CLARINGTON EAST FOOD BANK

COMMUNITY FOOD DRIVE

Food Drive Registration

Thank you for collecting food for neighbours in east Clarington. Please complete this form and email it to claringtoneastfoodbank@gmail.com at least 2 weeks before your drive. All drop-offs are by appointment.

1. ABOUT YOU

Organization / group / school / business *

Type (workplace, school, faith, team...)

Contact person *

Role / title

Email *

Phone *

Day-of cell number

Mailing address (for thank-you and tax receipts) (optional)

2. YOUR DRIVE

What kind of drive are you running? *

- ◯ Food drive
- ◯ Virtual fund drive
- ◯ Both food and funds

Collection start date *

Collection end date *

Goal (lbs, items or $)

Where will you collect? (address or site name) *

Theme or focus, if any (e.g. breakfast items, baby needs, Item of the Day)

3. DO YOU NEED ANY OF THE FOLLOWING FROM US?

- ☐ Wish list of most-needed items
- ☐ Poster / bin signage
- ☐ Our logo for promotion
- ☐ A volunteer to speak to your group

4. SHARING YOUR DRIVE

May we thank you publicly on our social media and our newsletter? *

◯ Yes, use our group name ◯ Yes, but no photos ◯ No, please keep it private

Social media handles to tag (Facebook, Instagram, LinkedIn)

Will you send photos?

How did you hear about us?

Anything else we should know? (accessibility, timing, large items)

5. BEFORE YOU DROP OFF

- Non-perishable, unexpired, unopened items only. No homemade food, alcohol, or expired items.
- Keep each box or bag under 30 lbs so our volunteers can lift it safely. Use sturdy boxes and bags.
- Arrive at your booked time. If plans change, please call or email us as early as you can.
- Monetary donations stretch further: every $1 gives about $2 worth of food through our partners.

☐ **I have read these guidelines and will share them with our team. ***

Name (typed signature) *

Date *

6. DROP-OFF APPOINTMENT

Book your drop-off online: neighbour.foodbankhelper.com/book/3

Then enter your booked time below. Drop-off is at the Edward St. entrance (between Mill St. and Church St.).
We are not able to pick up donations.

Booked drop-off time *

☐ Tuesday 11 a.m. - 2 p.m. ☐ Tuesday 3 - 6 p.m. ☐ Thursday 11 a.m. - 2 p.m. ☐ Alternate time (e.g. Saturday)

Booked drop-off date *

Alternate day and time requested (by arrangement)

Estimated boxes/bags/lbs *

How many people will help unload? *

# of vehicles

Name of person dropping off

FOR CEFB USE

Date received: _____ Confirmed drop-off: _____ Received lbs: _____

Thank-you sent: _____ Social post: _____ Tax receipt: _____ Staff initials: _____

** Required. Return by email to claringtoneastfoodbank@gmail.com or call Susan Pascoe at 905-987-1418.*