typically open around normal business hours of 9:00 am to 5:00 pm. However, the total amount of time the pantries were open varied considerably. The University of Arizona’s pantry is open one day per month for three hours, while some were open up to five days per week. The average hours of operation totaled two days per week.

What are the hours of operation to accept donations?

Donations were usually accepted during the hours of operation. Many schools reported utilizing food bins located around campus, which were always available as donation drop off points. The source of donations varied by school, for example several schools reported accepting day old bread donations.

Do you pick up your donations or are they delivered?

Most schools reported having donations dropped off at the food pantry or in food donation bins located on campus. Volunteers were primarily responsible for picking up donations off site.

Do you have an individual dedicated to securing donations?

Four schools reported having an individual, generally a food pantry director or coordinator, dedicated to securing food pantry donations.

What is the source of your contributions?

Contributions primarily came from donations. Reportedly, donations came from a variety of sources including: student organizations, food drives, fundraisers, community members and alumni.

- University of Central Florida: Campus community, including faculty, students, staff and alumni
- University of South Florida – Lakeland: Donations from various sources: students, faculty, staff, USF Foundation Fund and Panera day old bread
- University of South Carolina – Upstate: Donations, some from nonprofit organizations
- Portland State University: Students and community members
- Kennesaw State University: Students organizations, community partners
- Florida State University: Students, student organizations, parents

How do you solicit contributions?

Various methods of soliciting contributions for the food pantry were reported. Some methods included: social media, word of mouth, websites, campus flyers, information in Freshman Resource materials, emails and food drives. Portland State University did not report the use of campus media. UGA utilized their university president to solicit donations, which was a unique avenue.

How do you market/make the food pantry known to students?

Marketing tactics included: Posters around campus, word of mouth, ads in the school newspaper, Facebook, websites, residential staff and student leaders.

Do you stock fresh foods or non-perishables only?

The majority of schools reported stocking non-perishable foods due to ease of transport and food safety concerns. The exception was the University of South Florida – Lakeland who offered non-perishables and a limited amount of refrigerated items.

Do you stock personal hygiene products, i.e. toothpaste, etc.?

Seven schools reported offering personal hygiene products. The University of Utah and the University of South Florida – Lakeland’s hygiene offerings were based on donations and availability of these items was limited. The University of South Carolina – Upstate reported that this offering was very popular among their students.

Do you stock paper goods, i.e. paper plates, bowls, plastic ware, etc.?

Few schools reported stocking paper goods, as availability is dependent upon donations.

Does your campus dining hall contribute in any way to your food pantry?

The University of South Carolina – Upstate was the only school whose pantry receives support from the campus dining hall. The University of Utah’s campus dining hall occasionally donates day old bread to the food pantry.

Do you purchase bags/boxes or must students bring their own when they pick up?

Schools reported donations of bag and boxes or students bringing their own parcels. One school reported purchasing bags for students from monetary donations.

What equipment do you utilize, i.e. refrigeration, shelving/cabinetry, computer for inventory, office supplies, etc. and how is this equipment funded?

Shelving units were the main pieces of equipment used. Most food pantry equipment included donated items, such as computers.

What inventory/tracking system do you use?

Some inventory/tracking items reported included: Google docs with a barcode system, signed waivers and observational means.

Where on campus is your food pantry located?

All twelve food pantries are at a location on campus.

Marketing Plan

The goal of this marketing plan is to increase awareness, visibility and drive participation for the food pantry at GSU. The implementation and success will require a multi-pronged approach to reach the GSU community and surrounding areas. We will focus our messaging in three parts: 1) GSU students, 2) GSU community and 3) Outside community sources. To sustain the pantry's operations, the NSN will continue to market to students in need, while striving to solicit donations and secure volunteers as staff.

1. GSU Students

The primary audience for the food pantry are GSU students that are food insecure, experiencing financial constraints or are in emergency situations. To align with this target market, which was identified using the student survey, the preliminary promotional materials will be tailored specifically to students in need. (See Appendix H for Promotional Materials) Ultimately, we foresee this audience will generate a two-fold message, one that generates traffic to the pantry and one that raises awareness for needed donations.

Message: In a friendly and confidential manner, the food pantry at GSU provides free non-perishable groceries to students in need to relieve short term food insecurity, so these students can focus on their educational goals.

Methods for reaching GSU student body:

- Distribute brochures to incoming freshman at orientation
- University Housing
 - Train resident assistants to reinforce the message, “adequate nutrition allows for reaching educational goals,” and distribute food pantry information during hall meetings or to students in need
- Place posters and/or flyers in appointed areas throughout campus promoting the food pantry
 - Bulletin boards, bathrooms, library, dining areas, etc.
- Provide information to students through Enrollment Services, which will be accessible as students register for courses, the Office of Financial Aid and Student Accounts
- Include the food pantry within the “students” drop down menu in the top navigation of www.gsu.edu
 - Link to food pantry information such as hours, location, forms and pantry logistics
- Create a Facebook page to keep students informed about pantry information and events
- Campus wide email blasts to create awareness of the pantry
- Partnering with The Office of Employee Development and Wellness Services to obtain nutrition and wellness handouts and distribute food pantry brochures
- Advertise and include information about the pantry through avenues at the Georgia State Student Media Department
 - WRAS-Atlanta - campus radio station
 - The Signal - campus newspaper

- GSTV - campus television station, which broadcasts to University housing on Channel 91 & online
- Partner with Director of Psychological and Health Services to refer students in need to the food pantry
 - Counseling Center
 - Student Health Promotions
 - Student Health Clinic
 - Counseling and Testing Center
 - Contact: Jill Lee-Barber

2. GSU Community, Faculty and Staff

The secondary audience includes GSU students without food insecurity, student organizations, faculty and staff willing to support the pantry through donating food or volunteering time. We anticipate that specifically marketing to these groups can increase pantry support of food donations, volunteering and partnerships. The GSU community is an important audience because they bridge a gap to reaching GSU as a whole, as well as other communities. By donating and volunteering, these groups can help bring awareness to the food pantry's services and needs. (See Appendix I for List of Potential Resource Organizations)

Message: Hunger has different faces. Many GSU students experience short term food insecurity. Please lend a hand by volunteering your time or making donations to the food pantry at GSU.

A. Methods for reaching pantry donations:

- Partner with the NSN for the operation of the food pantry, including coordinating acceptance of donations
- Place donation bins at locations throughout campus
 - University housing, department offices, University Center, Student Recreation Center, etc.
- Place posters and/or flyers in appointed areas throughout the school advertising need for donations
- Create a blog and quarterly piece in The Signal providing updates, news of the pantry and importance of meeting nutritional needs of the student body and how the pantry can help
- Partnering with the Office of Civic Engagement to collaborate with student organizations to host food drives
 - Contacts: Lovell Lemons and Jennifer Bodnar
- Partnering with Counseling and Testing Center, Student Health Clinic and Student Health Promotions to host food drives and serve as a distributor of pre-prepared emergency food supplies
 - Contact: Jill Lee-Barber
- Partnering with student run organizations and faculty departments for food collection
 - GSU sports teams
 - GSU clubs
 - PanHellenic Council

- Greek Life
- Baptist Student Union
- Request inclusion to the GSU Campus Campaign Fund that provides charitable giving from GSU faculty
- Coordinate donation drives during on-campus events
 - Football games, basketball games and other sporting events, intramural games, Greek events, etc.
- Utilize a Facebook page to share pantry news and solicit most needed donations
- Create campus wide email blasts to promote the need for food collection
- Advertise donation opportunities through avenues at the Georgia State Student Media Department
 - WRAS-Atlanta - campus radio station
 - The Signal - campus newspaper
 - GSTV - campus television station, which broadcasts to University housing on Channel 91 and online

B. Methods for reaching pantry volunteers:

- Establishing the NSN's operation of the food pantry, including the organization of pantry volunteers
- Partnering with the Office of Civic Engagement to build a volunteer network with student organizations
- Partner with student run organizations and faculty for volunteer support
- Place posters and/or flyers in appointed areas throughout the school advertising the need for volunteers
- Create a blog and a quarterly newsletter in The Signal providing updates, news of the pantry and importance of meeting nutritional needs of the student body
- Utilize gsu.orgsync.com to create an organizational page for coordination of volunteers
- Position a link to the food pantry within the drop down menu in the top navigation of www.gsu.edu
 - Link to food pantry information such as volunteer hours, location, volunteer instructions and handbook, pantry logistics and how to become a volunteer
- Utilize a Facebook page to advertise need for volunteers and organize volunteer events
- Create campus wide email blasts to promote the need for volunteer assistance
- Solicit volunteer participation through avenues at the Georgia State Student Media Department

3. Outside Community Sources

In addition to the GSU community, volunteer support from surrounding community churches, retailers and grocers is imperative for the longevity of the food pantry. This support in operations and donations will help the pantry to expand and reach more students. Promotional messages will target off campus groups such as service oriented organizations, retailers and food distributors in the immediate surrounding community, with the intent to secure community backing. Material

preparation and presentation of digital food insecurity data will be created with the goal of providing valuable resources when soliciting corporate donations and sponsorships.

Message: Hunger has different faces. Many university students in your community experience short term food insecurity. Please lend a hand by volunteering your time or making donations to the food pantry at GSU.

Methods for reaching outside sources:

- Partner with food distributors, retailers, manufacturers, suppliers and community groups for food donations
- Contact surrounding banks and credit unions for aid
- Place donation bins at local partner locations
- Create a blog or quarterly newsletters to partners, donating organizations and those providing volunteers that provide updates on pantry status, participation numbers, inventory needs, etc.
- Blast emails to local partners in order to continue awareness and keep updated on need for donations and volunteers.

Financial Plan

The GSU food pantry will operate as a not-for-profit entity. The overall financial plan for operation and growth is dependent upon donated resources.

The food pantry will build funding support from GSU students, faculty, staff, and organizations, as well as local businesses and private donors in the community. It is estimated three years will be needed for source funding to become strong enough to expand the program beyond start up. Every opportunity will be seized to accelerate the acquisition of appropriate donations and facilitate success once donations are obtained. Other successful pantries nationwide operate successfully with a similar model. In relation to the food pantry, the most important indicator for success is inventory turnover. The primary expenditures for the program are for the administrative cost and marketing materials. Site costs and inventory will be completely donated.

This financial plan depends on key underlying assumptions, which are:

- We assume a slow-growth economy, without major recession that might affect both donation influx and over taxation of resources.
- We assume that there are no unforeseen changes in availability of donations.
- We assume a continued need for services by GSU student population.
- We assume broad community support for food pantries providing services to individuals in need.

Financial Requirements

The outline below details resources for funding as well as price estimates for opening and operating the pantry.

Location

The location of the food pantry remains to be determined. As securing a permanent home for the pantry is a desired outcome of this business plan, it is assumed the location will be on the GSU campus with associated rent, utilities and maintenance to be sponsored by the university.

Marketing

The majority of marketing will be done through free electronic sources such as emails, social media, graphically designed flyers and campus broadcasts. Articles and advertisements in the campus newspaper will also be free of cost. Other sources for marketing are included in the startup costs (e.g. signs, markers, paper). Dollars will be budgeted on a monthly basis to cover these expenses.

Labor

The NSN and volunteers will donate the labor needed for the pantry. The workforce will be coordinated by a pantry director, designated by the NSN. There will not be paid positions at the pantry, so itemized labor hours are not provided as part of the financial plan. Initial valuation of the hours is estimated at \$7,000 for the first year. This amount considers a two man crew

operating twelve hours per week for about 42 weeks when paid minimum wage. However, this estimated labor cost will be eliminated due to donated labor.

Inventory

Pantry inventory is not itemized below as part of the financial plan as inventory will depend solely on donations. Due to inventory being solely donated, it is impractical to predict a valuation for one year of inventory.

Resources

GSU and Atlanta organizations (See Appendix H for List of Potential Resource Organizations) can be asked to provide operating resources, funding resources, distribution resources and inventory resources to lower costs for the food pantry, as outlined below:

A. Operating Resources

GSU Institutional contributions:

1. Space allotment
 - GSU Planning & Development Committee of the University Senate, sub-committee Capital Budget & Space Allocations: Proper protocol requires submission of Space Request Form to the Director of Facilities Planning, Russ Seagren, rseagren@gsu.edu (Initial request submitted by our advisor, Catherine McCarroll, on October 9, 2013)
2. GSU Facilities Maintenance & Operations: This department strives to maintain safe and efficient building systems by performing quality, cost effective maintenance and repair in an environmentally responsible manner
 - Utilities
 - Deadbolt and key locks
 - Provide recommendations for installation and long range planning of organizational systems, such as cabinets and shelving

B. Funding Resources

1. GSU Campus Campaign Fund: The GSU Campus Campaign raises money through in-kind gifts from faculty and staff programs, initiatives and services across campus.
2. Nutrition Student Network petition for Student Activity Fee money
 - The GSU Student Activity Fee Overview states: all chartered student organizations, whose purpose is not served through another fee, are eligible to apply for Student Activity Fee money. The money can be requested from the Fee Council Chair associated with your organization. Each fee council has different deadlines and processes for requesting and receiving money.^{12,13}
3. Club, team, organization or faculty and staff sponsored events

- Galas, hosting speakers, conferences, bake sales, car washes, etc.
 - These groups might obtain funding for hosting events from on campus resources such as the Student Partnership Fund or from the Student Government Association
- 4. Local churches or employers in the community sponsoring events and food drives
 - Methodist Church
- 5. Corporate donations and sponsorships
 - Kroger, Publix, Wal-Mart, Target, Whole Foods, Fresh Market, Sodexo, Panera Bread, Georgia United Credit Union

C. Distribution Resources

1. Contributed Services - volunteer labor
 - Nutrition Student Network
 - Faculty
 - GSU Sports teams
 - PanHellenic Council
 - Greek Life
 - Baptist Student Union
2. Support Services -coordinated by NSN
 - Marketing
 - Lobbying
 - Development
 - General Administration

D. Inventory Resources

1. Collecting and making both individual donations and hosting drives for mass donations
 - Students
 - Faculty and staff
 - Organizations
 - Teams
 - Clubs
2. Partnership with the following:
 - a. Atlanta Community Food Bank (ACFB): ACFB procures food and groceries and distributes to nonprofit partner agencies serving families and individuals in 29 metro Atlanta and north Georgia counties. Food pantries are among the agencies that receive product from ACFB. In turn, these partner agencies provide food and other critical resources for low-income Georgians who suffer from hunger and food insecurity. (See Appendix J for ACFB Product Flow Graph)

- b. Dining hall
 - Provides a place for fundraising events and canned food drives

- c. Panera Bread
 - Provides a place for fundraising events and canned food drives
 - Program for donation of day old bread

- d. Corporate sponsorships and donations of gift cards useful for giving to individuals with special needs diet items difficult for the pantry to keep in stock
 - Kroger, Publix, Wal-Mart, Target, Whole Foods, Fresh Market

Startup Costs

Total startup costs are estimated to be \$6,243.11. Startup expenses consist mostly of stationery, office supplies, organization, marketing materials and expenses associated with opening of the pantry. Minimal funds will be needed to finance the first year of operations. The startup costs are to be financed by contributions and donations from GSU students, faculty, staff and the NSN request for student fee allotment. Once the startup phase is complete, the food pantry will be supported by contributions from GSU students, student organizations, faculty, staff and community groups.

Below is a list of items necessary to open the food pantry at GSU. Dollar amounts were estimated for each item to predict total spending in preparation to open the pantry. The list creates a starting point for which dollars can be budgeted to obtain all of the necessary start up materials for the pantry. See table below for itemized list of initial startup costs. **Table 2** below shows the breakdown of startup items and their costs without donations.

Table 2. Startup Costs

Expense Items	Quantity	Estimated Cost Per Item	Estimated Cost
Site Selection and Improvements⁴			
Rent (per month) ⁵	1	\$1,000.00 - \$1,500.00	\$1,250.00
Utilities – water, electricity, sanitation (per month)	1	\$350.00	\$350.00
Internet/Phone (per month)	1	\$80.00	\$80.00

⁴ Cost estimates were provided by Kenneth Slade of Administrative Services for Nursing and Health Professionals for the Robinson College of Business. Estimates only – not an exact cost for GSU rent & utilities.

⁵ Estimated price quote for an 800-1,000 sq. ft. space in downtown Atlanta; only an average estimate since there is no designated space for the pantry. Variables such as location and size of space will affect this price quote. **This rent fee can be avoided through the allotment of space by the Space Allocation Committee to the NSN.**

Painting Fee (per 800-1000 sq. ft.)	--	\$600.00	\$600.00
Shelving (installed) ⁶	--	\$900 - \$1,600.00	\$1,250
Lock Installation/Keys	1	\$75.00 - \$100.00	\$87.50
Sign for Door	1	\$75.00 - \$100.00	\$87.50
Marketing Materials			
Flyers (double-sided, 4-color)	100	\$0.89	\$89.00
Banners (6' x 2.5')	4	\$68.74	\$274.96
Estimated Startup Expenses			\$4,068.96
Asset Items	Quantity	Estimated Cost Per Item	Estimated Cost
Stationary, paper, office supplies			
Copy Paper (8 count/case)	1	\$43.99	\$43.99
Pens (12 count)	1	\$1.99	\$1.99
Highlighters (Sharpie 12 count)	1	\$4.99	\$4.99
Markers (12 count)	1	\$9.19	\$9.19
Binders (4 count)	1	\$9.99	\$9.99
Binder Tabs	4	\$1.99	\$7.96
Staples (25,000 per box)	1	\$5.99	\$5.99
Stapler	2	\$11.79	\$23.58
File Folders (25 count)	2	\$14.89	\$29.78
Label Maker	1	\$29.99	\$29.99
Tape Dispenser	1	\$4.29	\$4.29
Tape (12 pack)	1	\$19.99	\$19.99
Scissors (3 count)	1	\$10.99	\$10.99

⁶ Average estimate; varies by number of shelves and/or the depth of shelves. **Free, used shelving can be donated from Kroger or Publix.**

Hole Punch	1	\$7.97	\$7.97
Organization/Distribution			
Reusable Grocery Bags (10 count)	3	\$12.99	\$38.97
Galvanized Steel Shelves	6	\$19.53	\$117.18
Folding Tables	2	\$49.48	\$98.96
Folding Chairs (4 per box)	1	\$59.98	\$59.98
Safe with Lock	1	\$75.00	\$75.00
Cash Lockbox	1	\$15.79	\$15.79
Large Stackable Bins (3 count)	1	\$64.99	\$64.99
Dolly/ Cart	1	\$95.99	\$95.99
Large Plastic Containers (4 count)	1	\$16.29	\$16.29
Filing Cabinet	1	\$79.99	\$79.99
Technology			
Dell Laptop	1	\$498.00	\$498.00
Quickbooks Software 2014	1	\$169.95	\$169.95
Laser Printer	1	\$79.99	\$79.99
Toner Cartridge , High Yield	2	\$46.98	\$93.96
Barcode Reader	1	\$49.99	\$49.99
Estimated Startup Assets			\$1,765.72
Sub-Total Estimated Startup Costs			\$5,834.68
Estimated Sales Tax (7%)			\$408.43
Total Estimated Startup Costs			\$6,243.11

Startup Cost Reduction

The goal to achieve space allotment by the GSU Capitol Budgets and Space Allocation Committee would eliminate \$1,680.00 in startup costs, which include rent, utilities and internet. Once a space is acquired, a detailed plan to renovate the space can be created and more accurate estimates can

be provided. Additionally, any minor cosmetic improvements to the space will be held until sufficient pledges or donated materials can be acquired.

It is also important to consider that donated and gently used items can significantly lower startup costs. For example, acquiring folding tables, chairs and office supplies from local retailers, churches or Goodwill can save a significant amount of money. Shelving donations from Kroger, Publix or other local retailers can eliminate \$1,250.00 or more in startup funds. A refurbished computer installed with QuickBooks software provided by GSU would also decrease startup costs by \$667.95. Additionally, Staples, FedEx Office or other copy service center could be asked to sponsor production of the banners and advertising flyers in exchange for logo placement. This would save an additional \$363.96 before tax. Combined, these tactics could save upwards of \$2,799 before taxes, reducing estimated startup costs by about half of the estimated projections, or 52 percent (\$3,247.74 versus \$6,243.11). **Table 3** below displays adjusted startup costs, representing the money saved from the donations listed above as well as potential donors.

Table 3. Adjusted Startup Costs with Donations

Expense Items	Quantity	Estimated Cost Per Item	Estimated Cost (Potential Donors)
Site Selection and Improvements			
Rent (per month)	1	\$1,000.00 - \$1,500.00	Donated (GSU)
Utilities – water, electricity, sanitation (per month)	1	\$350.00	Donated (GSU)
Internet/Phone (per month)	1	\$80.00	Donated (GSU)
Painting Fee (per 800-1000 sq. ft.)	--	\$600.00	\$600.00
Shelving (installed)	--	\$900 - \$1,600.00	\$1,250.00
Lock Installation/Keys	1	\$75.00 - \$100.00	\$87.50
Sign for Door	1	\$75.00 - \$100.00	Donated (GSU)
Marketing Materials			
Flyers (double-sided, 4-color)	100	\$0.89	Donated (Staples, FedEx)
Banners (6' x 2.5')	4	\$68.74	Donated (Staples, FedEx)
Adjusted Startup Expenses			\$1,937.50

Asset Items	Quantity	Estimated Cost Per Item	Estimated Cost
Stationary, paper, office supplies			
Copy Paper (8 count/case)	1	\$43.99	\$43.99
Pens (12 count)	1	\$1.99	\$1.99
Highlighters (Sharpie 12 count)	1	\$4.99	\$4.99
Markers (12 count)	1	\$9.19	\$9.19
Binders (4 count)	1	\$9.99	\$9.99
Binder Tabs	4	\$1.99	\$7.96
Staples (25,000 per box)	1	\$5.99	\$5.99
Stapler	2	\$11.79	\$23.58
File Folders (25 count)	2	\$14.89	\$29.78
Label Maker	1	\$29.99	\$29.99
Tape Dispenser	1	\$4.29	\$4.29
Tape (12 pack)	1	\$19.99	\$19.99
Scissors (3 count)	1	\$10.99	\$10.99
Hole Punch	1	\$7.97	\$7.97
Organization/Distribution			
Reusable Grocery Bags (10 count)	3	\$12.99	\$38.97
Galvanized Steel Shelves	6	\$19.53	\$117.18
Folding Tables	2	\$49.48	\$98.96
Folding Chairs (4 per box)	1	\$59.98	\$59.98
Safe with Lock	1	\$75.00	\$75.00
Cash Lockbox	1	\$15.79	\$15.79
Large Stackable Bins (3 count)	1	\$64.99	\$64.99

Dolly/ Cart	1	\$95.99	\$95.99
Large Plastic Containers (4 count)	1	\$16.29	\$16.29
Filing Cabinet	1	\$79.99	\$79.99
Technology			
Dell Laptop	1	\$498.00	Donated (GSU)
Quickbooks Software 2014	1	\$169.95	Donated (GSU)
Laser Printer	1	\$79.99	\$79.99
Toner Cartridge , High Yield	2	\$46.98	\$93.96
Barcode Reader	1	\$49.99	\$49.99
Adjusted Startup Assets			\$1,097.77
Sub-Total Adjusted Startup Costs			\$3,035.27
Estimated Sales Tax (7%)			\$212.47
Total Adjusted Startup Costs			\$3,247.74

Ongoing Operating Costs

Ongoing costs consist of items needed to successfully run the food pantry in year 1. The following items are priced to prepare for a situation in which they are not donated to the pantry. Total estimated ongoing costs, without any donations, average \$22,933 per year. Dollar amounts were estimated for each item to predict total spending in the first year of operation. See **Table 4** below for itemized list of Operations Costs for Year 1.

Table 4. Ongoing Operating Costs Year 1

Expense Items	Quantity	Estimated Cost Per Item	Estimated Cost
Site Selection and Improvements			
Rent (per month)	12 months	\$1,250.00	\$15,000.00
Utilities (per month)	12 months	\$350.00	\$4,200.00
Internet/Phone (per month)	12 months	\$80.00	\$960.00
Improvements & Maintenance	12 months	\$10.00	\$120.00

Marketing Materials			
Flyers (double-sided, 4-color)	400	\$0.89	\$356.00
Distribution Supplies			
Reusable Grocery Bags (10 count)	5	\$12.99	\$64.95
Office Supplies			
Copy Paper (8 count/case)	1	\$43.99	\$43.99
Legal Pads (12 count)	1	\$11.69	\$11.69
Stationary (25 cards/envelopes)	2	\$9.99	\$19.98
Tape (12 pack)	1	\$19.99	\$19.99
Markers (12 count)	1	\$9.19	\$9.19
Pens (12 count)	5	\$1.99	\$9.95
Highlighters (Sharpie 12 count)	1	\$4.99	\$4.99
Staples (25,000 count)	1	\$5.99	\$5.99
Toner Cartridge , High Yield	12	\$46.98	\$563.76
Label Maker Tape Refill	1	\$10.99	\$10.99
Cleaning Supplies			
All Purpose Spray Cleaner (32 oz)	2	\$3.79	\$7.58
Paper Towels (12 rolls)	2	\$11.99	\$23.98
Sub-Total Estimated Operating Costs			\$21,433.03
Estimated Sales Tax (7%)			\$1,500.31
Total Estimated Operating Costs (year)			\$22,933.34

Operations Cost Reduction

Overall, it is estimated that operating cost per year could be as low as \$783.33. This number is in line with similar concept pantries that report an annual budget. Rent, utilities, internet, phone, and

ongoing repairs and improvements to the space can be eliminated with the allotment of space to the pantry by GSU. The total savings in ongoing operating costs would be \$21,433 before taxes, which is 3 percent of the original estimated operating costs in year 1.

Donated items will continuously be the best tactic for keeping the ongoing operational costs below estimation. For example, a continued corporate sponsorship with a copy service center reduces the cost of marketing flyers and brochures by an estimated \$356.00 per year before tax. Staples or FedEx Office can donate the printing of advertising flyers in return for free advertising through the food pantry. A partnership with Publix, Kroger, Wal-Mart or the like would be beneficial for the donation of reusable grocery bags or additional shelving. These corporations could be approached with the incentive that their logo would be advertised in exchange for exclusive use of bags with their logo, they would also be serving to better the community at a very limited cost to the company. **Table 5** below reflects the adjusted ongoing operations costs for year 1 with savings from donations.

Ideally, rent, utilities and basic building maintenance will be continuously sponsored by GSU. A campus space would also include both internet access and a landline phone, which would be valued at about a \$960 savings per year in operating costs. If necessary improvements are required, attempts would first be made to secure donations before proceeding.

Table 5. Adjusted Ongoing Operating Costs Year 1 with Donations

Expense Items	Quantity	Estimated Cost Per Item	Estimated Cost (Potential Donors)
Site Selection and Improvements			
Rent	12 months	\$1,250.00	Donated (GSU)
Utilities (for 12 months)	12 months	\$350.00	Donated (GSU)
Internet/Phone	12 months	\$80.00	Donated (GSU)
Improvements & Maintenance	12 months	\$10.00	Donated (GSU)
Marketing Materials			
Flyers (double-sided, 4-color)	400	\$0.89	Donated (Staples, FedEx)
Distribution Supplies			
Reusable Grocery Bags (10 count)	5	\$12.99	Donated (Kroger, Publix)

Office Supplies			
<u>Copy Paper</u> (8 count/case)	1	\$43.99	\$43.99
<u>Legal Pads</u> (12 count)	1	\$11.69	\$11.69
<u>Stationary</u> (25 cards/envelopes)	2	\$9.99	\$19.98
<u>Tape</u> (12 pack)	1	\$19.99	\$19.99
<u>Markers</u> (12 count)	1	\$9.19	\$9.19
<u>Pens</u> (12 count)	5	\$1.99	\$9.95
<u>Highlighters</u> (Sharpie 12 count)	1	\$4.99	\$4.99
<u>Staples</u> (25,000 count)	1	\$5.99	\$5.99
<u>Toner Cartridge</u> , High Yield	12	\$46.98	\$563.76
<u>Label Maker Tape Refill</u>	1	\$10.99	\$10.99
Cleaning Supplies⁷			
<u>All Purpose Spray Cleaner</u> (32 oz)	2	\$3.79	\$7.58
<u>Paper Towels</u> (12 rolls)	2	\$11.99	\$23.98
Sub-Total Adjusted Operating Costs			\$732.08
Estimated Sales Tax (7%)			\$51.25
Total Adjusted Operating Costs (year)			\$783.33

⁷ Although office and cleaning supplies are noted as donated items, they are included in this ongoing cost budget. It is not likely that these items can be continuously supplied by donations throughout the year, and therefore may need to be purchased.

Conclusion

In summary, this business plan has shown a clear need for a food pantry at GSU to help students focus on academics instead of the stressors associated with being hungry. With the support of GSU and the surrounding community, the food pantry can operate at minimal cost and without liability to the university. To adhere to the GSU Division of Student Affairs Strategic Plan 2012-2017 and remain competitive with other urban universities, we anticipate a space for the food pantry can be provided by GSU so this food pantry initiative can be brought into actuality. (See Appendix K for Division of Student Affairs Strategic Plan 2012-2017 Goal 3)

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Appendix A – Sample Student and Volunteer Application and Waiver

Food Pantry at GSU Application

First Time Application

The information provided below is for administrative use of the food pantry at Georgia State University. All personal information will be kept confidential. Ethnicity, Age and Gender are optional categories for completion.

For all of the following questions, your responses will not exclude you from receiving access to the pantry.

General Information:

First Name: _____ Last Name: _____

Panther ID: _____ GSU E-Mail Address: _____

Ethnicity: _____ Age: _____ Gender (circle): Male Female

Academic Information:

Classification (circle): Freshman Sophomore Junior Senior

How many hours are you enrolled if you are a student? _____

Are you a first generation college student? _____

What is your major/certificate/degree plan? _____

What type of student are you? (circle): Full-time student Part-time student

Are you an international student? (circle): Yes No

Household Information:

How many hours a week do you work, if any? _____

What county do you live in? _____

What type of housing do you currently have? (dorm, rent, own, homeless) _____

How many dependents do you have, if any? _____

Please list ages: _____

How many adults live in your household? _____

Appendix B – Food Assistance Resource Flyer

Food Assistance Resources – Atlanta Area

Atlanta Community Food Bank Agency Locator:

Find food assistance in your area using ACFB’s agency locator. You may also email help@acfb.org or call United Way’s Help Line at 2-1-1 or 404.614.1000.

United Way of Greater Atlanta 2-1-1 Call.Click.Connect:

The mission of 2-1-1 Call.Click.Connect from the United Way of Greater Atlanta is to connect people to the assistance they need to address every day challenges of living as well as those that develop during times of community emergencies. This program gives people quick and efficient access resources for food assistance by calling (2-1-1) or by visiting the website, <http://211online.unitedwayatlanta.org>.

To use the website for local resources, follow the step by step directions below:


Step 1: A person enters their zip code or selects a city, enters their age, gender and preferred language to get started.


The screenshot shows the homepage of the 2-1-1 United Way of Greater Atlanta website. At the top right, there is a "Select Language" dropdown menu and a "Powered by Google Translate" logo. The main header features the "2-1-1 United Way of Greater Atlanta" logo and the slogan "[Call. Click. Connect.]" with icons for a phone, speech bubble, envelope, and magnifying glass. Below the header is a navigation bar with buttons for HOME, ABOUT 2-1-1, SERVICES, SERVICE PROVIDERS, UNITED WAY OF GREATER ATLANTA, and CONTACT US. Social media icons for Pinterest, Twitter, Facebook, and Google+ are also present. The main content area includes a date and visit count: "Monday, November 18, 2013, 1,076,256 visits to date" and a "Text Size" adjustment tool. A primary instruction reads: "To find or give help, enter the information about the person needing services, wanting to donate, or volunteer." Below this are input fields for "Enter ZIP Code" and "or select city", a "(reset)" link, and "Age" and "Gender" (Female/Male) options. A language selection dropdown is labeled "Select a language for the service provider" with the instruction "If not English, select the language for the service provider." A "Chat Services are currently offline" notification is shown with a photo of a woman. A "What's New?" section highlights "Philippines Typhoon Relief Efforts" and the availability of the "2-1-1 App". A category grid at the bottom offers options: Business/Consumer/Environmental Services, Clothing/Food/Personal Goods/Services, Counseling/Crisis Services, and Disaster Services.

Step 2: Select Food/Emergency Food Services to the right to continue.

Start Over Search hints

Find the help you need > **Clothing/Food/Personal Goods/Services**

 **Clothing/Food/Personal Goods/Services**
[\(change category\)](#)




(Click on a category below to see available services.)

- + Automobile Repairs
- + Baby Items
- + Clothing
- + Electronics
- + Food/Emergency Food Services
- + Furniture
- + Home Repair/Services
- + Household Items
- + Laundry Services
- + Personal Goods/Services

Step 3: Once expanded, the Food/Emergency Food Services selection allows for a narrowing of services.

Clothing/Food/Personal Goods/Services
[\(change category\)](#)



(Click on a category below to see available services.)

- + Automobile Repairs
- + Baby Items
- + Clothing
- + Electronics
- Food/Emergency Food Services

- After School Meal Programs [?](#)
- Brown Bag Food Programs [?](#)
- Child and Adult Care Food Programs [?](#)
- Christmas Meals [?](#)
- Commodity Supplemental Food Program [?](#)
- Farmers Markets [?](#)
- Food Cooperatives [?](#)
- Food Outlets [?](#)
- Food Pantries [?](#)
- Food Rescue Programs [?](#)
- Food Stamps/SNAP Appeals/Complaints [?](#)
- Food Stamps/SNAP Applications [?](#)
- Food Vouchers [?](#)
- Formula/Baby Food [?](#)
- Grocery Delivery [?](#)
- Home Delivered Meals [?](#)
- Mass Feeding Services [?](#)
- No Cook Food [?](#)
- Sack Lunches/Dinners [?](#)
- Soup Kitchens [?](#)
- Specialized Information and Referral [?](#)
- Hunger/Food Issues
- Summer Food Service Programs [?](#)
- Thanksgiving Baskets [?](#)
- Thanksgiving Meals [?](#)

Step 4: After selecting the type of service, the database provides a list of options within the area selected.

Find the help you need > Food/Emergency Food Services > Food Pantries
 Programs that acquire food products through donations, canned food drives, food bank programs or direct purchase and distribute the food to people who are in emergency situations. Some pantries deliver food to people whose disabilities or illnesses make it difficult for them to leave home.

331 Locations offering the requested services to residents of the 30084 postal code. Providers are listed by city

<p>MUST Marietta - Ministries United for Service and Training 460 Pat Mell Rd. Smyrna, GA 30080</p>	<p>MUST Smyrna - Ministries United for Service and Training (770) 436-9514 Main Client Number (770) 438-0496 Fax http://www.mustministries.org</p>	<p>view map</p>	<p>Cobb County 18 miles from you</p>
--	--	---------------------------------	---

click for more info on [Services - Must Smyrna](#)

[hide details](#) [print service details](#) [send to phone or email](#) [view parent agency](#)

Description: This organization offers emergency assistance such as a food pantry, clothing closet, and employment resources.

Service hours: Food pantry for working families: 6:00 pm to 8:00 pm the last WED of the month
 All other services: 10:00 am to 1:00 pm MON - FRI

Intake hours: all services including food pantry: 10:00 am to 1:00 pm MON - FRI

Eligibility: residents of service area only

Intake procedure: telephone, walk-in

Documents: Picture ID/driver license, social security card, proof of residence or lease

Fees: none

Area served: zip codes 30006, 30007, 30008, 30060, 30069, 30080, 30081, 30082, 30339

Services: Baby Clothing, Comprehensive Job Assistance Centers, Food Pantries, General Clothing Provision, Personal/Grooming Supplies

Travel instructions: Take S. Cobb Dr. to Pat Mell Rd. Agency is one block from S. Cobb Dr. on the right.

Last Updated: May 06, 2013

[hide](#) [print](#) [send to phone or email](#) [view parent agency](#)

<p>Society of St. Vincent de Paul, Atlanta</p>	<p>Society of St. Vincent de Paul - Christ Our Hope (678) 892-6163 Main Client Number http://www.svdpatl.org</p>
---	--

click for more info on [Services](#)

Appendix C – Sample Volunteer Guidelines and Signup Sheet

FOOD PANTRY VOLUNTEER GUIDELINES

Thank you for your interest in volunteering at the Student Food Pantry at GSU. Below are General Guidelines for Food Pantry Volunteers.

How to Sign Up to Volunteer

If you are interested in volunteering at the food pantry, please contact the Nutrition Student Network at <Insert Contact Info>.

Volunteer Opportunities

Most of our Volunteer Opportunities are “ongoing,” meaning that we need volunteers on a regular basis either year-round or for a full semester. Available volunteer shifts may vary based on food pantry needs and current food pantry operational hours. Listed below are the types of volunteer opportunities that we typically have. Unless otherwise noted, unsupervised volunteers must be at least 16 years of age. Any exceptions will be made at the discretion of the Volunteer Coordinator.

Volunteer Food Sorter: These volunteers help with sorting various donated food products. Volunteers sort food into different food categories, check expiration dates, discard damaged product or products otherwise unfit for human consumption and check for recalled items. Volunteers should be able to lift heavy boxes and stand on their feet for an extended period of time.

Clerical and Data Entry Volunteer: Volunteers assist staff members with various clerical tasks including data entry, filing, phone calls, mass mailings and other clerical tasks as needed. Volunteers should have basic computer knowledge and good clerical skills. Minimum age: 18 years old.

Nutrition Volunteer: Volunteers are needed to assist the Nutrition Student Network with various materials and marketing in the community. Knowledge of topics related to nutrition is helpful, but not required. Minimum age: 18 years old.

General Volunteer: Volunteers assist with a variety of pantry tasks, including sorting products, stocking shelves, assisting customers, cleaning, maintenance and other general duties as needed in the pantry.

Special Events Volunteer: Volunteers are periodically needed to both host and help with various special events.

Volunteer Guidelines & Procedures

- All volunteers must SIGN IN & SIGN OUT. Please also include your assigned task on the sign-in sheet (example sheet at the end of this document).

- All volunteers must wear sleeved shirts (no tank tops) and closed toed shoes (no sandals/flip flops). Long hair should be tied back or a hat worn.
- Please leave purses, jewelry, cell phones and other valuables at home or locked in your car. The food pantry and GSU will not be responsible for any missing items
- No one under the influence of drugs and/or alcohol will be permitted to volunteer.
- Sexual harassment, violence, harassing behavior, or offensive speech will not be tolerated.
- Volunteers under the age of 16 are only accepted by special arrangement with the Volunteer Coordinator and must be accompanied by an adult at all times.
- Volunteers who are in need of documentation whether for school or for the purpose of fulfilling a court-ordered community service requirement are responsible for maintaining a record of their volunteer hours. Generic timesheets can be signed for those who need them. Court-ordered individuals will be accepted as volunteers at the discretion of the Volunteer Coordinator.
- All volunteer time must be scheduled. For efficiency and safety reasons, we do not accept walk-in volunteers. You may schedule your volunteer time in person with the Volunteer Coordinator, over the phone or via email.
- Parking reimbursement is not provided by the food pantry or GSU to volunteers. Volunteers please take care to avoid parking in permit parking without proper permissions and/or payment.
- Participation as a volunteer at the food pantry is completely voluntary. Volunteers may not hold the food pantry or GSU responsible for any accidents or injury.

Safety Policies & Procedures

- No running, smoking, eating or drinking in the food pantry.
- Horseplay, climbing on the equipment or shelving is prohibited and may result in dismissal.
- All accidents and injuries must be reported immediately to the Volunteer Coordinator.
- Volunteers must wash their hands before and after handling food items and after visiting the restroom. Volunteers must observe good housekeeping habits.
- Please report any safety hazards you see immediately to the Volunteer Coordinator.
- Use proper lifting techniques: when lifting heavy objects; use your legs to push upwards, keep your back straight and your body balanced.

FOOD PANTRY VOLUNTEER SIGN-IN SHEET

Date	Volunteer Name	Time in	Time Out	Assigned task(s)

Appendix D – Student Survey

Student Food Pantry Initiative

Graduate students in the Department of Nutrition are evaluating the need for a student organization to distribute food to GSU students in need. This survey is conducted by a third party and is completely anonymous, unless you choose to enter the drawing for a \$50 Visa Gift Card.

- 1.) Please specify your gender.
 - Male
 - Female
 - Prefer not to answer

- 2.) In regards to your current student status at GSU, please check ALL that apply:
 - Undergraduate
 - Graduate
 - International

- 3.) Please specify your ethnicity.
 - White
 - Hispanic or Latino
 - Black or African American
 - Native American or American Indian
 - Asian / Pacific Islander
 - Other (please specify): _____

- 4.) Which of the following best describes your employment status?
 - Employed – basic needs ARE met (food, shelter, etc.)
 - Employed – basic needs NOT met
 - Unemployed – basic needs ARE met
 - Unemployed – basic needs NOT met

- 5.) Please answer the following questions based on past, current or anticipated utilization of a food pantry:
 - a) Have you ever used a food pantry while enrolled at Georgia State University or another university?
 - Yes
 - No

 - b) Based on location, would you be more likely...
 - To visit food pantry located On-Campus
 - To visit food pantry located Off-Campus

 - c) If Georgia State University had a food pantry for GSU students, how often might you visit this food pantry?
 - Multiple months a year
 - Once per month
 - Once every two weeks

- Once per week
- 2 or more times per week
- Daily
- Never

6.) How often do you not eat adequately because of not having access to enough food?

- Never, I always am able to access enough food
- Daily
- 1 time per week
- 2 times per week
- 3 or more times per week

7.) How often do you find yourself skipping a meal due to financial restraints?

- Never, I always am able to afford enough food
- Daily
- 1 time per week
- 2 times per week
- 3 or more times per week

8.) How many dependents do you have in your household?

- No dependents
- 1 dependent
- 2 dependents
- 3+ dependents
- I am currently living as a dependent in a household

9.) Would you be willing to volunteer at a GSU food pantry as an individual or as part of a student group?

- Yes
- No
- Unsure

10.) Which of the following items do you have in your home (check all that apply)

- Computer
- Refrigerator
- Stove
- Freezer
- Microwave
- Internet
- Cell phone
- Toaster oven or Hotplate

For more information on the GSU Food Pantry initiative, please contact Leslie Knapp at: chohortxii@gmail.com

Appendix E – Faculty Survey & Faculty Survey Results

Cohort XII of the School of Nutrition is evaluating the need for a non-profit organization to distribute food to students in need on a temporary basis. This survey is conducted by a third-party and any information provided will be kept confidential.

1. What college, department or division you currently work for at GSU:

2. What is the likelihood that you would donate non-perishable food items to a GSU food pantry for students and/or faculty?
 - a. Very likely
 - b. Somewhat likely
 - c. Not very likely
 - d. Never -would not donate

If you answered **very likely** or **somewhat likely**, please provide your email address for further information about participation opportunities_____.

3. Would you be willing to volunteer your time to a GSU student/faculty food pantry?
 - a. Yes
 - b. No

4. If yes to #3, how often would you be willing to assist in food pantry operations?
 - a. Weekly
 - b. Monthly
 - c. A few times a year
 - d. Once a year

5. If yes to #3, when would you be willing to participate?
 - a. During the work day
 - b. After work hours
 - c. On weekends

6. Are you aware of any free space (closet/room) on campus to support food pantry operations?
 - a. Yes
 - b. No

If yes, please specify the location (building, floor, room number or what it is closest to):

7. How willing would you be to provide a monetary donation to support the food pantry?
 - a. Very willing
 - b. Somewhat willing
 - c. Unwilling

8. If you are willing to provide a monetary donation, how often would you contribute?
 - a. Weekly basis
 - b. Monthly basis
 - c. Once a semester
 - d. One time only

9. Would you be willing to encourage students to complete a need assessment survey for a food pantry initiative in your classroom?
 - a. Yes
 - b. No
 - c. Not a classroom instructor

If you answered yes, please provide your email address for further information about participation opportunities _____.

For more information on the GSU food pantry, please contact Leslie Knapp at:
cohortxii@gmail.com

A faculty survey was created to gauge the level of food pantry involvement and assistance that could be anticipated from GSU employees. During Fall Semester 2012, 96 employees completed a 9-question survey (See Appendix) that was administered in person. The majority of responses were from attendees at a campus employee health benefits fair.

The breakdown of respondents, in response to Survey Question 1, “What college, department, or division do you currently work for?” was:

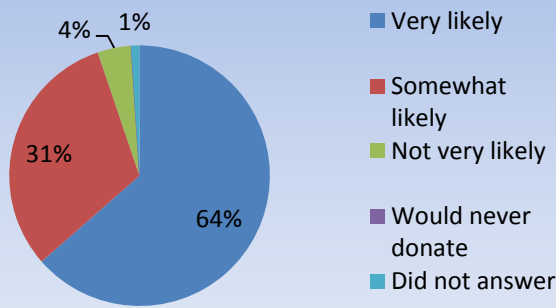
Athletics	1
Andrew Young School of Policy Studies	4
Byrdine F. Lewis School of Nursing & Health Professions	18
Central Programs	1
College of Arts & Sciences	17
College of Education	9
Dean of Students	2
Division of Student Affairs	1
Enrollment Services	3
Facilities	3
Financial Affairs	1
Graduation/Enrollment Services	1
Information Systems & Technology	1
Illegible or not complete	7
Institute of Public Health	3
Library	1
Opportunity Development & Diversity Education Planning	1
Organization Development & Consulting Services - ODCS	1
Police	3
Property Control	1
Purchasing	1
Registrar	1
Renovations	5
Revenue, Receivable & Cashiering Services	1
Robinson College of Business	2
Student Accounts	1
Undergraduate Admissions	1
University Research	5

Certain survey questions were designed to assist planners in distributing a student food pantry needs assessment. For example, question 9 sought to identify classroom instructors who were willing to ask their students to complete a survey, as part of our overall campus needs assessment. Another survey question sought to identify free space that might house the pantry.

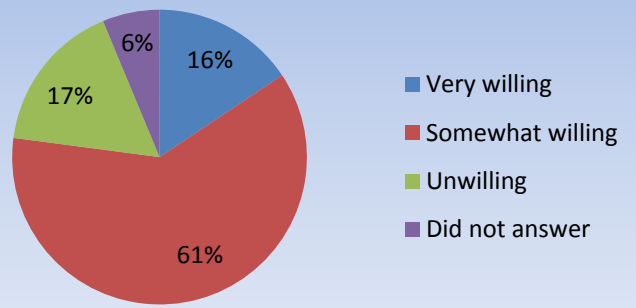
64% of respondents stated that they would be very likely to donate non-perishable food items to a student-run food pantry, while 61% of respondents stated they would be willing to provide a monetary donation. 45% of those who indicated they would donate monetarily said they would do so once a semester.

Over half of respondents would be likely to volunteer their time, with 63% likely to do so several times a year. Times of the workweek that respondents were most likely to volunteer were evenly distributed between work hours, after work hours and weekends.

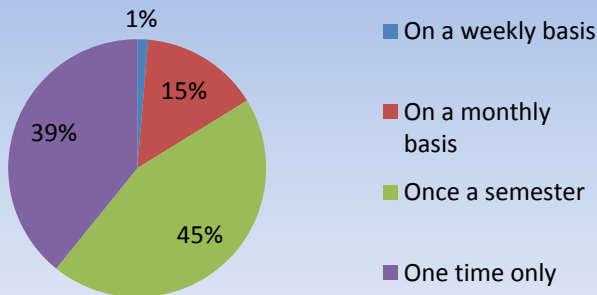
What is the likelihood that you would donate non-perishable food items to a GSU food pantry?



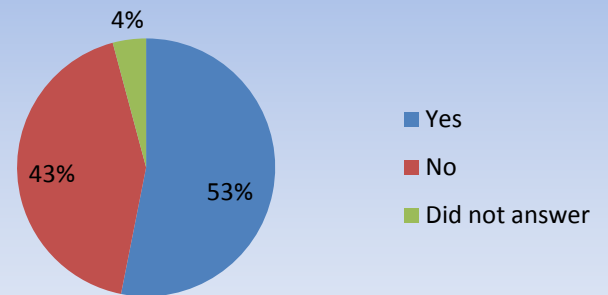
How willing would you be to provide a monetary donation to the food pantry?



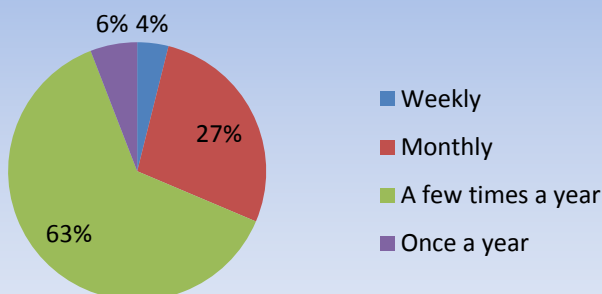
If you were willing to donate monetarily, how often would you contribute?



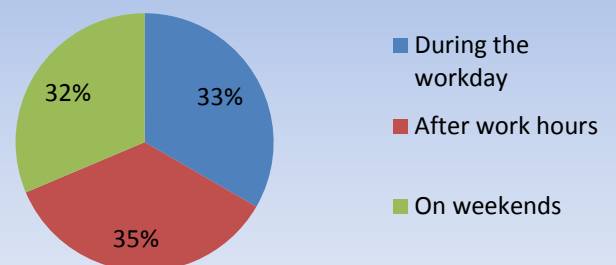
Would you be willing to volunteer your time to a GSU food pantry?



If willing to volunteer at the food pantry, how often could you do so?



If willing to volunteer at the food pantry, when would you be available?



Appendix F – List of Comparative Universities

Full List of Comparable Universities

A Comparative Analysis to Georgia State University

Arizona State University
California State Polytechnic University at Pomona
California State University at Los Angeles
California State University at Northridge
Florida International University
Florida State University
Georgia Institute of Technology
Indiana University at Bloomington
Indiana University-Purdue University (IPFW)
Indianapolis (IUPUI)
Iowa State University
Kennesaw State University
Morgan State University
New York University
Portland State University
San Francisco State University
State University of New York Upstate Medical University
University of Akron
University of Arizona
University of California at Berkeley
University of California at Los Angeles
University of Central Florida
University of Georgia
University of Illinois at Chicago
University of Iowa
University of Louisville
University of Maine at Augusta
University of Memphis
University of New Mexico
University of Oregon
University of Pittsburgh
University of South Carolina – Upstate
University of South Florida – Lakeland
University of Houston
University of Texas at Arlington
University of Texas at Austin
University of Utah
University of Washington
University of Washington at Tacoma
University of Wisconsin at Stevens Point
Virginia Commonwealth University
Wayne State University

Appendix G – Financial Aid Comparison Data

	Georgia State University	Kennesaw State University	University of Georgia
Undergraduate Enrollment	24,665	22,333	26,161
Undergraduates applying for need based AID	19,330	17,369	17,319
Undergraduates determined to have financial need	17,036	15,070	10,393
Undergraduates awarded need based aid	12,011	14,360	9,247
Needs met through Financial Aid award (Full-Time Undergraduate)	30%	89%	66%
Needs met (Less-than full time Undergraduate)	40%	48%	47%
# of students whose need was fully met	593	2917	1,899
Average Financial Aid Award (full-time)	\$9,815	\$6,103	\$8,433
Average Financial Aid Award (Less than full-time)	\$6,149	\$4,825	\$4,557
Cost of Attendance			
Instate Tuition	\$7,536	\$4,852	\$8,028
Out of State Tuition	\$25,746	\$17,128	\$26,238
Required Fees	\$2,128	\$1,634	\$2,234
On Campus Housing	\$7,956	\$5,880	\$5,290
On Campus Meal Plan	\$3,590	\$330.00	\$3,956

Common Data Set 2012-2013 Academic Year

Georgia State University	http://oie.gsu.edu/institutional-research/institutional-data-2/common-data/
Kennesaw State University	http://vic.kennesaw.edu/EIMWebApps/vic/institutional_reports/documents/pdf/cds/cds_fy_2013.pdf
University of Georgia	http://www.oir.uga.edu/cds/ugacds12.pdf

Appendix H – Promotional Materials

STUDENTS ARE YOU HUNGRY?

Come visit the food pantry at Georgia State University. The pantry provides basic food items free of charge to GSU students who need food assistance. Non-perishable items we provide include:

- Soup
- Crackers
- Canned Tuna Fish
- Peanut Butter
- Jelly
- Canned Vegetables
- Macaroni and Cheese
- Instant Oatmeal/Grits
- Cereal
- Canned Fruit
- Pasta
- Spaghetti Sauce

DONATIONS

If you would like to donate non-perishable items to the food pantry at GSU, please contact us at 404-413-XXXX. Food may also be dropped in the donation box on campus or brought to the pantry during business hours.

Food Pantry Hours

Monday - Friday: 9:00am - 4:00pm

www.gsu.edu/foodpantry



**YOUR
LOGO
HERE**

[YOUR ORGANIZATION'S NAME]



CAMPUS FOOD DRIVE

Benefiting Student Food Pantry at GSU

[Your Food Drive Date]

[Your Food Drive Time]

[Your Food Drive Location]



Please donate non-perishable items, including:

- Canned vegetables, fruits, soups, beans
- Peanut butter & jelly
- Macaroni & cheese mix, noodle or rice mixes
- Dry pasta and canned/jarred pasta sauce
- Dry cereal, instant oatmeal
- Boxed milk, tuna or chicken pouches
- Crackers, granola bars, graham crackers, nuts

www.gsu.edu/foodpantry

Appendix I – List of Potential Resource Organizations

GSU Organizations/Partnerships (see also gsu.orgsync.com)

A. Internal

I. Those which have expressed interest in partnering:

1. Nutrition Student Network

Presidents: Allie Moshier; Kristen Whitmire

Contact: amoshier1@student.gsu.edu; kwhitmire1@student.gsu.edu

Faculty Advisor: Barb Hopkins

Contact: bhopkins@gsu.edu

2. Byrdine F. Lewis School of Nursing and Health Professions

Contact: Jessica Todd 404-413-1237

jjohnson22@gsu.edu

3. GSU Counseling and Testing Center

Director: Jill Lee-Barber

Contact: 404-413-1655

jleebarber@gsu.edu

4. Office of Civic Engagement

Director: Lovell Lemons

Contact: 404-413-1550

stdlol@langate.gsu.edu

Student Affairs Advisor: Jennifer Bodnar

Contact: 404-413-1550

jbodnar@gsu.edu

5. GSU Planning & Development Committee of the University Senate, sub-committee Capital Budget & Space

Director of Facilities Planning: Russ Seagren

Contact: (404) 413-0771

rseagren@gsu.edu

II. Those which have yet to be contacted but may be interested:

1. Faculty departments

a. School of Public Health

Contact: John Steward

404- 413 -1130

jsteward@gsu.edu

b. College of Education

Contact: 404-413-8100

c. Chemistry Department

Contact: 404-413-5500

chemistry@gsu.edu

2. Greek Council of Georgia State University

President: Nika Golshani

Contact: greeklife@gsu.edu

Faculty Advisor: Misty McDonald

Contact: (404) 413-1515

mmcdonald@gsu.edu

3. Panhellenic Council

President: Mackenzie Childs

Contact: gsupanhellenic@aol.com

Faculty Advisor: Matthew Mitchell

Contact: mmitchell62@gsu.edu

4. Sports teams-Director of Operations

a. Football

Sarah Gigantino

Contact: 404-413-4121

sgigantino@gsu.edu

b. Women's Volleyball

Tami Audia

Contact: 404-413-4067

taudia@gsu.edu

c. Baseball

Brandon Kersey

Contact: 404-413-4077

ckersey2@gsu.edu

d. Men's Basketball

Nate Summers

Contact: 404-413-4056

nsummers@gsu.edu

5. Baptist Student Union

Campus Minister: Teresa Bell

Contact: 404-659-8726

Teresa@student.org

6. GSU Foundation - Campus Campaign Fund

Director of Annual Programs: Alison Mercer

Contact: 404-413-3429

aleyton1@gsu.edu

7. University Housing

Contact: 404-413-1800

housing@gsu.edu

8. Resident Life

Associate Director of Residence Life: Mylon Kirksy

Contact: 404-413-1800

mkirksy@gsu.edu

9. Financial Aid Office

Director: Louis Scott

Contact: 404-413-2600

10. The Student University Center

Director: Boyd Beckwith

Contact: 404-413-1860

bbeckwith@gsu.edu

11. Office of the Dean of Students - Student Organizations

Contact: 404-413-1580

studentorganizations@gsu.edu

12. Student Recreation Center

Assistant Professor of Nutrition: Sarah Henes

Contact: 404-413-1750

shenes@gsu.edu

13. Cecil B Day School of Hospitality Administration

Director of Marketing: Peter Ashley

Contact: 404-413-7615

pashley@gsu.edu

14. Georgia Student Media Group

Student Media Advisor: Bryce McNeil

Contact: (404) 413-1592

bmcneil1@gsu.edu

- e. The Signal
Contact: 404-413-1620
- f. WRAS 88.5 FM
Contact: 404-413-1630
- g. New South
Contact: 404-413-5874
- h. GSTV
Contact: 404-413-1604

15. GSU Facilities Maintenance & Operations

Director: Abdul Momen
Contact: 404-413-0734
amomen@gsu.edu

16. Student Government Association

President: Andrew Whyte
Contact: 404-413-1594
awhyte5@gsu.edu

17. GSU Patton and Piedmont North Dining Halls

Assistant Director: Suzanne Paltz
Contact: 404-413-0799
spaltz@gsu.edu

B. External

1. Atlanta Community Food Bank - Agency Services

Contact: 404-892-FEED (3333) x1303
agencyervices@acfb.org

2. St. Luke's Episcopal Church

Contact: 404-873-7600

3. Ebenezer Baptist Church

Contact: 404-688-7300

4. Atlanta First United Methodist Church

Contact: 404-524-6614

5. Basilica of the Sacred Heart of Jesus

Contact: 404-522-6800

6. The Catholic Shrine of the Immaculate Conception

Contact: 404-521-1866

7. All Saints' Episcopal Church

Contact: 404-881-0835

8. Beulah Baptist Church

Contact: 404-241-3307

9. Atlanta Falcons Foundation: often give grants to schools

Must mail request to: Atlanta Falcons
Community Relations Donation Requests
4400 Falcon Parkway
Flowery Branch, GA 30542

10. Marcus Foundation: often gives to community initiatives in Atlanta

Jay Kaiman

Contact: 404-240-7718

Bernard Marcus

Contact: 404-240-7983

Sharon Marshall

Contact: 404-240-7982

11. Home Depot

12. Kroger

13. Publix

14. Wal-Mart

15. Target

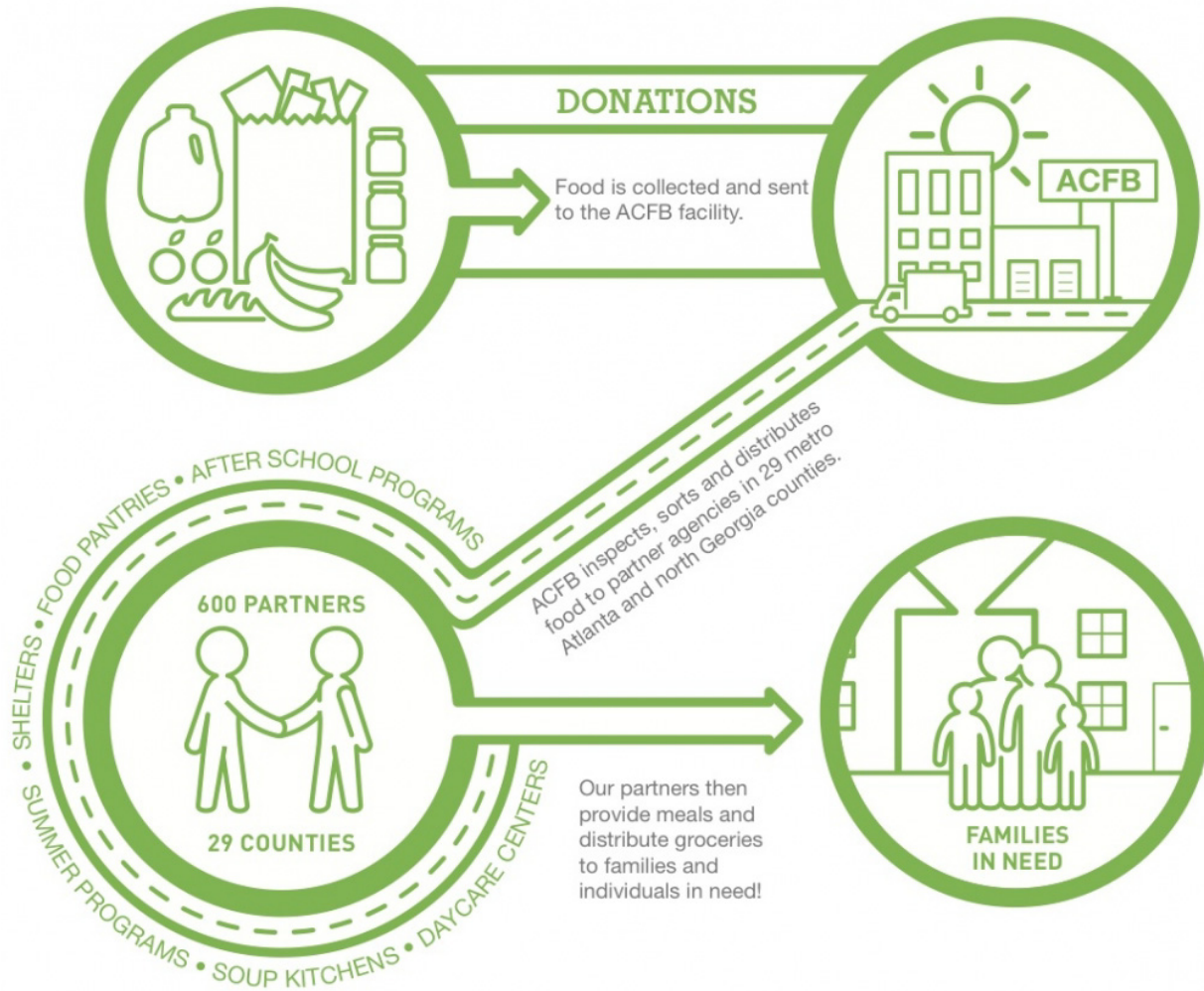
16. Whole Foods

17. Fresh Market

18. Panera Bread

Appendix J - Atlanta Community Food Bank Product Flow Graph

Atlanta Community Food Bank Product Flow Graph



Appendix K – Division of Student Affairs Strategic Plan: Goal 3

Division of Student Affairs Strategic Plan 2012-2017

Goal 3: Develop and promote a distinctive model of active, engaged citizenship incorporating service, leadership and experiential

Objectives and Activities

3.2 Increase students' engagement with the urban landscape.

Develop a Georgia State food pantry—in which enrolled students can collect non-perishable food items and toiletries.