



10732 City Parkway  
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Phone: 604-581-5443  
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events@surreyfoodbank.org  
www.surreyfoodbank.org

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## FOOD/ FUND DRIVE INFORMATION

Thank you for supporting the Surrey Food Bank! Holding a food/fund drive is wonderful way to build community spirit within your company, organization or school. The following information is a short guideline created to assist you with your efforts to provide a successful event in order to help serve the community of Surrey and North Delta.

### 1. Registering your food/fund drive

- a) Please complete the attached form and email or fax to our Development team at events@surreyfoodbank.org or 604-588-8697.
- b) Please allow 2 - 3 business days for a response to your registration form due to a high volume of requests. We appreciate your patience and understanding.

### 2. Supplies and Donations

- a) Supplies and/ or donations (food/cash) can be picked-up or dropped-off at our office Monday to Friday, 7:30am – 3:30pm, 10732 City Parkway, Surrey BC.
- b) Monetary donations can also be mailed in, by phone or online through our website (<http://surreyfoodbank.org/?page=8>).
- c) Supplies and donations can also be scheduled for drop-offs and pick-ups. Our drivers operate between 8:00am and 3:00pm, Monday to Friday. Please allow us a minimum of 2 business days to schedule drivers, however due to high volumes at times, we cannot guarantee pick-up/ drop-off dates and times. **Please note:** we do not drop-off or pick-up from private residences.

### 3. Special Instructions

- a) Once the box is full, it should be closed with no overflow.
- b) Your boxes should be easily accessible to our drivers, taped on the bottom and taped closed.

**Thanks to people like you we CAN make a difference!**

