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 to learn how to donate items, or donate online now.

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.
Fall 2020 update: Items will be based on week to week inventory.

**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.

Fall 2020 update: Currently, the Comet Cupboard is open only one day a week.

**When is the Comet Cupboard open?**

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

Fall 2020 update: The Comet Cupboard is open on Thursday:10:00am – 3:00pm

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**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

Fall 2020 update: Items can be dropped off at the Police Department office, they are open 24 hours a day, 7 days a week. They are located near parking lot A, near Floyd Rd.

**Who should be contacted regarding oversized donations?**
Contact the Office of Undergraduate Education via email or 972-883-2709 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 972-883-2709 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 972-883-2709 concerning donation drives.

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### 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](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.

**Fall 2020 update:** Comet Cupboard volunteers are currently being asked to serve in a virtual role. The spots to serve virtually may be limited to various roles.

**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.

**Fall 2020 update:** For the Fall, the Comet Cupboard is currently run by UT Dallas staff and faculty volunteers. Students have several other options to volunteer for the Cupboard.

- Become a social media ambassador
- Create Cooking demos
- Tell personal hunger stories
- Design Hunger Awareness graphics
- Create a Comet Cupboard Cookbook

**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.

**Fall 2020 update:** Students can volunteer by completing the form above. UTD faculty and staff interested in volunteering can email the Comet Cupboard at: cupboard@utdallas.edu to access the sign-up link.

**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.

**Fall 2020 update:** For virtual volunteers, this will vary for each role ranging from 30 minutes to 3 hours. UTD staff and faculty shifts will be in 3 hour increments.

**How do I verify my Comet Cupboard service hours?**

Please use the [Comet Cupboard Service Hours Verification Form](#) to verify service hours or use a form provided by your service group or organization.

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**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](mailto:cupboard@utdallas.edu)
Special thanks to our sponsors: