

**Bags of food for Shepperton residents needing food support**

**Referral form for links in our community**

**Who is able to use this service?**

Jubilee Church welcomes a referral from our community links for individuals or families with a TW17 postcode.

**How can we make a referral?**

Send us an email at [bagsoffood@jubileechurchshepperton.org](mailto:bagsoffood@jubileechurchshepperton.org) with the information we need **or** use the form below.

**What happens next?**

One of our team will get the provisions ready, text or ring the family so we can deliver or they can collect from the Jubilee Centre, Manygate Lane, Shepperton TW17 9EE.

**What information do you keep?**

To monitor our provision we keep a list of the number of bags of food we supply, who made the referral, size of family and family name only. We keep this information for a year (April to March) and then convert this to total numbers of families, people and the agency who made the request.

We will contact the families only by a designated mobile phone or from the Jubilee Centre landline 01932 228882 so that the personal information of our personnel is not disclosed to the recipients.

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| **Request for food support ‘Bags of food’** |

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| **Your name** |  |
| **Organisation** |  |
| **Your phone number** |  |
| **Your email** |  |
| **Name of recipient** |  |
| **Address of family** |  |
| **Contact number for family** |  |
| **Size of family (adults and children/ages)** |  |
| **Any special requirements e.g. dietary, toddlers/children** |  |
| **We may be able to provide nappies etc**  **Please specify** |  |
| **Confirm that the recipient agrees to Jubilee Church holding their personal information while food is being provided.** |  |