

Nourishing Network Shopping Procedures

1. Before making the trip to our main headquarters (5706 Wright Drive, Loveland) agencies must make an appointment. If your agency already has a weekly standing appointment timeframe, you do not need to make an appointment unless you need to change your day/time. Standing appointments are between 9-10 am.
 - a. **SIGN UP FOR AN APPOINTMENT USING OUR CALENDAR HERE:**
<https://rb.gy/8sti4w>
2. There is hand sanitizer by the door and on the desk, with gloves, masks, and sanitizing wipes next to the desk.
3. Feel free to grab a clipboard and look for the shopping sheets next to the desk. Please record **case** items on your shopping sheet even if there is no charge.
 - a. **Case Items:** These have a colored tag with an item number beginning with DON, PUR, or GOV. These should be counted but NOT weighed.
 - b. **Assorted Product:** The following categories should be weighed and recorded separately on your sheet:
 - Non-perishable food and drink is **code 90**
 - All produce is **code 50**
 - Bread/bakery items are **code 20**
 - Non-food items are **code 60**
 - Noosa yogurt is **DON3786**
 - Dairy (perishable juice, cheese, milk, etc.) is **code 30**
 - Frozen prepared items (including prepared meat like pepperoni, hot dogs, etc) is **code 40**
 - Meat is **code 80**
 - c. If you have a cart that is full of one item (for example, only produce), you can roll the entire cart onto the scale and deduct the weight of the cart which is found written above the scale.
4. Please do not take carts outside to load until a staff member has checked you out and you have signed your invoice.
5. Please ensure that you allow time to complete checkout by the end of your shopping window.

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