



2019 Holiday Food / Fund Drive

2019 HOLIDAY FOOD/FUND DRIVE INFORMATION

Thank you for supporting the Surrey Food Bank! Holding a Holiday Food/Fund Drive is wonderful way to build community spirit. The following information is a short guideline to assist you to provide a successful event in order to help serve the communities of Surrey and North Delta.

1. Registering your Holiday Food/Fund drive

- a) Please complete the attached form and email or fax to events@surreyfoodbank.org or **604.588.8697**.
- b) Please allow 2 - 3 business days for a response due to a high volume of requests. We appreciate your patience and understanding.

2. Supply Pick Up/ Drop Off and Donation Drop Off

- a) Supplies and/ or donations (food/cash) can be picked-up or dropped-off at our office Monday to Friday, 8:00am – 3:00pm, 10732 City Parkway, Surrey BC.
- b) If you require supply delivery, **please indicate your preferred drop off date and time between November 25 and November 29 on the second page**. Our driver delivers supplies Monday to Friday, 8am-2pm. Our office is closed on the weekends therefore we do not deliver supplies on the weekends.
- c) Monetary donations can also be mailed in, called in via telephone or made online through our website www.surreyfoodbank.org

3. Donation Pick Up

- a) Our drivers will pick up donations **from Monday, December 16th to Friday, December 20th only**. **We ask that you schedule your pick-up now to ensure a pick-up date**. Please clearly indicate the specific date and time that you would like your pick-up on the second page. We will try to meet your request.
- b) When making up your boxes, please be sure to tape the bottoms. Once a donation box is full, ensure it can be closed flat and taped closed. **Each box should be taped on the bottom and taped closed**.
- c) **The boxes should be stacked in the lobby or near the door**, easily accessible to our drivers who will be managing many pickups each day.
- d) **Donations of cash or cheques should be removed from the SFB cash can by the business and the funds sealed in an envelope with a signature across the seal. Hand the sealed envelope with donated funds and the cash can directly to the driver**. If you find you have a large donation of mixed coins, and you are able at to separate the coins by denomination, it would help us a lot at this busy time.
- e) You are welcome help us load the trucks.
- f) Due to liability issues, we do not deliver or pick up donations from private residences.

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



2019 HOLIDAY FOOD/FUND DRIVE REGISTRATION FORM

Please e-mail or fax the completed form to events@surreyfoodbank.org or 604.588.8697.

CONTACT INFORMATION		
Organization Name		
Contact Name		
Phone & Fax	Phone	Fax
E-mail		
Business Address	Street	City, Postal Code

FOOD/FUND DRIVE REQUESTED SUPPLIES			
Item	SFB Donation Boxes (13" w x 19" l x 11" h)	Cash Can 1 can per food drive (yes or no)	Brochures
Quantity			
<input type="checkbox"/>	I will pick-up supplies (If you can, Thank You! (between 8 am and 3pm)		<input type="checkbox"/> Please drop-off supplies
I would like the supplies on the following date: <input type="checkbox"/> Nov 25 <input type="checkbox"/> Nov 26 <input type="checkbox"/> Nov 27 <input type="checkbox"/> Nov 28 <input type="checkbox"/> Nov 29			

DONATION PICK UP INFORMATION	
<input type="checkbox"/>	I will drop off food donations at 10732 City Parkway, Surrey, BC. Mon-Friday in Dec/January 8am – 3:30pm
<input type="checkbox"/>	We understand that not all businesses can have their pick-ups on the same day. We would prefer our food and/or cash be picked up by a driver on one of the following dates (Please check a date and circle a time) :
<input type="checkbox"/>	Monday, December 16 Morning (8am-12 Noon) or Afternoon (12 Noon-2:00pm)
<input type="checkbox"/>	Tuesday, December 17 Morning (8am-12 Noon) or Afternoon (12 Noon-2:00pm)
<input type="checkbox"/>	Wednesday, December 18 Morning (8am-12 Noon) or Afternoon (12 Noon-2:00pm)
<input type="checkbox"/>	Thursday, December 19 Morning (8am-12 Noon) or Afternoon (12 Noon-2:00pm)
<input type="checkbox"/>	Friday, December 20 Morning (8am-12 Noon) or Afternoon (12 Noon-2:00pm)

For Surrey Food Bank Office Use Only:

Delivery Slip Pick Up Slip Confirmation Recognition

Surrey Food Bank would like to thank all businesses for continuing to support food drives that serve the communities of Surrey and North Delta.