

## Food Drive Criteria

A Neighbour to Neighbour food drive that is run with our agency uses the following procedures.

1. An individual or organization contacts Neighbour to Neighbour Centre and describes their plan and informs us of any requirements they need us to fulfill for their food drive.
2. The individual communicates with the Executive Director or the Operations Manager to coordinate their food drive time line.
3. Special requirements such as posters, boxes and coin boxes can be arranged for the food drive location.
4. The food drive occurs.
5. Neighbour to Neighbour picks up the items at a pre set time or the donor delivers the food and/or money to the Neighbour to Neighbour Centre themselves during our hours of operations.
6. Hours of operations are from 9-4 Monday to Friday.
7. The food and/or money arrives at the centre.
8. The food is weighed in lbs.
9. The monetary donations are calculated.
10. Thank you letters are issued from the Neighbour to Neighbour Centre for the organization or donors of food and money that has been collected.
11. A charitable tax receipt is issued for monetary donation amounts over \$10.00.
12. It is important to record the names and addresses of all people who gave over \$ 10.00 if they want a charitable tax receipt. All tax receipts are sent out to eligible donors.
13. We discourage door to door food drives. We are associated with two door-to-door food drives during the year. The first one is the Ancaster Food Drive and the other is Halloween for Hunger.
14. If you have any further questions please contact the Neighbour to Neighbour Centre at 905-574-1334. Or you can check out our Contacts page