



## United Way of CNY Local Partners One-Pager

*Our partnership with United Way Worldwide and DoorDash allows us to provide free delivery of goods to members of our community.*

### What Can Be Delivered?

- Food Boxes/ Bags
- Prepared/ Hot Meals
- Emergency Supplies & PPE
- Backpacks/ School Supplies & Educational Items
- Baby/ Infant Supplies
- Senior Supplies
- Hygiene Items/ Period Products
- Holiday/Special Event Boxes
- Gift Cards
- Mental Health Kits
- Weather Appropriate Clothing/ Wearables
- Utility Household Items

### Item Guidelines

- Each box/bag should weigh less than 25 pounds
- Each neighbor's delivery **should be equal to or less than:**
  - One box (<16" on any given side) **OR**
  - One box (<12" on any given side) plus one paper grocery bag, **OR**
  - Two grocery paper bags.
- Prioritize shelf-stable items! Dashers may be assigned up to 10 orders each.

### Program Guidelines

- Deliveries should be within **10 miles** from the Pick-Up Site.
- Deliveries can occur at any date or time, though it's generally recommended you avoid peak times for food delivery (dinnertime, weekends, holidays).
- A local point of contact must be onsite during all Dasher pickups and track items as they are picked up. Reach out to [Jmartin@unitedway-cny.org](mailto:Jmartin@unitedway-cny.org) in case of any unsuccessful deliveries or confusion.

### Order Scheduling Overview

*Deliveries will be scheduled on behalf of your organization by United Way of CNY staff using a DoorDash dashboard. For each batch of deliveries, your agency's program point of contact will provide us with a file containing the following information:*

- Date of Delivery
- Time Window for Delivery
- Client First Name
- Full Client Address
- Client Phone Number
- Drop-off Instructions
- What's Being Delivered
- Number of Items Being Delivered