The Office of Undergraduate Education

Comet Cupboard

Comet Cupboard Hours

**Fall 21:** The Comet Cupboard will be open Monday-Friday for food and personal care items.

Please monitor our social media or email [cupboard@utdallas.edu](mailto:cupboard@utdallas.edu) to learn more about our scheduled hours.

The Comet Cupboard is a UT Dallas food pantry initiative dedicated to helping students in need. Its primary mission is to provide necessary food and personal care items to members of the UT Dallas community, but its impact reaches much further. The Comet Cupboard acts as a service learning component of the undergraduate academic experience and strives to cultivate a campus culture where the community is valued above individualism. **The Comet Cupboard is located in MC 1.604, in the basement of the McDermott Library.**

The Comet Cupboard is anticipating food and personal care item shortages during the coming weeks. We hope you’ll help us continue to feed our hungry Comets! Contact [cupboard@utdallas.edu](mailto:cupboard@utdallas.edu) to learn how to donate items, or donate online now.

Donate Now!

https://oue.utdallas.edu/cupboard/makepdf
Comet Cupboard’s needed items.

Comet Cupboard’s Amazon Wishlist.

Click to see how to Host a Comet Cupboard Food Drive.

For students interested in volunteering, click here for more information.
Using the Comet Cupboard - FAQ

**Who can use the Comet Cupboard?**

All students who are currently enrolled at UT Dallas are eligible to use the Comet Cupboard.

**What types of items are available at the Comet Cupboard?**

The Comet Cupboard currently accepts donations of non-perishable food and personal care items only. [A list of commonly needed items is available here.](#)

**How many items may be taken?**

Students are usually able to take up to 8 items per visit, but the number of items and variety of options may change based on availability.

**How much does it cost to use the Comet Cupboard?**

The Comet Cupboard is a FREE service.

**How frequently can the Comet Cupboard be used?**

At this time, students currently enrolled at UT Dallas may use the Comet Cupboard once per week. This usage policy may change based on food availability.

**When is the Comet Cupboard open?**

Monday, Wednesday, Friday: 10:00am - 4:00pm
Tuesday and Thursday: 11:00am - 5:00pm

Visit our social media page for additional information. Facebook: [CometCupboard](#) | Instagram: [@cometcupboard](#)

[https://oue.utdallas.edu/cupboard/makepdf](https://oue.utdallas.edu/cupboard/makepdf)
Donating to Comet Cupboard - FAQ

Donating Items

**Who can donate items to the Comet Cupboard?**

All individuals and organizations, both inside and outside the UT Dallas community, may donate items to the Comet Cupboard.

**What types of items can be donated?**

The Comet Cupboard currently accepts donations of non-perishable, unexpired food items and personal care items only.

**Where can donated items be dropped off?**

All non-perishable donations can be dropped off in the Comet Cupboard donation bins located inside the Library at MC 1.604.

We also have several other on campus donation locations for your convenience. Email to ask for a current listing.

If you are planning to bring a large donation, please contact the Comet Cupboard at: cupboard@utdallas.edu for additional directions.

**Who should be contacted regarding oversized donations?**

Contact the Office of Undergraduate Education via email or 972-883-6613 to discuss the drop off of your large, non-perishable food donation.

**Can someone help deliver a donation to the Comet Cupboard?**

Contact the Office of Undergraduate Education via email or 972-883-6613 for delivery assistance.

**Can departments, student organizations, or groups host a food drive?**

All UT Dallas departments, student organizations, and external groups are encouraged to sponsor and participate in Comet Cupboard donation efforts. To host a food drive in support of the Comet Cupboard, please complete a [Comet Cupboard Food Drive Application](mailto:cupboard@utdallas.edu).

Additionally, if you are interested in competing with another student organization or department, you can sign up to compete in [Shelf Stars](mailto:cupboard@utdallas.edu). This competition runs for 1 month where groups compete for donations of a specific items. The group with the most donated items will receive a certificate, social media promotion and bragging rights.

**Who should be contacted about donation drives?**

We look forward to collaborating with you or your group to gather Comet Cupboard donations. Please contact the Office of Undergraduate Education via email or 972-883-6613 concerning donation drives.

Donating Money - FAQ

**Can I donate money to the Comet Cupboard?**

[https://oue.utdallas.edu/cupboard/makepdf](https://oue.utdallas.edu/cupboard/makepdf)

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Yes! Your financial contributions enable the Comet Cupboard to purchase food at a reduced cost, ensuring a steady inventory of needed items.

**Can I donate cash or by check?**

The Comet Cupboard accepts donations of cash or personal checks made out to UT Dallas. You may bring your donation to the Office of Development and Alumni Relations, located at 3000 Waterview Parkway, in the Synergy Park North Building (SPN 2.120), between 8am and 5pm. You may also mail your check to:

The University of Texas at Dallas  
Office of Development and Alumni Relations, SPN10  
800 West Campbell Road  
Richardson, TX 75080

**Can I make an online donation?**

Yes! Make your gift online at [http://alumni.utdallas.edu/cometcupboard](http://alumni.utdallas.edu/cometcupboard).

**Are donations tax-deductible?**

Yes! Your donation is tax-deductible. A gift receipt will be mailed to you for your records.

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**Volunteering - FAQ**

**Who can volunteer at the Comet Cupboard?**

All currently enrolled UT Dallas undergraduate students are eligible and encouraged to volunteer, although there are a limited number of volunteer spots available.

**What volunteer opportunities are available at the Comet Cupboard?**

The Comet Cupboard is run solely by student volunteers. Volunteers are needed to assist students as they shop for necessary food and personal care items, receive and process incoming donations, stock shelves, manage Cupboard inventory, and occasionally pickup donations from sites on or away from the UT Dallas campus. Students can also volunteer by helping in our Comet Cupboard Community Garden plot. In this role, students plant, weed, water and maintain the garden to help provide fresh produce to Comets who visit the Comet Cupboard.

For a virtual volunteer option, students can sign up to assist with our social media graphics. We’d love to hear your hunger story, share your recipes, cook your favorite meals and create infographics to share with the Comet Cupboard community.

**How do I become a Volunteer?**

Students, please submit an online [Comet Cupboard Volunteer Interest Form](https://oue.utdallas.edu/cupboard/makepdf) to apply for a volunteer position during the following semester.

Upon completion of the Volunteer training, students will be able to sign up to volunteer in the Comet Cupboard, the Comet Cupboard Community Garden Plot or assisting with Social Media Graphics.

**What is the time commitment for volunteering?**

In-person volunteer shifts in the Comet Cupboard are typically 2 hours each, and the volunteer is allowed to select the shift(s) that work best with his/her schedule. For virtual volunteers, this will vary for each role ranging from 30 minutes to 3 hours.
How do I verify my Comet Cupboard service hours?

Please use EngageUTD to sign up and verify service hours for your service group or organization.

Contact Us

For further information about the Comet Cupboard, please contact:

The Office of Undergraduate Education
800 West Campbell Road, FO16
Office: FO 2.710
Richardson, TX 75080-3021
OUE Telephone: 972-883-6706
Comet Cupboard Office Telephone: 972-883-6613

cupboard@utdallas.edu

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