



## Common Goods Westfield State's Food Pantry

### Intake Form

To be filled out once per academic year

Common Goods provides food assistance to Westfield State students, faculty, and staff regardless of race, national origin, gender, age, or disability.

Common Goods is located on the second floor of the Second Congregational Church and there is no elevator access. Accommodations can be made to deliver goods to persons who are unable to walk up the flight of stairs. Email [commongoods@westfield.ma.edu](mailto:commongoods@westfield.ma.edu) to make arrangements.

---

*Fill in as much information as you feel able and comfortable.*

**Student A# or Employee ID#:** \_\_\_\_\_

(**Note:** we only ask for ID numbers as a way of consistently counting individual users and numbers of visits. You may provide an alternative nickname or code. Please remember that alternative ID when you visit us again!)

**Check all that apply:**

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> I live on-campus               | <input type="checkbox"/> I am a full-time student |                                      |
| <input type="checkbox"/> I commute                      | <input type="checkbox"/> I am a part-time student |                                      |
| <input type="checkbox"/> I am a staff or faculty member | <input type="checkbox"/> I am a graduate student  |                                      |
| <input type="checkbox"/> Female                         | <input type="checkbox"/> Male                     | <input type="checkbox"/> Transgender |

Please note the total **number of people** for whom you are using the food pantry:

*# of people:*

- \_\_\_\_\_ Myself  
\_\_\_\_\_ Parent, grandparent, other adults in the household  
\_\_\_\_\_ Children 6-18 years old  
\_\_\_\_\_ Children 0-5 years old

How often has your food supply been inadequate?

- 0 times per semester  
 1-2 times per semester  
 3-4 times per semester  
 5 or more times per semester

Dietary Restrictions or Food Allergies, if any: *(We ask this for donation request purposes only. Visitors to the pantry are responsible for choosing goods that meet their dietary needs.)*

---

---

What do you have access to?

- |                                       |                                       |                                       |                                     |
|---------------------------------------|---------------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Stove        | <input type="checkbox"/> Pots/Pans    | <input type="checkbox"/> Tupperware |
| <input type="checkbox"/> Freezer      | <input type="checkbox"/> Oven         | <input type="checkbox"/> Plates/Bowls | <input type="checkbox"/> Can Opener |
| <input type="checkbox"/> Microwave    | <input type="checkbox"/> Toaster Oven | <input type="checkbox"/> Cutlery      |                                     |

### **Terms and Conditions**

**Please read the following statement:**

☞ I understand that food distributed at the food pantry at Common Goods at Westfield State has been donated from various on-campus and off-campus partners, and that none of the parties or groups involved in the program make any warranties as to the quality of the food or its value for any particular purposes. Some of the food distributed at Common Goods has surpassed its “best by” consumption date. This date is for peak flavor and quality, and is not a purchase by or safety date.

☞ I voluntarily accept the food “as is.” By my signature below, my family and I release Common Goods at Westfield State, Westfield State University, and the original donor from any liability for harm (including injury or death) or losses in connection with the food or supplies I have received. I assume any risks and will not sue the released parties with respect to such harm or losses.

☞ I understand that Common Goods operates on limited funds and in support of others, and not as a service of Westfield State University. I understand that there is no guarantee as to the amount or type of food or non-food products to be provided. I will not abuse the services of Common Goods. I will only request and take the items that I reasonably expect myself and/or my family to use.

**I agree to the above terms and conditions.**

Date: \_\_\_\_\_

