

Instructions: Bishop's Order for Commodities—Food and Supplies (United States)

1. The bishop uses the Needs and Resources Analysis form (32290) to analyze the needs of the individual or family. In many cases, LDS Employment Resource Services can provide solutions.
2. Under the direction of the bishop, the Relief Society president may consult with the individual or family to determine specific needs. She may refer to the Menu Planner below. She then completes the following sections on the front of this form:
 - a. The family, delivery, date, ward, and stake information at the top of the form.
 - b. "Quantity ordered." Generally, order enough to meet the needs of the individual or family for approximately two weeks.
 - c. "Prepared by."
 - d. "Preparer's phone."
3. The bishop approves and signs the form and keeps the pink copy.

Important: Bishops should not sign blank forms to be filled out later.
4. The recipient or the Relief Society president sends or takes the white and canary copies to the storehouse.
5. The bishop gives the individual or family opportunities to work to the extent of their ability for the assistance they receive.

Menu Planner (optional)

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1st Week	Breakfast							
	Lunch							
	Dinner							
2nd Week	Breakfast							
	Lunch							
	Dinner							