

Cap Cupboard

CAPITAL UNIVERSITY

FOOD RESOURCE
DOCUMENT

REVISED OCTOBER 2025

OFFICE OF STUDENT AND
COMMUNITY ENGAGEMENT

Section 1: Introduction

Mission Statement

The **Cap Cupboard at Capital University** is dedicated to reducing food insecurity within the Capital community. We provide free and accessible food, hygiene products, and essential resources to students, faculty, and staff. In addition to offering immediate support, we connect campus members with long-term resources both on and off campus, empowering them to thrive academically and personally.

Hours of Operation

Location:

Harry C. Moores Student Union, Room 006
745 Pleasant Ridge Avenue, Columbus, OH 43209

Open Hours:

Monday–Friday:

- 10 a.m.–12 p.m.
- 2 p.m.–4 p.m.
- 6 p.m.–8 p.m.

Additional access may be scheduled by appointment via email at capcupboard@capital.edu or through the **Office of Student and Community Engagement**.

Background of the Cap Cupboard

Established in 2018, the Cap Cupboard was created in response to student feedback highlighting food insecurity as a barrier to success. While Capital University has long connected students to support resources, the Cap Cupboard provides an immediate and sustainable solution for those facing food and hygiene challenges.

Since its inception, the Cap Cupboard has continued to expand its impact. During the 2022–2023 academic year, the Cupboard averaged over **170 visits per semester**. Programs such as **Weekend Bags** and **Bags for Break** ensure consistent access to food and hygiene items during weekends and academic breaks. In Spring 2019, the Cupboard began offering toiletry and hygiene resources, and continues to grow in response to community needs.

Cap Cupboard Committee

The Cap Cupboard is guided by a cross-campus working group committed to ensuring its success and sustainability. Members of the **Office of Student and Community Engagement** work closely with student interns and volunteers to coordinate food drives, establish operational procedures, manage partnerships, and promote awareness across campus and the local community.

To learn more or get involved, please contact capcupboard@capital.edu.

Who We Serve

The Cap Cupboard proudly serves all members of the Capital University community, including:

- Students registered for at least one credit hour
- Faculty and staff members

We uphold a strong commitment to inclusion and equity. The Cap Cupboard does **not discriminate** on the basis of race, color, religion, sex, age, national origin, sexual orientation, veteran status, or disability.

Section 2: Receiving Food and Resources

Requirements for Use

- All Capital University students registered for at least one credit hour are eligible to use the Cap Cupboard.
- All faculty and staff members are welcome without restriction.
- All visitors must check in by scanning the provided QR code to help us track usage and needs.

Section 3: Donation Requirements

Receiving and Storing Donations

- Inspect all incoming food items for damage or quality issues.
- Store shelf-stable, refrigerated, and frozen items separately and off the floor.
- Follow proper labeling and rotation procedures to ensure food safety.

Allergy Safety

- Clearly label and store allergen-containing items (e.g., nuts, gluten) separately.
- Regularly clean and sanitize all surfaces and equipment.

Acceptable Non-Perishable Food Items

- **Canned or Boxed Goods:** fruits, vegetables, soups, beans, instant meals, oatmeal, granola or protein bars, cereal, rice, pasta, macaroni and cheese, chips, cookies, etc.
- **Bottled or Jarred Items:** peanut butter, jelly, sauces, dressings, juice, meal replacement drinks, etc.
- **Cooking Staples:** flour, cornstarch, baking powder, and similar pantry items.

Unacceptable Donations

- Opened, partially used, or expired items
- Perishable foods (meat, dairy, eggs, cooked leftovers, cut fruits/vegetables)
- Items without expiration dates or in compromised packaging

Hygiene Products Accepted

Sealed and unused items including:

- Feminine hygiene products
- Oral care (toothpaste, toothbrushes, floss)
- Soap, shampoo, conditioner, lotion, body wash
- Laundry and cleaning supplies

- Paper products
- Shaving products

Section 4: Donations

Donation Drop-Off Locations

- **Office of Student and Community Engagement:** 9 a.m.–5 p.m.
- **Cap Cupboard:** Open hours listed above
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Mailing Address:

Cap Cupboard
Attn: Tristen Davis
1 College and Main
Columbus, OH 43209

Monetary Donations

Financial contributions may be made in person at the **Cashier's Office (Yochum Hall)**. Please designate your gift to the **Cap Cupboard Fund** to ensure proper allocation.

Virtual Donations

Support the Cap Cupboard through our **Amazon Wish List**:

 <https://a.co/8ogkZsJ>

When donating online:

- Send items to **745 Pleasant Ridge Avenue**
- Include your name and contact information so we may acknowledge your generosity

Section 5: Volunteers

Requirements

- Must be a current Capital University student, faculty, or staff member
- Commit to at least one hour per week
- Notify the Cap Cupboard Intern in advance of any scheduling conflicts
- Attend required training sessions

Attire and Attendance

- Maintain a clean, professional appearance
- Follow all health and safety guidelines
- Do not volunteer when sick; wear a mask if recently exposed to illness

Roles and Responsibilities

Volunteers

- Welcome and assist visitors in a confidential, respectful manner
- Manage inventory and restock shelves
- Record donations and monitor expiration dates
- Participate in outreach activities such as “Weekend Bags” tabling

- Report any concerning behavior or safety issues to staff
- Uphold confidentiality and professional conduct

Cap Cupboard Intern

- Oversee day-to-day operations and volunteer coordination
- Maintain communication between volunteers and staff
- Assist in data tracking and program evaluation
- Collaborate on community engagement initiatives
- Draft thank-you letters and maintain donor relations

Training and Recruitment

All volunteers must complete orientation and ongoing training sessions led by the Cap Cupboard Intern. Trainings include:

- Program operations
- Inventory management
- Community engagement

Volunteer recruitment occurs at the start of each semester. For more information, email capcupboard@capital.edu.

Section 6: Sustainability

The Cap Cupboard operates primarily through the generous support of **donors**, including alumni, faculty, staff, students, and members of the Bexley and greater Columbus communities. Your contributions directly sustain our programs and ensure every Capital community member has access to essential resources.

Section 7: Community Partners

Through collaboration with local and regional partners, the Cap Cupboard connects visitors with a broad range of services — from food and clothing to financial literacy, security, and wellness resources. A full list of community partners is available within the Cap Cupboard.

Section 8: Capital University Policies

Title IX and Non-Discrimination

Capital University is committed to providing a safe environment free from discrimination, harassment, and sexual misconduct. Reports can be made to the **Title IX Coordinator, Deanna Wagner**, or submitted confidentially following University policy:

 [Title IX and Sexual Harassment Policy](#)

The Cap Cupboard upholds the same values of inclusion and equity, serving all Capital students—undergraduate, Trinity Seminary, and Law—along with faculty and staff, regardless of background or identity.