**Ringwood Foodbank processes for Ukrainian hosts and guests**

 **7 Day welcome parcel**

When hosts are notified of the arrival date of guests, hosts should complete the Love Ukraine Ringwood Host request form and pass to the Welcome Co-ordinator. They will then pass the Host request form to the nominated Ringwood Foodbank volunteer by emailing it to ringwooddc@ringwood.foodbank.org.uk

A Ringwood Foodbank volunteer will contact the Host by phone and complete the Foodbank documentation. They will need the following information:

* The full name and year of birth of the lead guest family member
* The address where the guests will be staying
* Whether anyone in the guest family has food allergies or other dietary requirements

The Ringwood Foodbank volunteer will then agree with the hosts what will be in the welcome parcel from amongst the following:

* Ambient food items to provide up to 3 meals a day for 7 days
* Household cleaning/Laundry/washing up supplies
* Toiletries
* Feminine Hygiene items
* Nappies
* 1 Vodaphone SIM Card
* 1 European to UK plug adapter

The hosts will be invited to collect the parcel from the Ringwood Foodbank Warehouse, 10A Forest Corner Farm, Hangersley, BH24 3JW between 11am and 12 noon on a nominated Monday, Wednesday or Friday.

**Subsequent Foodbank parcels**

The hosts or guests will contact the nominated Ringwood Foodbank Volunteer by emailing ringwooddc@ringwood.foodbank.org.uk who will complete the Foodbank documentation. The guest information will already be on the Foodbank system and can be accessed by providing the guests full name and post code.

The Ringwood Foodbank volunteer will then agree with the hosts what will be in the foodbank parcel from amongst the following:

* Ambient food items to provide up to 3 meals a day for 7 days
* Household cleaning/Laundry/washing up supplies
* Toiletries
* Feminine Hygiene items
* Nappies
* Fresh food supplied by Fareshare
* Bread products supplied by Lidl

The hosts or guests will then be invited to collect the parcels from the Ringwood Foodbank Distribution centre at the Wesley Centre, Christchurch Road, BH24 1DN between 12noon and 1.15pm on a nominated Monday, Wednesday or Friday.

Ringwood Foodbank recognise that it may be some weeks before Guests are able to purchase food and are content to provide food parcels until the are able to do so.