

Centre Wellington Food Bank

12-105 Queen Street West, Fergus, ON, N1M 1S6 cwfoodbank@wightman.ca 519.787.1401

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:

- Promoting public events or summarizing corporate drives and fundraisers on the CWFB website
- Offering guidelines on how to get your message to the media.
- Providing lists of items most needed by Food Bank clients.
- Loaning of volunteer identification buttons and fabric shopping bags for collection and delivery. Sponsored by Zehr's, the Zehr's 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 our volunteers to sort and shelve 100 pounds of donated items.
- Providing a template form/receipt book 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, Fred Aleksandrowicz, 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: _____

Manager's presence requested, e.g. ribbon-cutting, cheque presentation: _____

Signature: _____ Name: _____ Date _____

Thank you for your interest and enthusiasm in supporting the Centre Wellington Food Bank.
