

# SOUTHWESTERN LAW SCHOOL

## L O S A N G E L E S

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

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

**Revision history: None; new policy.**

**Scheduled Review Date: June 2023 (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 made to the Bison Wellness Project. Items are available at no cost to current Law School students, staff, and faculty and their immediate family.

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

1. The Southwestern Law School Food Pantry is open to all Southwestern students, staff, and 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 whenever you visit the food pantry, please tally the log (no name needed) attached to the door, which keeps a record of 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 items 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-Sunday, 7:30 a.m. – 11:00 p.m. It is not open on days when 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 located in the lower level of the Bullocks Wilshire Building, Student Lounge, and in the Residences.
9. Please refer to the Southwestern COVID-19 policies regarding approved locations to consume food.

Please direct questions and comments about the food pantry to [StudentAffairs@swlaw.edu](mailto:StudentAffairs@swlaw.edu).