



THE PERIOD PANTRY
END PERIOD POVERTY

VOLUNTEER ONBOARDING PACKET

Volunteer Onboarding Packet & Interview Guide

Everything you need to join our mission of menstrual equity — a warm welcome, an introduction to our work, your role, and the questions we'll explore together.

6,000+

WOMEN HELPED

10,000+

PRODUCTS DONATED

\$0

GRANTS — 100% COMMUNITY

MARYLAND'S ANSWER TO MENSTRUAL INEQUITY

The Period Pantry · Pasadena, MD 21122
www.theperiodpantry.com · @theperiodpantrymd

Leanne Listman
Founder & Executive Director

1 A Welcome from Leanne

WELCOME LETTER

Dear Friend,

Welcome to The Period Pantry. I am so genuinely glad you are here.

This organization began with a memory I carry from growing up in Baltimore. I saw girls quietly miss school because they couldn't afford pads. I saw mothers choose between buying groceries and buying tampons. I saw people turn rags, socks, and toilet paper into makeshift products — and I saw the shame that came with every one of those moments. Period poverty was everywhere, but almost no one talked about it, and even fewer were doing anything about it.

So I decided I would. The Period Pantry grew from that determination — a simple belief that no one should ever have to choose between their basic dignity and other necessities. Today we provide free menstrual products to survivors of domestic violence, people experiencing homelessness, individuals in addiction recovery, students, and underserved communities — no questions asked, and no judgment, ever.

In a few short years, with zero grants and only the generosity of people like you, we've helped more than 6,000 women and donated more than 10,000 products. Every one of those numbers is a real person who was able to face their day with a little more dignity because someone cared enough to show up.

That someone is about to be you.

Volunteers are the heartbeat of this organization. You will sort and pack supplies, welcome neighbors at donation stations, represent us in the community, and help us reach people who have too often gone unseen. Your time and compassion will translate directly into dignity for someone in crisis.

Thank you for saying yes to this work. Thank you for seeing the need and choosing to meet it. I am honored to have you on this team, and I can't wait to see the impact we'll make together.

With gratitude,

Leanne Listman

Founder & Executive Director, The Period Pantry

A note on what we believe

Menstrual products are not luxuries — they are essentials. Access to them is a matter of dignity, health, and basic human rights. When you join us, you join a movement that treats every person we serve with respect, privacy, and care.

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About The Period Pantry

WHO WE ARE · WHO WE SERVE · OUR IMPACT

The Period Pantry is a grassroots Maryland-based nonprofit tackling period poverty head-on. Founded by a young woman who witnessed period poverty firsthand growing up in Baltimore, we are dedicated to ensuring that no one has to choose between their basic dignity and other necessities.

Who We Serve

- Survivors of domestic violence fleeing abuse
- People experiencing homelessness
- Individuals in addiction recovery
- Underserved LGBTQIA+ communities
- Students (1 in 4 in Maryland struggle with period poverty)
- Allies such as Baltimore Safe Haven

Our Programs

- **Donation Stations** — community drop-off points for menstrual products
- **Period Pantries** — free, accessible product locations
- **H.O.P.E. Kits** — period & postpartum supplies for domestic violence victims
- **Student Ambassador Program** — youth-led menstrual equity leadership
- **24/7 Emergency Period Kits** — crisis support from our hub

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0

GRANTS · 100% COMMUNITY

Our Hub — Pasadena, Maryland

Our physical hub in Pasadena, MD is the heart of operations: a place to sort, pack, and distribute supplies, and to assemble H.O.P.E. kits and emergency period kits. From here we ship nationwide to all 50 states.

Pasadena, MD 21122
www.theperiodpantry.com
[@theperiodpantrymd](https://www.instagram.com/theperiodpantrymd)

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Volunteer Role Descriptions

WHERE YOU CAN MAKE A DIFFERENCE

Every role at The Period Pantry directly serves our mission of dignity and menstrual equity. Below are the most common ways volunteers contribute — we'll match you to the role that fits your time, talents, and comfort.

Sorting & Packing Volunteer **HUB · HANDS-ON**

The engine room of our operation. You'll process incoming donations and assemble the kits that reach people in crisis.

- Sort, count, and inventory donated products (pads, tampons, period underwear, cups, postpartum supplies)
- Assemble H.O.P.E. kits and 24/7 emergency period kits
- Quality-check and label products for distribution
- Keep the Pasadena hub organized and stocked

Donation Station Host **COMMUNITY · FRONT-FACING**

The friendly face of The Period Pantry. You'll welcome donors and help keep product flowing to those who need it.

- Staff a community donation station during scheduled hours
- Greet donors, accept and organize product contributions
- Answer basic questions and share our mission with visitors
- Track donations and relay inventory needs to the hub

Community Event Support **EVENTS · PUBLIC-FACING**

Help us show up where the community gathers — from school bashes to community days and Girl Power parties.

- Set up and break down event tables and displays
- Distribute free menstrual products and resources
- Represent The Period Pantry and share our story with attendees
- Support sign-ups, outreach, and volunteer recruitment

Administrative & Outreach Volunteer **BEHIND-THE-SCENES · FLEXIBLE**

Keep the mission moving behind the scenes. Ideal for those who prefer organized, detail-oriented work.

- Data entry, volunteer coordination, and scheduling
- Donor communications and thank-you outreach
- Social media support and content assistance
- Help with partnerships, research, and campaign tracking

4 Interview Questions

FOR VOLUNTEERS · A GUIDED CONVERSATION

Our interview is a conversation, not a test. We want to learn about you, answer your questions, and find the right fit. Take your time — there are no wrong answers.

01 Why are you interested in volunteering with The Period Pantry?

02 What does menstrual equity mean to you?

03 Do you have any personal connection to period poverty or food/hygiene insecurity?

Only share what feels comfortable — there is no obligation.

04 Are you comfortable handling and packing menstrual products?

05 How many hours per week or month can you commit?

06 Do you have reliable transportation to our Pasadena, MD hub?

07 Would you be comfortable representing The Period Pantry at community events or donation stations?

08 Have you volunteered with a nonprofit before? If so, what did you learn?

09 How do you handle situations where someone might feel stigma or embarrassment about period needs?

10 What skills or talents do you bring that could help our mission?

11 Are you willing to undergo a background check if needed?

12 Is there anything we should know to support you in this role?

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Onboarding Checklist

YOUR PATH TO YOUR FIRST SHIFT

Getting started is simple. Follow these five steps and you'll be ready to serve. Check off each step as you complete it.

1

Submit Your Volunteer Application

Complete our short volunteer application so we can learn about your interests, availability, and the roles that might suit you best.

2

Interview with Our Team

A friendly conversation using the questions in this packet. We'll get to know you, answer your questions, and find your best fit.

3

Sign the Volunteer Agreement

Review and sign our volunteer agreement and code of conduct, acknowledging our shared commitment to dignity, confidentiality, and respect.

4

Attend an Orientation Session

Learn our story, programs, safety practices, and hub procedures — and meet fellow volunteers joining alongside you.

5

First Shift Shadowing

Shadow an experienced volunteer on your first shift. You'll learn the ropes hands-on, with support every step of the way.

You're part of the team.

After your shadow shift, you're ready to volunteer independently. Welcome aboard — we're grateful you're here.

6 Volunteer Code of Conduct

OUR SHARED COMMITMENT

As a volunteer, you represent The Period Pantry and the people we serve. This code protects the dignity of our community and the integrity of our mission. Please read it carefully.

01 Professionalism

Arrive on time for scheduled shifts, communicate proactively about availability, and follow hub procedures and safety guidelines. Treat fellow volunteers, partners, and the public with courtesy in every interaction.

02 Respect for Clients' Dignity

Every person we serve deserves to be treated with respect, kindness, and without judgment. Meet needs with compassion, preserve each person's autonomy, and never make anyone feel ashamed of asking for help.

03 Confidentiality

Information about the people we serve — including who visits a pantry or receives a kit — is strictly confidential. Never share, photograph, or discuss identifying details of clients, shelters, or partner organizations outside authorized channels.

04 Zero-Tolerance for Discrimination

The Period Pantry serves everyone, regardless of race, ethnicity, gender identity, sexual orientation, religion, age, ability, housing status, or background. Discrimination, harassment, or bias of any kind will not be tolerated.

Safety first. If you ever feel unsafe, witness a concern, or are unsure how to handle a situation, pause and contact the volunteer coordinator or Leanne directly. There is no situation you are expected to manage alone.

By signing below, I confirm that I have read, understood, and agree to uphold The Period Pantry Volunteer Code of Conduct.

Volunteer Signature

Printed Name

Date

7 Signature & Acknowledgment

PLEASE SIGN HERE

Your signature completes your onboarding and confirms your commitment to The Period Pantry's mission, values, and the policies outlined in this packet.

By signing below, I acknowledge that I have read, understood, and agree to abide by the policies and expectations outlined in this onboarding packet.

VOLUNTEER SIGNATURE

VOLUNTEER

Sign Here

SIGNATURE

To sign electronically, click the box above and follow your PDF reader's signature prompt. To sign by hand, print this page and sign within the box.

Printed Name

Date

REFLECTIONS, QUESTIONS & REMINDERS

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