

PREPARED FOOD DONATION FORM

Brief item description:

Quantity:

Event or Facility (has the food been previously served to the public?):

How was the food previously stored (e.g., refrigerated or frozen)?

Are there ingredients that are common allergens (e.g., peanuts, shellfish)?

Temperature (prepared foods must be received frozen, refrigerated or hot for serving):

Received by (name of staff member or volunteer):

Date:

FOR MAILING LIST OR ACKNOWLEDGMENT

Would you like to join our mailing list?

Would like to receive a thank you letter?

If yes* to either, please provide preferred method of contact (mail or email?):

Donor first/last name:

Donor business/organization:

Donor address:

Donor phone number:

Donor email:

*INTERNAL: *If a request to be added to mailing list or a thank you letter, please make a copy of this form and give it to Kelly Lee, Events & Community Relations Coordinator. The original should be given to the Food & Nutrition Specialist or an intake counsellor for filing in the residential intake office.*