



10732 City Parkway
Surrey, BC V3T 4C7
Phone: 604-581-5443
Fax: 604-588-8697

events@surreyfoodbank.org
www.surreyfoodbank.org

3rd PARTY EVENT INFORMATION

Thank you for supporting the Surrey Food Bank! Holding a 3rd Party Event 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 3rd Party Event

- 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 www.surreyfoodbank.org).
- 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!



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3rd PARTY EVENT REGISTRATION FORM

Please email the completed form to our Development team at events@surreyfoodbank.org or fax to 604-588-8697.

CONTACT INFORMATION		
Organization/Company		
Contact Name		
Phone & Fax	Phone	Fax
E-mail		
Organization Address		
Hours of Operation		

EVENT INFORMATION	
Event Name	
Date & Time	
Event Location	If different from above address
Event Details	

EVENT REQUESTED SUPPLIES					
Item	Donations Boxes (15" w x 13" l x 16" h)	Posters PDF Version	Cash Can 1 per food drive	Banner Based on availability	Volunteers Based on availability
Quantity					
I would like the supplies on the following date:				Month/day/year	
<input type="checkbox"/>	Pick-up supplies	<input type="checkbox"/>	Drop-off supplies		

DONATION DROP OFF INFORMATION:	
Food Donations (Please check one of the following):	
<input type="checkbox"/>	I will drop off food donation at 10732 City Parkway, Surrey, BC.
<input type="checkbox"/>	I will drop off my donation at a local grocery store or fire hall in Surrey.
<input type="checkbox"/>	I am unable to drop off my donation and would like to request a pick up at the following date and approximate time: <div style="float: right; text-align: right;"> Month/day/year Morning/Afternoon </div>
Monetary Donations (Please be advised that the driver MUST have identification to pick up any cash)	
Monetary donations can be made: Online at www.surreyfoodbank.org By mail to 10732 City Parkway, Surrey, BC, V3T 4C7 By phone at 604.581.5443 In person at our office	

Recognition

For Surrey Food Bank Office Use Only:

Delivery Slip
 Pick Up Slip