The Office of Undergraduate Education

Comet Cupboard

Comet Cupboard Hours

**Monday, Wednesday, Friday:** 10:00am - 4:00pm  
**Tuesday and Thursday:** 11:30am - 5:30pm

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.**

Not able to raise cans for the Comet Cupboard? You can still support us by raising dollars!

[Donate Now!]

Click to see a list of Comet Cupboard's needed items  
Click to see how to host a Comet Cupboard Food Drive

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 between 1 to 4 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 twice 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: 11:30am - 5:30pm

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?
The Comet Cupboard has many drop off locations for donations:
- Multicultural Center, Student Services Building SSB 2.400
- Office of Stem & Research, Founders Building FO 3.118 (Drop Box outside of office)
- Information Resources, ROC (Main hallway of second floor)
- Comet Cupboard, McDermott Library MC 1.604 (Drop box outside of Comet Cupboard)
- Comet Cupboard Office MC 1.302 (SSC Suite)
- Office of Student AccessAbility SSB 3.200
- Student Counseling Center SSB 4.600
- Student Health Center SSB 4.700
- Dean of Students Suite SSB 4.400
- Center for Students in Recovery SSA 14.270

Who should be contacted regarding oversized donations?
Contact the Office of Undergraduate Education via email or 972-883-6706 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 972-883-6706 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.

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 972-883-6706 concerning donation drives.

Donating Money - FAQ

Can I donate money to the Comet Cupboard?
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.
• Are donations tax-deductible?
  Yes! Your donation is tax-deductible. A gift receipt will be mailed to you for your records.

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.

• How do I become a Volunteer?
  Please submit an online Comet Cupboard Volunteer Interest Form to apply for a volunteer position during the following semester.

• What is the time commitment for volunteering?
  Volunteer shifts in the Comet Cupboard are typically 1.5 hours each, and the volunteer is allowed to select the shift(s) that work best with his/her schedule.

• How do I verify my Comet Cupboard service hours?
  Please use the Comet Cupboard Service Hours Verification Form to verify service hours.

Click here for the Comet Cupboard Volunteer Interest Form

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: 972-883-2709
cupboard@utdallas.edu

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