**Hillsboro Supply Depot**

**Executive Summary/Program Overview**

In our community’s great time of need, supplies have become a major problem both in obtaining them and people’s ability to afford them. With that need in mind, the Hillsboro Community Supply Depot has been established. This is completely volunteer run and supplies will be acquired via donations. This idea was born by the Hillsboro Chamber of Commerce, Hillsboro Title Company, Hillsboro Fire Protection District, Hillsboro R-3 School and the City of Hillsboro.

**Supply Acquisition**

1. All supplies will be acquired via donations. If people choose to make monetary donations, they can make checks payable to the Hillsboro Firefighters Association who will use the money to shop for supplies.
2. Upon completion of the mission remaining items will be donated to the Area Food Pantries or other charitable organizations.

**Drop off Location**

Hillsboro Fire Protection District Station 1

120 5th Street

Hillsboro, MO 63050

Please note, when dropping off items, you will not be allowed into the Firehouse. Ring the doorbell and someone will come outside to meet you.

**Distribution Location**

1. The Distribution location will be from an area at the Hillsboro R-3 School District.

**Needed Supplies**

1. Baby formula, diapers, wipes, paper towels, non-perishable food items, toilet paper, cleaning supplies, etc.
2. Other items as needs are identified

**Program Coordinator Job Function**

1. Mandy Alley with the Hillsboro Chamber of Commerce will be the behind the scenes coordinator. ALL calls will be directed to the Chamber of Commerce. Her job functions will be as follows:
2. Answer Questions and phone calls
3. Maintain a list of community needs
4. Obtain Orders from specific individuals
5. Coordinate with Emergency Services to help develop a scope of community needs and supply shortages so the information can be relayed to Jefferson County Emergency Managers and/or Logistics Support personnel
6. Coordinate with the Warehouse Manager as to orders and pick up times
7. Help maintain the inventory list and order forms
8. Assist with Information Technology Development if necessary

**Assistant Coordinator**

1. Kami Kimes will assist Mandy Alley with what ever needs to get done.

**Warehouse Manager**

1. Coordinate the delivery of supplies to the warehouse with Hillsboro Fire
2. Maintain the Inventory of the Warehouse
3. Coordinate with Program Coordinator as to needs
4. Help fulfill pick up orders
5. Help fulfill Deliveries

Please note-All Donated Supplies must have the UPC code marked through with a black marker or ink pen.

**Volunteer Coordinator**

1. This position will coordinate the scheduling of the volunteers to work at the warehouse and delivery drivers.

**Ordering Instructions**

1. Please call the Hillsboro Chamber of Commerce at 636-789-4920 to advise of any needs and to place an order.
2. The Program Coordinator will take your information and contact the supply depot to see if the items are available.
3. Upon obtaining the items, the Program Coordinator will call you back, advise you of your pickup time or schedule a delivery.

**Pickup Instructions**

1. When you arrive to pick up your items PLEASE STAY IN YOUR CAR. Your order will be set out and instructions will be given to you as to where it is. Volunteers will stay 6 feet away from everyone as much as possible.
2. If you are sick, schedule a delivery. We will drop it on your doorstep and call you to let you know it is there.

**Miscellaneous Information**

1. We will advise the public of hours of operation
2. Money Donations can be made to the Hillsboro Firefighters Association. Supplies will be purchased by the Association and donated back to the community.
3. Community help will be needed to staff the various locations.

**Safety Precautions**

1. Social Distancing will be practiced at donation and delivery sites.
2. If you are sick, STAY HOME!! WE DELIVER!!

**Key Program Personnel**

Mandy Alley – Program Coordinator

Kami Kimes – Assistant Program Coordinator

Trish Watson – Volunteer Coordinator