

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!
- Refer to our updated Wishlist on Instagram!



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

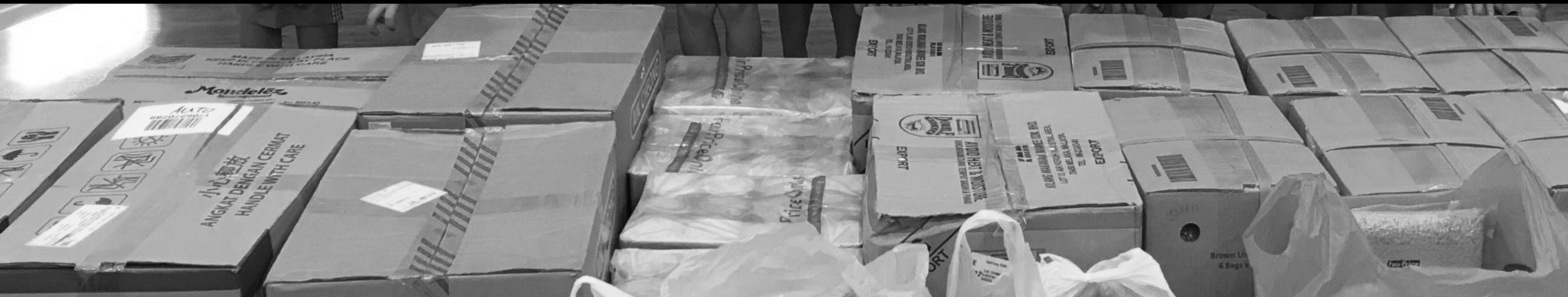


Dried/ Preserved Food
Beans, Fruits,
Vegetables, Meat



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:
- Is pickup by FBSG necessary?:
- Expected date of pickup/ delivery:
- Contact Person
- Contact Number
- Contact Email Address

Once confirmed, email the above information to our Food Drive IC, haris@foodbank.sg

****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, we strongly encourage donors to arrange delivery of food donations by engaging external transport services.

For any pick-ups by **The Food Bank Singapore**, a \$80 transport fee will be required. For schools, this transport fee is reduced to \$40. We require at least 2 weeks advanced notice before scheduling pick-ups.





03. CHECKLIST

DELIVERY CHECKLIST



You may deliver to our warehouse address at 218 Pandan Loop, S128408 between Monday to Friday, from 10.30am - 4.30pm

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

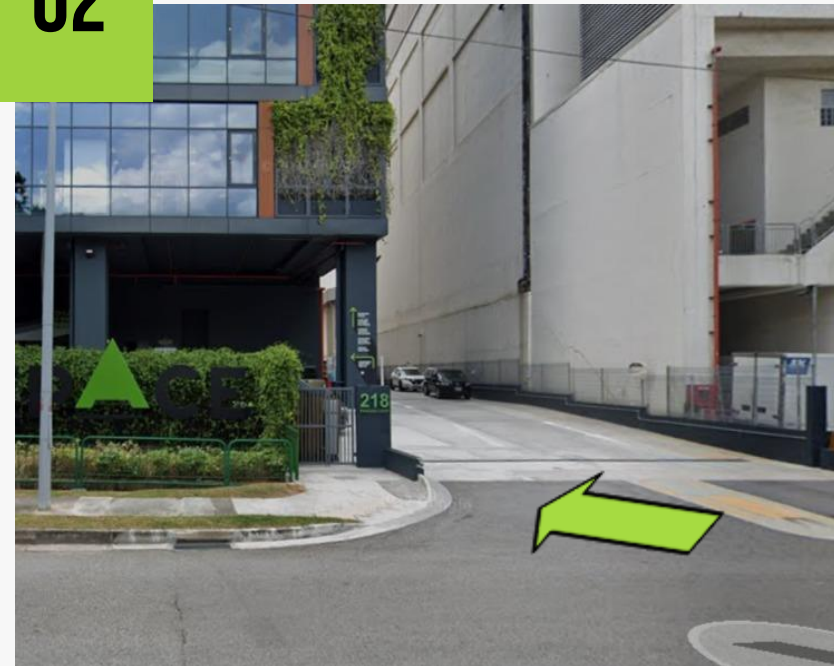
DIRECTIONS TO THE FOOD BANK SINGAPORE

01



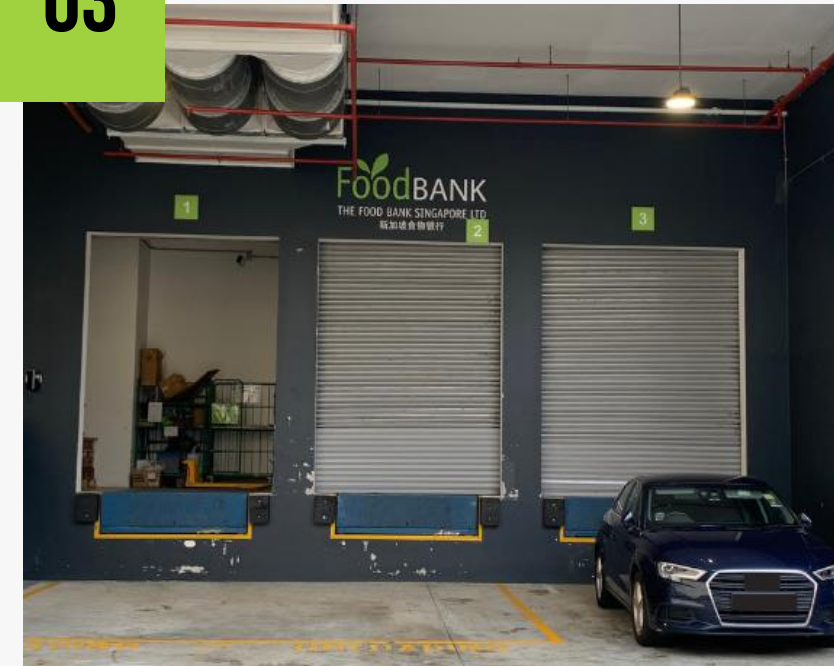
Locate the XPACE building

02



Proceed straight to The Food Bank Singapore Loading Bay. (Maximum length of 24 feet)

03



Call your liaison Foodbanker to begin unloading

THANK YOU



@THEFOODBANKSINGAPORE



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@FOODBANKSG

