Pantry Template

Organization Information and Contact Lists

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| --- | --- |
| Reference Material  | Organization Information |
| Food Pantry’s Legal Name |  |
| Federal Tax ID Number |  |
| Sponsor Agency’s Name & Federal Tax ID Number |  |

Board of Directors

|  |  |  |
| --- | --- | --- |
| Board Member’s Name | Title/Affiliation | Email Address |
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|  |  |  |

Pantry Template

Succession Plan

A succession plan can give clear direction to staff and volunteers concerning who will take over each responsibility in the event of leadership change, or if unexpected situations occur.

|  |  |  |
| --- | --- | --- |
| Description of Duty | Person Currently Responsible for Task | Person That Will Take Over Responsibilities  |
|  |  |  |
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