

PREPARED* FOOD DONATION FORM (Detach and give to Shelter Cook)

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:



MAILING LIST OR ACKNOWLEDGMENT* (Detach and give to Donations Coordinator)

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:

Staff:

Date:

Brief description:

*NOTE: *This form is for PREPARED food only. Non-perishable food donations should be recorded on the General Donation forms ONLY IF DONOR WISHES TO BE ADDED TO MAILING LIST OR WOULD LIKE AN ACKNOWLEDGMENT LETTER.*

***If a request has been made by donor to be added to mailing list or a thank you letter, please detach the lower portion of this form and give it to Kelly Lee. The top half should be given to the Shelter Cook.*