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**Project Description:** The mission of Greater Washington County Food Bank is to form lasting solutions to hunger insecurity through effective food distribution systems; to educate and empower the needy in seeking positive lifestyle changes; and, to create awareness through individual and community partnerships. We would like to develop a scan based inventory tracking system that will work with our existing QuickBooks software.

1. *Describe the background research your team conducted on your client’s organization (the description should be a brief summary – approximately 2 or 3 paragraphs – of what your team learned and sources of information).*
   * 1. *information as possible about your partner organization, its mission, key customers, competitors, partners,*

Greater Washington County Food Bank is a 501(c)3 community service non-profit that provides groceries / nutrition information to food insecure people in Washington county. Their mission is to form lasting solutions to food insecurity through effective food distribution systems; to educate and empower the community in seeking positive lifestyle changes; and to create awareness through individual and organization partnerships. They solely use Facebook for community engagement, where they post status updates, events, and changes to operating hours. Prior to COVID-19, the food bank provided food and other necessities to low-income patrons, but they have now made exceptions for service workers who are no longer able to get work hours. They provide a mix of boxed items, canned goods, and health products along with meats, produce, and bakery items. Due to the pandemic, businesses are now being asked to donate unopened bulk food, paper, cleaning, health and beauty items which will quickly get into the hands of those in need. They have a well established distribution system to ensure low-income families and community members still have access to healthy and affordable food.

GWCFB contributes towards several programs intended on emphasizing a healthy lifestyle through the administration and education of food. One of the main distribution programs they use is the Truck to Trunk model. This is a food delivery system which allows people to drive to the delivery location with their cars, and then receive food via their trunks. This drive thru distribution requires little to no person-to-person contact and eliminates the need for vulnerable populations to gather, mitigating the risks of COVID-19. Another program they employ is called SNAP. This program provides nutrition benefits to supplement the food budget of food insecure families so they can purchase healthy food. The health habits training classes teach people how to make nutritious food choices. Finally, The Farm is a community supported agricultural enterprise that strives to provide healthy produce for those in need while promoting education, empowerment, and sustainable agriculture. The Farm’s function is to grow fruits and vegetables for the clients that the Food Bank serves. Through these different programs, GWCFB ensures the food insecure have a healthy lifestyle.

1. *Describe the background research your team conducted on organizations similar to your client’s organization (including major competitors, partners, etc.) (again, the description should be a brief summary – approximately 2 or 3 paragraphs – of what your team learned and sources of information).*

Our team found that many of the Greater Washington food bank’s competitors are also their partner organizations. Since these organizations are all nonprofits working together with similar goals of helping those with food insecurity, there is more of a united dynamic as opposed to a competitive one. The food bank’s partnerships include other small local nonprofits, large national nonprofits, as well as national corporate brands. The organization is also open to partnering with anyone or organization wanting to help out.

The Greater Washington Food bank has a wide range of partnerships that benefit the organization in different ways. Their partnerships with national corporations such as Starbucks help raise money and awareness towards food insecurity in Washington County. These partnerships also help provide resources needed to transport and produce food that will be distributed to those in need. The food bank also partners with:

Hunger Free PA, the state’s single largest nonprofit provider of food resources and meals to older Pennsylvanians and hungry families, working in partnership with state and federal governments and nonprofit organizations.

Produce to People, an organization offering classes and trainings to teach, empower, and enable our neighbors to make healthy choices and create healthy habits for themselves and their families.

Hunters Sharing Harvest, Pennsylvania’s venison donation program for hunters who share their extra venison via a statewide network of participating butchers to food pantries and community assistance centers across Pennsylvania

United Way, a nonprofit focused is on education, health, and financial stability—the building blocks for a good quality of life.

Feeding America, a nonprofit with Del Monte Foods as a Guiding partner. Del Monte Foods donates several thousand pounds of food to various foodbanks.

Washington County Community Foundation which focuses on promoting philanthropy with in washington county

County Thrift shop which for every $1 spent on clothes, donates $5 to the Washington County food bank.

1. *Develop an interview guide of approximately 15-20 questions you would like to discuss with your client during the initial kick-off meeting.*

* Could you talk a bit about GWCFB’s mission and goals?
* What would those without cars do for the Truck to Trunk model?
  + Is there a home base pantry those patrons can go to?
  + Are they restricted to a certain date and time?
* Can you talk a little bit about the current tracking system used?
* Could you describe how the QuickBooks software works and what it does to track inventory?
  + What are some issues with the inventory system that your organization is currently facing?
* Could you elaborate more on the scan aspect of the system you want us to build?
  + Does every product have a tag / code associated with it or do they have QR codes?
  + How do you organize your donation items, both electronically and physically?
  + Is the scanning system in the interest of logging which items have been donated and which ones are still needed? Or in the interest of keeping track of what each patron is given?
* Which organizations does the food bank receive resources/donations from?
  + How do you work with the partner organizations? Is there any form of competition or do all the organizations work together?
  + Do your corporate donations rely on individual donations? Do they match whatever donations you receive? ($1 can help buy $5 worth of food)
* How has your organization been reaching out to gain sponsors/partnerships?