

# SOUTHWESTERN

## LAW SCHOOL

### Los Angeles, CA

#### **Food Pantry Rules and Usage Policies**

**Administrative policy approved October 28, 2021. Effective immediately.**

**Revision history:** Technical edits were made in July 2023; technical edits were made in May 2025.

**Related policies:** None

**Scheduled Review Date:** April 2027 (Office of Student Affairs)

#### **A. Overview**

Southwestern Law School's Food Pantry is located in BW408, on the 4th floor of the Bullocks Wilshire Building. The Food Pantry contains non-perishable food and toiletry items purchased through donations to the Bison Wellness Project. Items are free for current Southwestern students, staff, faculty, and their immediate family.

#### **B. Rules and Usage Policies**

1. The Southwestern Law School Food Pantry is open to all Southwestern students, staff, faculty, and their immediate family.
2. The food pantry functions on the honor system. Food is available for those who need it, no questions asked. Our only request is that whenever you visit the food pantry, please tally the log (no name required) attached to the door, which records how many new and returning visitors we have.
3. Please respect the needs of our students, staff, and faculty who experience food insecurity and take only what you need.
4. The food pantry will stock only shelf-stable, non-perishable food options and limited toiletries.
5. A staff member will regularly stock the food pantry with supplies purchased through monetary donations to the Bison Wellness Project. The food pantry does not accept food donations. For information on how to donate or support the food pantry, please contact the Student Affairs Office.
6. If you visit the pantry and cannot find the item you need, please list that item on the sheet posted inside the pantry. We will consider those requests.

7. The food pantry is open from Monday through Sunday, 7:30 a.m. – 11:00 p.m. It is not open on days when the campus is closed, but if you are experiencing an emergency, please contact Security at 213.738.5793 to arrange a time to visit the pantry.
8. Food for purchase is available in the Tea Room, Bookstore, and vending machines on the lower level of the Bullocks Wilshire Building, Student Lounge, and Residences.
9. Please direct questions and comments about the food pantry to [StudentAffairs@swlaw.edu](mailto:StudentAffairs@swlaw.edu).

**C. Policy Revisions**

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.