

# THE FOOD BANK SINGAPORE

Securing Food, Shaping Tomorrow

Food Drive Manual





# About Us

Established in 2012, The Food Bank Singapore is the nation's only accredited member of The Global FoodBanking Network (GFN), an organisation which supports food banks in more than 50 countries.

As an IPC-registered charity (non-government funded), we collect surplus food from manufacturers, distributors, retailers, restaurants, and consumers, and channel them to vulnerable communities through our network of beneficiary partners. We also procure food as needed to meet the food support requirements of our beneficiary partners.

Beyond providing vital food support to **improve food security**, we **champion food sustainability** through advocacy, reducing food waste, and driving education programmes that inspire action to reduce food waste and build a more sustainable future.





# What is a Food Drive?

Food Drives are a great way to collect food surplus/donations for The Food Bank Singapore to ensure a steady supply of food rations. The very action of organising a food drive can help raise awareness about food insecurity and food wastage in Singapore.

Additionally, food drives serve as a fantastic bonding activity, perfect for incorporating into birthdays, corporate parties, or festive season giving!



**Support us**

By organising a food drive in your community/organisation



# Food Drive – Types of Food to collect

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

We accept all types of non-perishable food items that are unopened, unused, and with at least two months of shelf life.

Kindly note we cannot accept rusty/unlabelled cans, expired items or opened/used items.





# Steps to Host Your Food Drive

**Step 1:** Register your interest with us by submitting the following details to [fooddonation@foodbank.sg](mailto:fooddonation@foodbank.sg)

- Name of individual/school/organisation
- Date(s) of Food Drive
- Address of Food Drive
- Is pick-up by The Food Bank Singapore required?
- Expected date of collection/delivery
- Name of contact person
- Contact number
- Email address

**Step 2:** Look out for our updated monthly warehouse wishlist [here](#).





# Steps to Host Your Food Drive

**Step 3:** Conduct your food drive at your community or organisation. Prepare carton boxes and/or bags for storage and collection.

**Step 4:** Take photos and/or videos to share your event on social media. Feel free to tag us.

**Step 5:** After your food drive has ended, you may choose to either drop off your food donations at our warehouse or opt for pick-ups by The Food Bank Singapore (with a fee of \$40 for individuals/schools and \$110 for corporates).





# Guide to Our Warehouse

**Step 6:** If you choose to deliver the donations to our warehouse, please refer to this guide (on the right) for directions to our loading bay.

**Step 7:** Receive an acknowledgement letter for your kind contribution.

Thank you and we look forward to receiving your food donations and turn these into sustenance for our beneficiaries.

## DIRECTIONS TO THE FOOD BANK SINGAPORE

for Deliveries & Self-Collections



The Food Bank Singapore Ltd  
218 Pandan Loop, Level 6, S(128408)  
[enquiries@foodbank.sg](mailto:enquiries@foodbank.sg)  
Weekdays 9.30am to 12.30pm; 2.30pm to 4.30pm



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