

CUE CUPBOARD

Community Guidelines

The goal of the CUE Cupboard is to provide healthy and nutritious food to the student body.

1. **A CUE Cupboard Application** must be filled out and approved by Campus Life (CL). Clients will be required to answer a series of statistical questions. Your personal information is used to determine how often a client has CUE Cupboard. All personal information will be kept confidential by CL.
2. Clients may access the service **a maximum** of 3 times per Fall Semester, 3 times per Winter Semester, 1 time per Spring Semester and 1 time per Summer Semester. A minimum of 30 days between request periods is required. WECAN baskets can be purchased at any time.
3. Exact appointment time for a hamper pick up must be scheduled.

***If emergency supplies are required, please contact Campus Life at cuecupboard@concordia.ab.ca**
4. If you are unable to come for a scheduled pick-up appointment you need to email and reschedule. Hampers that have not been rescheduled within 1 business day from their original pick-up appointment will be unpacked, and clients will be required to wait 30 days before they can request another hamper.
5. **Clients are required to arrive 5-10 minutes before their scheduled appointment time.** If you are more than 15 minutes late for your appointment you will be required to reschedule your hamper pick-up.
6. CL reserves the right to request a **minimum** of 1 business day (not including weekends) before the hamper becomes available.
7. Returning CUE Cupboard clients are required to bring in their own bags for hamper packing during the pick-up appointment.
8. Additional Resource information is available upon request of the client.