|  |  |  |
| --- | --- | --- |
| **UPEI Student Union** | **Policy No.** UPEISU | **Revision No.** 0 |
| **Policy Title:**SUpplies  | **Page:**1 of 2 |
| **Creation Date:**July 17th, 2019 | **Version Date:**September 22nd, 2019 | **Review Date:**Annually (summer) |
| **Authority:**UPEISU Council | **Responsibility:** VP Finance & Administration | **Approved on:** |

**Preamble**

We at the Student Union recognize that food insecurity is an issue among university students. The UPEI Student Union “SUpplies” is a free service to UPEI Students that offers nourishing and necessary food to students of the University of Prince Edward Island to ensure that food security needs are being met. SUpplies will also store other basic essentials students may need, such as basic school supplies or toiletries.

**Food Ordering**

1. Shopping for supplies will be done monthly by the Vice President of Finance and Administration.
2. Extra stock will be kept in the SU Office, with the intention that the regular scheduled shopping will last for the entirety of the month.
3. A priority will be placed on purchasing foods that offer a nourishing and healthy meal options to students.

**Monitoring**

1. SUpplies will be open 24 hours a day, 7 days a week, so long that the W.A. Murphy Student Centre is open and accessible to students.
2. Privacy and confidentiality will be respected, and no tracking of which students are using the service will be kept.
3. Students will be asked to leave a check in a tally on white board when exiting the room, so long they feel comfortable. This is to estimate how many students use the service for statistic and food purchasing reasons
4. Suggested food amounts per student will be posted to entice students to only take what they need
5. Security camera checks will only be used in a situation where large amounts of food go missing quickly, and there is a belief that the service is being abused.

**Organization**

1. The stock will be monitored by the Vice-President Finance and Administration.
2. The Vice-President Finance and Administration will be responsible for keeping a log of food being used and most in need in order to provide the best services to students.
3. Inventory sheets will be kept online by the VP Finance and Administration, and hard copy of stock check lists will be kept in office for stock checks to be made when necessary
4. Office Assistants will also be asked to help with checking the stock of SUpplies throughout the week and re-stocking any items that need to be replenished.

|  |  |  |
| --- | --- | --- |
| **UPEI Student Union** | **Policy No.** UPEISU | **Revision No.** 1 |
| **Policy Title:**SU Food Bank Policy | **Page:**1 of 2 |
| **Creation Date:**July 17th, 2019 | **Version Date:**September 22nd, 2019 | **Review Date:**Annually (summer) |
| **Authority:**UPEISU Council | **Responsibility:** VP Finance & Administration | **Approved on:** |

**Resources**

1. Donations will not be sought out, and stocking of the SUpplies will be the responsibility of the Student Union, as per the annual budget. Donations will however not be turned down if they are to be donated and not solicited.
2. Research will be continuously done in order to ensure the food supply is best fitting to students food needs using anonymous surveys, dietitian advice, and student feedback.
3. Pamphlets on food resources, and eating on a budget will be made available to students in the SU Foodbank.
4. Other local food banks that students can access will be posted on the door at all times in case students may need access to more resources.