

## Guidelines for Food Drives and Fundraisers

The Centre Wellington Food Bank welcomes all Food Drive and Fundraiser initiatives – whether they come from community agencies, schools, groups of volunteers or local businesses.

The CW Food Bank can help your Food Drive or Fundraiser by:

- Providing a list of items most urgently needed by those struggling to provide for their families.
- Promoting public events or reporting on corporate drives and fundraisers on CWFB’s website.
- Offering guidelines on how to get your message to the media.
- Loaning of volunteer identification buttons and fabric shopping bags for collection and delivery. Sponsored by Zehrs, the Zehrs logo is on one side and The Food Bank name is on the reverse.
- Weighing and sorting the donated items once they are dropped off to the Food Bank. It takes approximately three hours for the Food Bank to sort and shelve 100 pounds of donated items.
- Providing a receipt book or form template for donors who wish a charitable tax receipt.

As the organizer, your first step should be to review these guidelines and then discuss your event with the Food Bank Manager, at 519.787.1401. Following that conversation, please complete and submit this Food Drive/Fundraiser Registration Form before getting started.

Your responsibilities will include coordinating your volunteers; promoting the event to the public, your group or customers; and picking up fabric bags to collect donated items. When your event is completed, please arrange a time to deliver the bags and funds collected to the Food Bank.

## Food Drive and Fundraiser Registration Form

Please complete this form and submit it by email, by mail or by dropping it off.

Organization: \_\_\_\_\_

Number of employees/members/students: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Name[s] of coordinator[s]: \_\_\_\_\_

Phone number[s]: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email[s]: \_\_\_\_\_

Description of event: \_\_\_\_\_

Event location (If different from above): \_\_\_\_\_

Start date: \_\_\_\_\_ Finish date: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your interest and enthusiasm in helping your neighbours in need!**