

# FOOD DRIVE MANUAL

**Banking Differently Since 2012**

**Every Action Counts  
Together We Can Make A Difference**

# WHAT IS A FOOD DRIVE?

Since the Food Bank Singapore's establishment in 2012, we have been dedicated to bridging the gap between excess food and food insecurity experienced around the island.

Food Drives are a great way to generate additional donations for the Food Bank Singapore to ensure a steady supply of food rations. At the same time, they help raise awareness about food insecurity and food wastage and can inspire others to act as well!



# WHAT KIND OF FOOD CAN BE DONATED?

- We accept all types of non-perishable food items that are unopened, unused, and with at least 5 weeks of shelf life remaining.
- We do not accept: Rusty/Unlabelled cans, Expired items, Opened/Used items
- There is no minimum / maximum quantity of food items that can be donated. We welcome all efforts in ending food insecurity in Singapore!



**Staples**  
Rice, Noodles, Pasta



**Beverages**  
Hot Beverages, UHT Milk,  
Ready To Drink



**Condiments**  
Oil, Seasoning, Spices,  
Spreads, Sugar, Syrup



**Snacks**  
Biscuits, Cereals, Chips,  
Chocolates



**Canned Food**  
Beans, Seafood, Fruits,  
Soup, Meat

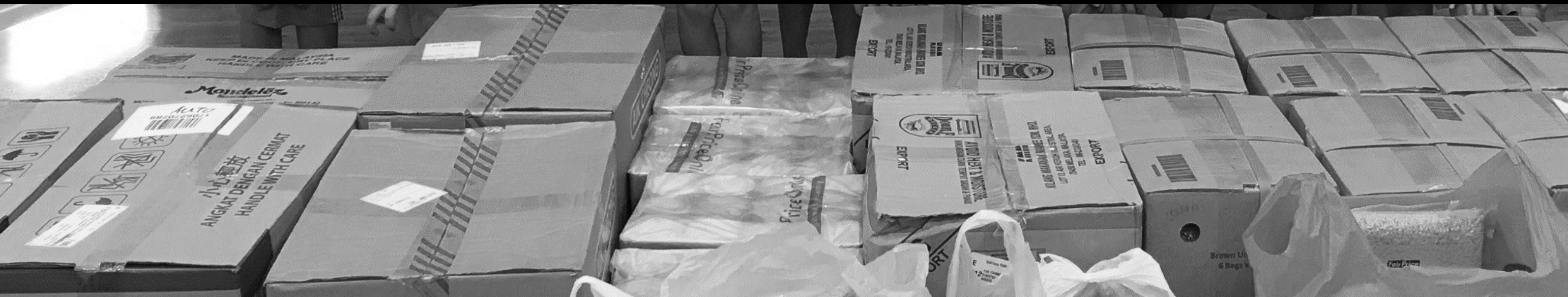


**Dried/ Preserved Food**  
Beans, Fruits,  
Vegetables, Meat



# HOW CAN YOU HOST YOUR OWN FOOD DRIVE?

*Food Drive*



# REGISTRATION CHECKLIST

Before registration, confirm the following information:

- Name of Organisation/School:
- Date/Duration of Food Drive:
- Address of Food Drive:
- Expected date of delivery:
- Contact Person
- Contact Number
- Contact Email Address

Once confirmed, email the above information to our warehouse IC to [Haris@foodbank.sg](mailto:Haris@foodbank.sg) , Hp: 81893225

***\*There is no cost involved in registering for the Food Drive***



# PLANNING/PACKING CHECKLIST



01



After registering your interest with us, decide on a location to store your items throughout the Food Drive (e.g. reception/pantry/empty classroom)

02



Prepare your own carton boxes for storage and collection. You may choose to decorate it as you wish!

03



Optional: You may sort the food items into different product categories. You can refer to Slide 3 for the different categories.

04



For instructions on the delivery process of collected food donations, please refer to the next slide.

03. CHECKLIST

# DELIVERY CHECKLIST



Due to logistical and manpower constraints, unfortunately we do not provide any pick-ups. You may want to engage with external logistics for transport services.

For any pick-ups **by The Food Bank Singapore** needed, a \$80 transport fee will be required. For schools, this transport fee is reduced to \$40.





03. CHECKLIST

# DELIVERY CHECKLIST



You may deliver to our warehouse address at 218 Pandan Loop, S128408 between Monday to Friday, from 10.30am-5pm.

Do inform us of the delivery date and time in advance so that we can be on standby to receive the donations.

Do take a picture of the incoming food donations such that we are able to gauge the quantity









04. Directions

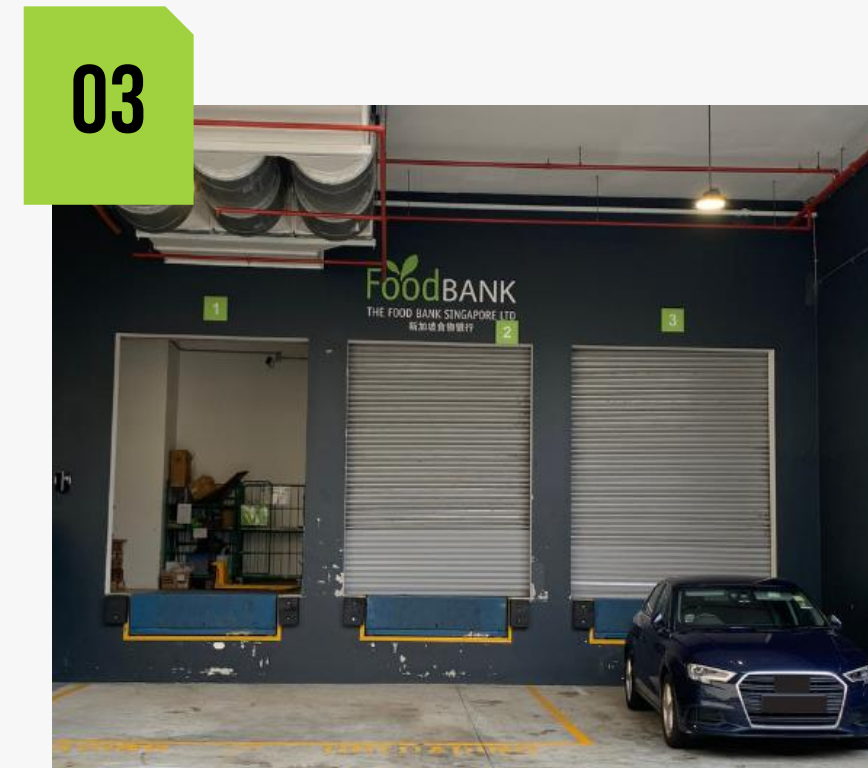
# DIRECTIONS TO THE FOOD BANK SINGAPORE




 Locate the XPACE building



 Proceed straight to The Food Bank Loading Bay



 Call your liaison Foodbanker to begin unloading

# THANK YOU



@THEFOODBANKSINGAPORE



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