



FoodBANK

The Food Bank Singapore
新加坡食粮银行

www.foodbank.sg
Do Not Buy It When You Can Sell It!

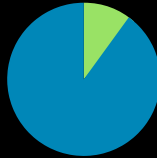
• **JOY** •

IN EVERY BUNDLE

Extend your love to the
needy families.

Bulk Donations

10%



Loose Donations

90%

Only 10% of the food that is donated to The Food Bank Singapore are bulk items. For Senior and Family Service Centers serving the underprivileged who reside in rental units, standardized bundles of food items are required for distribution.

In order to supplement such bundle items to our member beneficiaries, there is a need for FBSG to purchase excess food products from food suppliers at a low cost.





How individuals can help:

You can pledge our food bundles via the link **HERE** to contribute to our long term adhoc distribution.

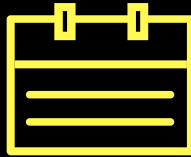


How group volunteers can help:

Corporates and schools, or even a group of friends with a budget, who are looking for a meaningful activity can pledge our food bundles for packing and distribution



Step One



Choose a date and time slot

Food Bundle activities are held on weekdays,
and on Saturday mornings.

Mondays to Fridays

Morning Slot - 10am to 1pm

Afternoon Slot - 2pm to 5pm

Saturdays

Morning Slot - 10am to 1pm

Activity is not available on Sundays and Public Holidays



Step Two



Determine the number of food bundles and volunteers

A ratio of 1 volunteer : 5 bundles is recommended

Example, If you decide to pledge 100 bundles,
you should require about 20 volunteers.

A minimum of 50 bundles is required for a
food bundle packing and distribution activity to take place

There is no maximum number of bundles to pledge,
as long as the ratio is in place



Step Three



Decide on the type of bundle

We have two types of food bundles

Standard food bundle - \$15

Healthier food bundle - \$25

You can refer to the last page to see what is in the bundle

To save us the logistical nightmare, be a sweetie and choose only 1 type of food bundle per activity,



Step Four



Email the Foodbankers

Name of Organisation/School

Date of activity and time slot

Type of bundles and quantity

No. of volunteers

Drop us an email with the following template to

enquiries@foodbank.sg

Note that details have to be sent at least 1 month

in advance from the date of activity

Details provided cannot be amended

after confirmation of the activity



Step Four

The team will check on the slot and confirm the availability. Alternative dates will be provided should the requested date or time slot be taken.

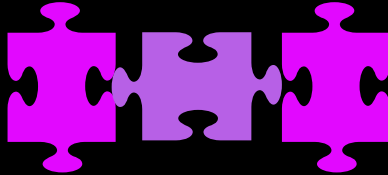
Once the date and time slot have been confirmed, Foodbankers will be contacting the beneficiary centres to check on their availability, and we will be placing orders for the food items with suppliers.

Our beneficiary centres are located islandwide -

If your team has a preference in location,
do let us know in the email too!

However, the confirmed location depends on the availability of the centres to host your activity

Step Five



Beneficiary Centre Link Up

Link up email will be sent between the donor and beneficiary centre when a successful match is made.

The following details of the activity will be included:

Date and Time of Activity

Beneficiary Centre

Activity Address

No. of bundles

No. of volunteers

Contact Details for Donor, Beneficiary and Food Bank

Sample Programme



Step Six



Activity

Programme Outline:

10am

10am - 1015am

1015am - 11am

11am - 1115am

1115am - 1215pm

1215pm - 1230pm

1230pm - 1pm

Volunteers to report at beneficiary centre
Briefing by FBSG and demonstration on how to pack
Packing of food bundles
Briefing by the centre, volunteers to split into teams
Distribution of food bundles
Reporting back at the centre
Housekeeping, photo taking, debrief and dismissal

2pm

2pm - 215pm

215pm - 3pm

3pm - 315pm

315pm - 415pm

415pm - 430pm

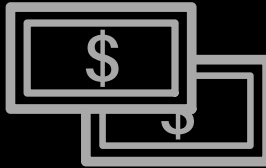
430pm - 5pm

*Activity might end earlier depending on the speed of packing and distribution.

*Additional activities can be included with further discussions with the centres



Step Seven



Payment

Payment can be made on the day of the activity via cash or cheque addressed to "The Food Bank Singapore Ltd" on the day of activity.

Don't forget to include the following information!

Name / Organisation

NRIC / UEN Number

Contact Number

