

# Foodbank Policy

**Category:** Governance

**Date Modified:** February 2018

**Review Date:** February 2019

**Approved By:** Executive Committee

**Contact Person:** Advocacy and Welfare Manager

## Introduction

The purpose of this policy is to provide clear direction for the University of Canterbury Students' Association ("UCSA") to administer a sustainable, measurable and effective UCSA FOODBANK service.

## Policy Statement

The mission of the UCSA is to help students succeed and belong. The UCSA acknowledges that one of the most important functions of a students' association is to protect, nurture and care for its members' needs. Food is a basic human need.

## Responsibility

The UCSA FOODBANK is the responsibility of the UCSA Advocacy and Welfare team. This policy must remain consistent with the terms of any relevant funding agreement that exists between UCSA and UC.

## Procedures

### *Access*

In order to access the UCSA FOODBANK service the student must email a member of the UCSA Advocacy and Welfare team who will arrange a mutually agreeable time to meet. The student must complete an application form, show UC identification, as well as proof of current enrolment i.e. log into student web (UCSMS Web) to ensure they are a currently enrolled student; this is due to the student IDs being issued for five years despite actual enrolment. At the administrator's discretion, a student may be asked to provide bank account details outlining the last ten transactions.

A student that turns up unannounced will be accommodated where possible but may be sent away with a later appointment time at the administrator's discretion.

A student is entitled to apply for the UCSA FOODBANK service once per term. Application does not guarantee approval. Repetitive use of the UCSA FOODBANK service will result in the student being referred to Budgeting Advice as well as any other external supporting agencies.

### **Provision**

Each successful applicant will be given food vouchers to the value of \$30. If the successful applicant has dependants then it is possible to increase this limit to \$50. This is on a discretionary, case by case basis.

The food vouchers are not to be used for phone cards, cigarettes or alcohol. Students are also offered valuable information on other services that they may find useful such as WINZ, StudyLink, 0800 Hungry and Student Job Search etc.

At the discretion of the UCSA Advocacy and Welfare team, a successful applicant may be given up to \$30 in petrol vouchers or credit loaded on a Metro Card at the UC Bookshop, in place of the food vouchers. A student may only receive this alternative support in place of food vouchers once per year.

Each successful applicant will also be given the opportunity to select one of each non-perishable items from the list provided by the administrator. The provision of the items will be at the administrator's discretion.

### **Information**

All information gathered will be used for statistical purposes, to allow the UCSA to continually improve their services. No identifying information will be published.