**Process for collection of food from the Union Shop**

1. **Need to shop now**
   - BUT low on funds
   - Student to email Student Wellbeing
   - Student Wellbeing to liaise with Union Shop
   - Student to await further information from Student Wellbeing
   - Union Shop to drop-off shopping in Founder's Visitors Centre
   - Hall Life to deliver shopping to rooms and take photo as proof of delivery

2. **Need to shop now or within the next 3 days**
   - Student to order online as normal
   - Student to select store delivery and state Hall Life and their room number as delivery address
   - Student to email Union Shop, Student Wellbeing and Hall Life to state when they need shopping by – *now, tomorrow, in 2 day's time.*
   - SU Shop to drop-off shopping in Founder's Visitors Centre
   - Hall Life to deliver shopping to rooms and take photo as proof of delivery

3. **Need shopping in 3+ days**
   - Student to order online as normal
   - Student to select store delivery and state Hall Life and their room number as delivery address
   - Student to email Union Shop, Student Wellbeing and Hall Life to state when they need shopping by.
   - Union Shop to drop-off shopping in Founder’s Visitors Centre
   - Hall Life to deliver shopping to rooms and take photo as proof of delivery