



### **Community/School Food Drive Guidelines**

Thank you so much for offering to run a food drive for Shepherds of Good Hope. The items donated through such food drives allow us to serve more than 350,000 meals each year.

The health and safety of our community is of great importance to us and so we've put together the following guidelines to help you have a successful food drive in a way that best meets the needs of our community.

#### **Guidelines:**

- Food must be packed in boxes/packages no larger than 2'x2' or approx. 30 lbs.
- Approximately 5 staff/students are required to assist in loading the food drive items in the truck
- We can only accept non-perishable goods through a food drive, perishable food donations can be organized with our Food Services Coordinator (contact info below)
- All donated items must be in sealed, unopened, packaging
- Expired or damaged cans can't be accepted
- Please ensure gift cards/cheques are given directly to the driver

Please organize the pick-up of your food drive items with our Food Services Coordinator, Dan Gardner approximately one week in advance. The Food Coordinator will be happy to answer any questions and give more detailed information about or most needed items at the time of your food drive. Dan can be contacted by email at [dgardner@shepherdsofgoodhope.com](mailto:dgardner@shepherdsofgoodhope.com) or by calling 613-789-8210 x240.

Again, thank you so much for thinking of Shepherds of Good Hope and having such an impact on the lives of homeless men and woman in Ottawa. Please contact us with any questions you might have; we wish you great success in your endeavour.

Sincerely,

Colin Corkum  
Manager, Support Services  
Shepherds of Good Hope

