



13478 78 Ave Surrey, BC V3W 8J6

Phone: 604-581-5443

Fax: 604-588-8697

events@surreyfoodbank.org

www.surreyfoodbank.org

THIRD PARTY EVENT INFORMATION

Thank you for supporting the Surrey Food Bank. Holding a Third Party Event is wonderful way to build community spirit within your company, organization or school. The following information is a short guideline created to assist you with your efforts to provide a successful event in order to help serve the community of Surrey and North Delta. If you need further assistance, contact our Events Manager at events@surreyfoodbank.org.

1. Registering your Third Party Event

- a) Please complete the attached form and email or fax to our Development team at events@surreyfoodbank.org or 604-588-8697.
- b) Please allow 2 - 3 business days for a response to your registration form due to a high volume of requests. We appreciate your patience and understanding.

2. Supplies and Donations

- a) Supplies can be picked-up at our office Monday to Friday, 7:30 AM – 3:00 PM, 13478 78 Ave, Surrey (please go to Bay No. 3 to drop off food).
- b) Donations of food and cash can be dropped off Monday - Friday at the same address above.
- c) Monetary donations can also be mailed in, made over the phone or online through our website www.surreyfoodbank.org.
- d) Supplies and donations can also be scheduled for drop-offs and pick-ups. Our drivers operate between 8:00 AM and 2:00 PM, Monday to Friday.
- e) Please allow us a minimum of 2 business days to schedule drivers, however due to high volumes at times, we cannot guarantee pick-up/ drop-off dates and times. **Please note:** we do not drop-off or pick-up from private residences.

3. Special Instructions

- a) Once the box is full, it should be closed with no overflow.
- b) Your boxes should be easily accessible to our drivers, taped on the bottom and taped closed.



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THIRD PARTY EVENT REGISTRATION FORM

Please email the completed form to our Development team at events@surreyfoodbank.org or fax to 604-588-8697.

CONTACT INFORMATION	
Who is holding the food drive	
Contact Name	
Organization Address	
E-mail	
Phone Number	
Hours of Operation	

EVENT INFORMATION	
Event Name	
Date & Time	
Event Location	If different from above address
Event Details	

REQUESTED EVENT SUPPLIES				
Item	Donations Boxes (15" w x 13" l x 16" h) <i>Must be a minimum of 10 for drop off and pick-up</i>	Posters PDF Version	Cash Can 1 per food drive	Signage Based on availability
Quantity			Yes No	
Please drop off my supplies on: Month/day/year		I will pick-up my own supplies Yes No Month/day/year		

DONATION DROP OFF INFORMATION:	
Food Donations (Please check one of the following):	
<input type="checkbox"/>	I will drop off food donation at 13478 78 Ave, Surrey, BC.
<input type="checkbox"/>	I will drop off my donation at a local grocery store or fire hall in Surrey.
<input type="checkbox"/>	Please send a driver to pick up my donation Month/day/year
Monetary Donations (Please be advised that the driver MUST have identification to pick up any cash)	
Monetary donations can be made:	
Online at www.surreyfoodbank.org	
By mail to 1 - 13478 78 Ave, Surrey, BC, V3W 8J6	
By phone at 604.581.5443 or in person at our office	