



# HOW TO HOST A FOOD DRIVE



## FOOD DRIVE REGISTRATION FORM

Today's date: \_\_\_\_\_

Food drive start date: \_\_\_\_\_

Food drive end date: \_\_\_\_\_

Name of Organization Hosting Drive: \_\_\_\_\_

Type of Organization (check one):

School     Company     Place of Worship     Civic Association     Other: \_\_\_\_\_

Address where food will be collected: \_\_\_\_\_

City, State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact phone: (office) \_\_\_\_\_ (mobile) \_\_\_\_\_

Contact email: \_\_\_\_\_

Hours for delivery: \_\_\_\_\_ Special delivery instructions: \_\_\_\_\_

Will you be using our collection bins?  Yes  No If yes, number of bins needed: \_\_\_\_\_

**Please note:** bins may not always be available, as we have a limited number. They will be given out on a first-come, first-served basis.

Will you be dropping off food or requesting a pickup?  Drop-off  Pickup

**Please note:** due to our limited resources, it may take up to 2 weeks after your drive is over to pick up the food, particularly during the holiday season. If you are able, we would appreciate if you would drop off the food, as this saves money and resources.

Would you like us to email you support materials: step-by-step instruction guide, 8 ½ x 14" poster, most needed items list?

Yes  No

**PLEASE RETURN COMPLETED FORM TO:**

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