



2020 Surrey Food Bank Holiday Food and Fund Drive We Need Your Help to Feed Our Community!

TO: All supporting Surrey and North Delta schools

FROM: Michelle Murray, Events & Communications Manager

With the holiday season fast approaching, we would like to invite your school to participate in our annual Holiday Food/Fund Drive. The Surrey Food Bank relies on the holiday drives to fill our shelves not only during this season but to keep us going throughout the year.

Register your school now and help make a difference by supporting our neighbours who struggle with life's greatest challenges. We assist over 14,000 people each month, of whom 41% are under the age of 18. They depend on a helping hand from the Surrey Food Bank and we welcome you to be part of that hand up.

Last year, 100 schools in Surrey and North Delta schools participated and collected over 71,000 pounds of food and \$17,500 in cash donations at Christmas time. Your school made a difference in the communities we serve and helped stock our warehouse shelves for many months. It's a wonderful accomplishment for the students, parents, teachers and staff of schools in Surrey and North Delta!

If you have any questions or would like more information, **please contact me directly at 604.581.5443, ext. 109 or events@surreyfoodbank.org.**

Happy Holidays - and on behalf of our clients, volunteers, staff and Board of Directors, thank you so much for supporting the Surrey Food Bank.

Warmest thanks,

Michelle

Michelle Murray
Events & Communications Manager

Surrey Food Bank would like to thank students, teachers and parents for continuing to support food drives to serve the communities of Surrey and North Delta.



SURREY
FOOD BANK



REVERSE ADVENT CALENDAR

This year, we invite teachers, students, administrators and parents to raise food for the **Surrey Food Bank** by ordering a **Reverse Advent Calendar** for your classroom or schools administrative office.

How does it work?

- 1 From November 16th – December 11th, you are asked to add items into the box that matches the item of the corresponding day.
- 2 Place items in **Surrey Food Bank** box that has been provided, and tape your box closed.
- 3 Bring full boxes to the school entrance in time for your **scheduled** pickup.
- 4 Congratulate everyone on being awesome & helping your community!



If you would like to participate in the **Reverse Advent Calendar** fundraiser, please **check off the box** on your registration form and a calendar will be included with your box delivery.

We know that it's not easy for each child to bring something in each day, so feel free to get creative!



Help Fill Hearts This Holiday!



2020 Holiday Food & Fund Drives

2020 HOLIDAY FOOD/FUND DRIVE INFORMATION

Thank you for supporting the Surrey Food Bank! Holding a Holiday Food/Fund Drive is a wonderful way to build community spirit within your school. The following information will help us get you the supplies necessary, and ensure we have your food pick up scheduled.

1. Registering your Holiday Food/Fund drive

- a) Please complete the attached form and email or fax to events@surreyfoodbank.org or 604.588.8697.
- b) Please allow 2 - 3 business days for a response due to a high volume of requests. We appreciate your patience and understanding.

2. Supply Pick Up/ Drop Off and Donation Drop Off

- a) Supplies and/or donations (food/cash) can be picked-up or dropped-off at our office Monday to Friday, 8:30 AM – 3:00 PM. **Please note our NEW address: 13478 78th Ave, Surrey.**
- b) If you require supply delivery, **please indicate your preferred drop off date on the second page.** Our driver will deliver supplies **Monday to Friday** from **8:00 AM – 2:00 PM.** Our offices are closed on weekends.
- c) Monetary donations can also be mailed in, called in via telephone or made online through our website www.surreyfoodbank.org/donate.

3. Donation Pick Up

- a) Our drivers will pick up donations from **Monday, December 14th to Friday, December 18th** only. **PLEASE** schedule your pick-up now to ensure a pick-up date. Clearly indicate the specific date and time that you would like your pick-up on the second page. We will **try** to meet your request.
- b) Donations of cash or cheques should be **removed** from the SFB cash can by the school and the funds sealed in the envelope provided. Please sign the back of the envelope, across the seal. Hand the sealed envelope with funds as well as the cash can to the driver. If you find you have a large donation of mixed coins, we ask that you try to separate the coins by denomination. This will help us a lot during this busy time.
- c) When making up your boxes, please tape the bottoms. Once a donation box is full, ensure it can be closed flat and taped closed. **Each box should be taped on the bottom and taped closed.**
- d) **The boxes should be stacked in the lobby or near the door,** easily accessible to our drivers who will be managing many pickups each day.
- e) Your students are more than welcome to help us load the trucks.
- f) Due to liability issues, we **do not** deliver or pick up donations from private residences.

Thanks to people like you, we CAN make a difference!



2020 Holiday Food & Fund Drives

2020 HOLIDAY FOOD/FUND DRIVE REGISTRATION FORM

Please e-mail or fax the completed form to events@surreyfoodbank.org or 604.588.8697.

CONTACT INFORMATION		
School Name		
Contact Name		
Phone & Fax	Phone	Fax
Contact E-mail		
School Address	Street	City, Postal Code

FOOD/FUND DRIVE REQUESTED SUPPLIES				
Item	SFB Donation Boxes (13" w x 19" l x 11" h)	Cash Can 1 per food drive	E-Brochures	Reverse Advent Calendar
Quantity		Y / N		Y / N
<input type="checkbox"/>	I will pick-up supplies between 8:00 AM – 3:00 PM		<input type="checkbox"/>	Please drop-off supplies
Please drop off supplies on: <input type="checkbox"/> Nov 9 <input type="checkbox"/> Nov 10 <input type="checkbox"/> Nov 12 <input type="checkbox"/> Nov 13				

DONATION PICK UP INFORMATION	
	I will drop off food donations at 13478 78 Ave, Surrey, BC. Mon-Friday in Dec/January 8am – 3:30pm
	We understand that not all schools can have their pick-ups on the same day. We would prefer our food and/or cash be picked up by a driver on one of the following dates (Please check a date and circle a time):
<input type="checkbox"/>	Monday, December 14 Morning (8am-12 Noon) or Afternoon (12 Noon-2:00pm)
<input type="checkbox"/>	Tuesday, December 15 Morning (8am-12 Noon) or Afternoon (12 Noon-2:00pm)
<input type="checkbox"/>	Wednesday, December 16 Morning (8am-12 Noon) or Afternoon (12 Noon-2:00pm)
<input type="checkbox"/>	Thursday, December 17 Morning (8am-12 Noon) or Afternoon (12 Noon-2:00pm)
<input type="checkbox"/>	Friday, December 18 Morning (8am-12 Noon) or Afternoon (12 Noon-2:00pm)

Surrey Food Bank would like to thank students, teachers, and parents for continuing to support food drives
to serve the communities of Surrey and North Delta.