

Regional Food Bank of Northeastern New York (Latham) & Food Bank of the Hudson Valley (Cornwall)
2015 Ordering Schedules

Updated 7/7/15

All orders may be opened 5 business days before intended pick up, and must be submitted by 2:00pm **2 BUSINESS DAYS** before the pickup date. Please see the table below for a guide on when orders need to be submitted during a regular week, with no holidays or closures.

Regular Ordering Schedule (No holidays/closures)		
For pickup on:	Order can be opened on:	And should be submitted by 2:00pm on:
Monday	Monday (previous week)	Thursday (previous week)
Tuesday	Tuesday (previous week)	Friday (previous week)
Wednesday	Wednesday (previous week)	Monday
Thursday	Thursday (previous week)	Tuesday
Friday	Friday (previous week)	Wednesday

Latham is normally closed for order pickups on TUESDAY AFTERNOONS and WEDNESDAYS, and Cornwall-on-Hudson is closed for order pickup on TUESDAY & THURSDAY.

Both Latham and Cornwall-on-Hudson have several exceptions to these rules, called **Alternate Distributions**. The list below shows days each location is **open** on a day of the week they are not normally open. Please see the schedule below:

Latham Alternate Distributions		Cornwall Alternate Distributions
Wednesday, January 21	Wednesday, August 12	Tuesday, January 20
Wednesday, January 28	Wednesday, August 26	Tuesday, February 17
Wednesday, February 18	Wednesday, September 9	Tuesday, May 26
Wednesday, February 25	Wednesday, September 30	Thursday, July 2
Wednesday, March 25	Wednesday, October 14	Thursday, August 6
Wednesday, May 20	Wednesday, October 28	Tuesday, September 8
Wednesday, May 27	Tuesday, November 24 (all day)	Tuesday, October 13
Wednesday, June 24	Wednesday, November 25	Tuesday, November 24
Wednesday, July 1	Tuesday, December 22 (all day)	Tuesday, December 22
Wednesday, July 29	Wednesday, December 23	
Wednesday, August 5		

The table below lists dates that a particular warehouse is closed.

Please note: Both warehouses are open for produce, bread and dock pickups every day, EXCEPT for holidays.

Date:	Reason:	Orders for pickup on...	Must be submitted by:	Closed Location(s):
Thursday, January 1	New Years' Day	Friday, January 2	Monday, December 22, 2014	Latham & Cornwall
Monday, January 19	MLK, Jr. Day	Tuesday, January 20	Thursday, January 15	Latham & Cornwall
Thursday, January 29	Inventory	Friday, January 30	Tuesday, January 27	Latham
Monday, February 16	Presidents' Day	Tuesday, February 17	Thursday, February 12	Latham & Cornwall
Thursday, February 26	Inventory	Friday, February 27	Tuesday, February 24	Latham
Monday, March 30	Inventory	Tuesday, March 31	Thursday, March 26	Latham
Monday, May 25	Memorial Day	Tuesday, May 26	Thursday, May 21	Latham & Cornwall
Thursday, May 28	Inventory	Friday, May 29	Tuesday, May 26	Latham
Monday, June 29	Inventory	Tuesday, June 30	Thursday, June 25	Latham
Friday, July 3	Independence Day	Monday, July 6	Wednesday, July 1	Latham & Cornwall
Thursday, July 30	Inventory	Friday, July 31	Tuesday, July 28	Latham
Friday, August 7	Staff Appreciation Day	Monday, August 10	Wednesday, August 5	Latham & Cornwall
Friday, August 28	Inventory	Monday, August 31	Wednesday, August 26	Latham
Monday, September 7	Labor Day	Tuesday, September 8	Thursday, September 3	Latham & Cornwall
Tuesday, September 29	Inventory	Wednesday, September 30	Friday, September 25	Latham
Monday, October 12	Columbus Day	Tuesday, October 13	Thursday, October 8	Latham & Cornwall
Thursday, October 29	Inventory	Friday, October 30	Tuesday, October 27	Latham
Thursday, Nov. 26 & Friday, Nov. 27	Thanksgiving	Monday, November 30	Tuesday, November 24	Latham & Cornwall
Thursday, Dec. 24-Friday, Jan. 1, 2016	Holidays/Year End Inventory	Monday, January 4, 2016	Tuesday, December 22, 2015	Latham & Cornwall