1. **Fill out all necessary forms:**
   - Completed FAFSA income certification sheet
     ([http://www.fafsa.ed.gov](http://www.fafsa.ed.gov))
   - Authorize release form (included in the packet)
   - Self certification form (included in the packet)
   - Intake form (included in the packet)

2. **Bring all forms and documents to Institute of Community and Civic Engagement** (located in the East Cottage) or the **DASB office** (located in the lower level of the Hinson Center, next to the Student Activities Office):
   - Driver’s license, financial aid form, proof of income form (if not receiving financial aid). All forms necessary.

3. Wait until you receive a **confirmation email** from a project staff with further instruction for a delivery date.

4. Get your food provided by West Valley Community Services!

*For more information, please contact campuscupboard@gmail.com. This service is provided to you by De Anza’s Associated Student Body and Institute of Community and Civic Engagement*