



How to Schedule a Food Center Appointment

1

Email your request to appointments@sandiegofoodbank.org OR call the appointment request line at **858-863-5144**.

Request must include:

- Your Name
- Agency Name
- Top three appointment times (see chart)

2

Wait for a confirmation email if your request was done by email, or a phone call if your request was done by voicemail.

Your appointment is only valid once you receive an official confirmation from Food Bank staff. This confirmation will also include instructions for your appointment.

Arrive promptly to your scheduled appointment.

3

All **cancellations** must be communicated to appointments@sandiegofoodbank.org or **858-863-5144** at least 24 hours before your scheduled appointment.

If you will be **late**, please contact the Nonprofit Services department. If the appointment slot after yours is not full, we may be able to push back your appointment time. If the appointment time that follows yours is full, you will be required to complete your shopping trip with any time that remains within your 45 minute slot.

Please refer to the Food Center Appointment Handbook for our full policy for late and missed appointments.

Scheduling Limitations:

- ⇒ Each agency is limited to two appointments per week.
- ⇒ Each agency may have up to 4 appointments scheduled at a time.

Food Center Appointment Schedule

Monday - Thursday	Friday
Appointments: 8:00 am - 8:45 am 9:00 am - 9:45 am 10:00 am - 10:45 am 11:00 am - 11:45 pm 1:15 pm - 2:00 pm	Appointments: 8:00 am - 8:45 am 9:00 am - 9:45 am 10:00 am - 10:45 am 11:00 am - 11:45 pm

Recurring Appointments: Recurring appointment times (ie: Wednesdays at 9:00 am) are available upon request for agencies meeting specific criteria. Please contact appointments@sandiegofoodbank.org with your request.